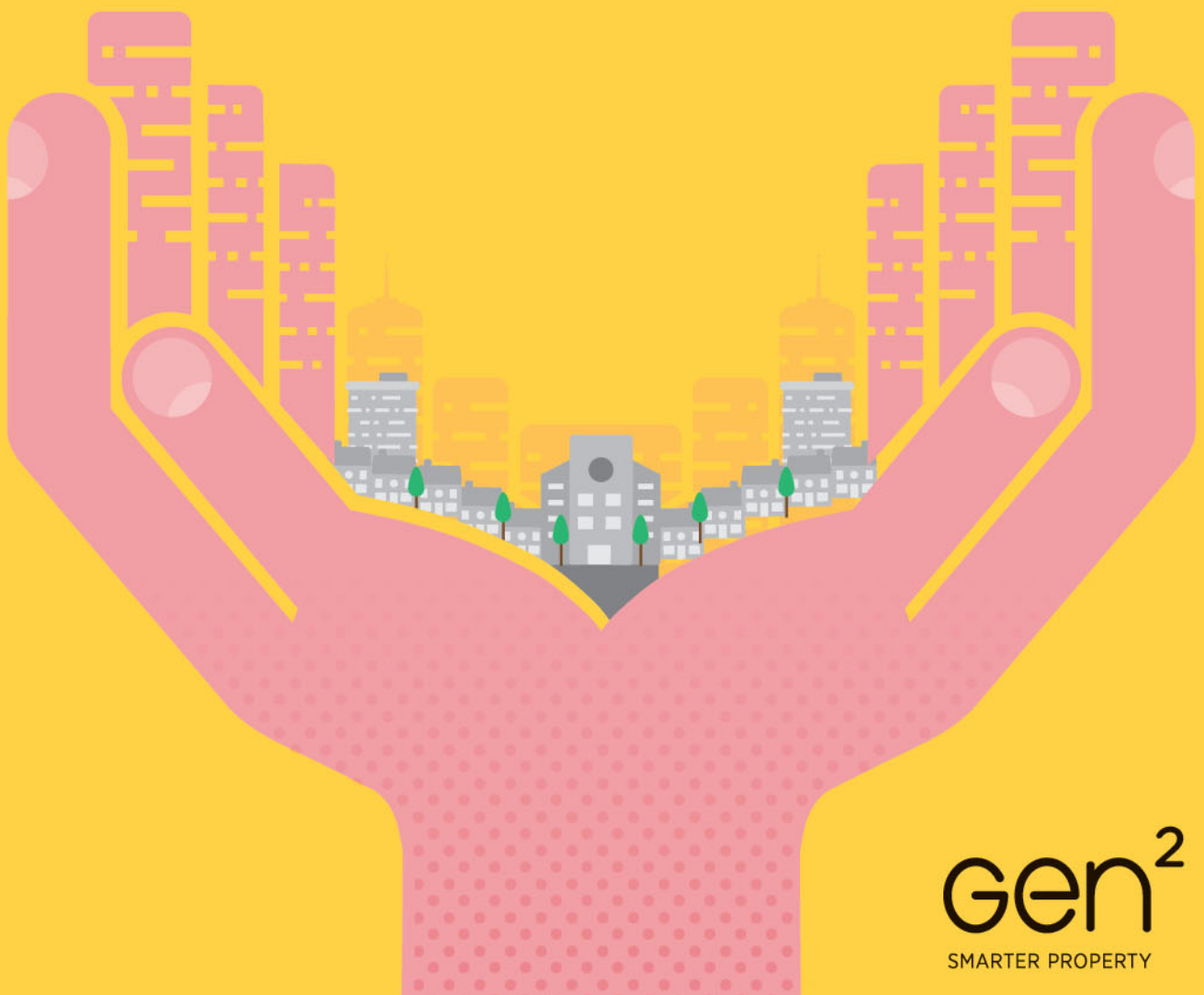


Area & Development Planning Manager

INFORMATION, JOB DESCRIPTION &
PERSONAL SPECIFICATION



Gen²
SMARTER PROPERTY

Area & Development Planning Manager

Information, job description and personal specification

This purpose of this document is as a guide to provide you with details of our company; what you can expect when you work with us; our requirements of the role; and skills and competencies that we will be looking for in a potential employee.

Who we are

Gen² are trusted public sector property experts.

We're transforming the management of public buildings and spaces for current and future generations through our inside knowledge of the sector.

And we're growing. Having successfully secured a five year agreement with Kent County Council's infrastructure division and securing new clients, Gen² is looking to expand its talented team of property professionals.

We manage 1,800 properties with a combined value of £1.87bn and have delivered £535 million of capital projects over the last three years. Our team of experts enable and facilitates the delivery of a diverse range of services for the public sector across London and the South East.

Gen² are driving innovative new changes to support the need to deliver services differently. We are keen to work with an exceptional individual who has the energy, drive and ambition to help us do things differently.

Someone who shares our commitment to improving public services and who is able bring skill and commercial awareness to ensure we deliver value for money and maximise clients' assets.

Our Vision

Our vision is to be the trusted property services advisor of choice to public sector clients in London and the South East. We understand our client's needs and objectives and our work supports the delivery of social and financial value. We do this by delivering excellent standards of service, in a commercially aware but ethical manner.

JOB & BENEFITS SUMMARY

Area & Development Planning Manager

Reporting to Head of Facilities Management

Working in the FM Team

Based at Maidstone, Kent

Salary from £24,473 - £28,047

Holiday allowance: 22 days

Company Pension

Flexible working practices

Purpose of the job

Take the lead helping Kent schools with their properties.

Main duties & responsibilities

1. Work with schools so there is a rolling programme of school premises reviews, including compliance audits. These visits will inform future maintenance programmes and ensure that compliance requirements are met.
2. Support Area Technical Managers with the raising of works orders, contract documentation and monitoring progress of maintenance works.
3. Provide a lead contact with schools and head-teachers outlining the strategy on maintenance programmes, improvement of buildings and permanent structures. Advise on procurement and work timescales.
4. Work with Asset Strategy to support the re-use of vacant buildings or prepare them for disposal.
5. Provide the link for schools and members of the public who require specialist guidance to ensure legal compliance.
6. Work with others in Gen2 to identify business opportunities which may provide income for the company.
7. Work with Total Facilities Management consultants to ensure the school matrix database is kept up to date and statutory compliance inspections are identified in a timely manner.
8. Assist with the scoping of building adaptations for pupils with complex medical needs

This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

PERSONAL SPECIFICATION

The following personal specification outlines what we are looking for in an applicant. Applicants should describe in their application how they meet these criteria.

Applicants who have a disability and who meet the criteria will be shortlisted.

QUALIFICATIONS	NVQ4 or equivalent experience
EXPERIENCE	<ul style="list-style-type: none"> ○ Experience of stakeholder management ○ Experience in working with public sector schools ○ Experience working with external partners and other agencies ○ Budget monitoring experience ○ Experience in working with public sector schools ○ Experience or practical knowledge of property data, suitability and sufficiency information ○ IT database experience
SKILLS & ABILITIES	<ul style="list-style-type: none"> ○ Good interpersonal and communication skills, both oral and written ○ Ability where necessary to influence a wide range of audiences and individuals ○ Ability to quickly assimilate KCC and Gen2 policies and procedures and cascade to a wider audience ○ Ability to use own initiative, think laterally and take a problem-solving approach ○ Good IT skills and use of MS Office packages
KNOWLEDGE	<ul style="list-style-type: none"> ○ Understanding of complex issues facing the public sector and the property challenges raised ○ Awareness of the main legislative framework in the property sector
VALUES & BEHAVIOURS	<p>PROFESSIONAL Employees are expected to maintain the highest professional and ethical standards.</p> <p>COMMERCIAL Employees should provide optimum financial outcomes for our clients.</p> <p>COLLABORATIVE Employees work with clients to achieve success.</p> <p>INNOVATIVE Employees deliver smarter property solutions.</p>