

SOUTH YORKSHIRE FIRE & RESCUE

POST TITLE:	Interim Head of Asset Management
DIRECTORATE:	Finance & Resources
REPORTS TO:	Director of Finance & Resources
PERMANENT BASE:	Headquarters, 197 Eyre Street, Sheffield, S1 3FG
JOB PURPOSE:	To effectively lead and manage the Asset Management function (Property, Procurement, Transport & ICT) in the efficient delivery of South Yorkshire Fire & Rescue's strategic objectives.
DIMENSIONS:	<ul style="list-style-type: none">• Direct reports: 5• Indirect reports: 16• Total: 21• Revenue: £6 million• Capital: £10 million
AREAS OF ACCOUNTABILITY:	<ol style="list-style-type: none">1. Provide effective strategic leadership, advice, support and recommendations to the business on all asset management issues.2. Develop appropriate performance indicators and targets and establish appropriate benchmarking arrangements with comparable services and organisations to ensure that the authority can effectively and efficiently procure, use, manage and dispose of its assets.3. Lead, manage and support Corporate and Directorate projects and initiatives as appropriate to ensure that projects are delivered on time, within budget and meet the requirements of the Authority (Director of Finance & Resources, Head of Asset Management and Head of Finance will act as the Project Board for all Directorate projects).4. Liaise with joint secretariat over financial, legal and governance issues to ensure that all regulations are met.5. Lead, motivate and develop the staff in Asset Management services to ensure an effective working environment, employee commitment and consistently high performance.6. As a member of the Corporate Management Board, contribute to overall management, policy making and strategic planning to ensure that the Authority achieves its strategic objectives.7. Develop and monitor capital and revenue budgets for Property, Procurement, Transport & ICT to ensure financial regulations are met and that resources are deployed in the interest of an effective service provision.8. Effectively manage the Authority's capital programme 2013 – 2016, with key emphasis on new build projects for 2014/15.9. Oversee activity against the SYFR Revenue, Repairs & Maintenance Programme including the Accelerated Maintenance Project (two year duration - commencing 2013).10. Progress the Authority's Environmental Strategy through the use of energy saving initiatives.11. Effectively participate in partnership meetings with a range of relevant agencies (local authority, Chief Fire Officers Association etc)12. Oversee the Supplies, Stores & Procurement Function within SYFR in line with the organisational Procurement Strategy.

13. Prepare, update and administer corporate contract standing orders, including EU returns for contracts on behalf of the Authority.
14. Work with partners on the development of collaborative procurement opportunities.
15. Oversee the Transport function of SYFR which includes fleet management and workshops with the aim of assuring availability of all operational appliances and vehicles at all times.
16. Oversee the ICT function in line with the ICT Strategy to ensure IT provision which effectively supports all functions within the service.

SPECIAL FEATURES:

- Responsible for representing Director of Finance & Resources when required

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications		
Qualified to degree level or equivalent	✓	
Professional chartered surveyor or equivalent (MRICS)	✓	
NEBOSH Certificate or equivalent Health & Safety qualification		✓
IOSH Directing Safely or equivalent		✓
Knowledge		
Proficient in the use of MS Office, including Word, Excel, Outlook and PowerPoint	✓	
Working knowledge of Health & Safety regulations, requirements & other legislation as they relate to the management of property & other assets	✓	
Experience		
Significant & relevant post qualification experience	✓	
Experience leading in an Asset Management environment at senior level including management of significant capital & revenue budgets	✓	
Experience of development & delivery of construction & development projects	✓	
Experience of working at a senior level within Emergency Services or similar public sector organisation		✓
Personal Effectiveness		
Ability to lead effectively through clear communication at all levels	✓	
Ability to devise, plan & prioritise function activities both strategically & operationally	✓	
Ability to develop and sustain effective working relationships with internal & external partners	✓	
Commitment to Equality & Inclusion approach	✓	