

Job Description

JOB TITLE	Director of Capital Programmes and Assets
GRADE	D2
REPORTING TO	Chief Executive
JD REF	LEAD

PURPOSE

The post holder is a key member of the Council’s Leadership Team, responsible for strategic leadership, governance, and oversight of a council’s capital investment programme and property/asset and schools portfolio. The role ensures delivery of high-quality capital projects, optimises the council’s property assets, and aligns programmes with corporate priorities, financial strategies, and statutory obligations.

MAIN DUTIES AND RESPONSIBILITIES

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values and leadership behaviours in the role and organisation.

Service Specific Duties:

Strategic Leadership

- Set and communicate operational strategy in alignment with organisational goals.
- Shape and deliver transformation programmes to improve long-term sustainability and performance.
- Represent the organisation with key stakeholders, elected members, partners and government bodies.

Capital Programme Oversight

- Lead the council’s current and future capital programmes ensuring delivery is achieved on time, within budget parameters and of high quality.
- Oversee major strategic developments including regeneration schemes and school capital programmes.



Asset Management & Estate Strategy

- Drive long-term asset management strategy including rationalisation, growth, maintenance, and optimisation.
- Oversee management of diverse portfolios such as schools, libraries, leisure centres, depots, administrative buildings and commercial estates.

Financial & Commercial Leadership

- Ensure capital programmes contribute to financial strategies.
- Develop innovative commercial and funding solutions with real estate partners.

Governance, Compliance & Risk Management

- Ensure compliance with statutes and regulatory frameworks.
- Provide specialist advice on construction, public realm, sustainability, climate and building safety.

People & Organisational Leadership

- Lead multidisciplinary teams across capital, assets, estates and sustainability.
- Set performance standards and embed accountability and collaboration.

ROLE SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS

- Degree in property, surveying, construction, engineering, architecture, or related discipline.
- Professional membership (e.g., RICS, CIOB, RIBA).
- Knowledge of construction, public sector property law and building safety.
- Able to drive pragmatic short-term solutions within a strategic framework and without losing sight of priority goals and objectives exercising good judgement given the information that is available.
- Able to lead services within a large, complex, political environment.
- Able to initiate, develop and sustain successful partnership working ensuring the collaboration required to achieve shared results.
- Able to inspire others with a compelling vision of the future, engage others in that future and motivate them to make the required contribution.
- Demonstrate the corporate behaviours and ways of operating for the Council's Senior Leadership Team.
- Experience leading complex capital, property or asset management services.
- Experience managing multidisciplinary teams and large portfolios.
- Strong commercial acumen and experience working with partners.
- Proven track record of delivering large scale programmes successfully and within both public and private sectors.



ADDITIONAL INFORMATION

- Ability to travel across the Borough and work from various locations.
- Work hybrid, with a flexible working approach to accommodate service needs.
- Expected to work from a fixed location (subject to change).
- On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.
- All Senior Leaders are requested to participate in the Council's Senior Duty Officer rota on a limited number of occasions each year.

Health & Safety Considerations:

- Work with VDUs (Video Display Unit) (>5hrs per week)
- Exposure to persons with challenging or aggressive behaviour

DATE OF APPROVAL: February 2026

APPROVED BY: MATT BENNETT (CHIEF EXECUTIVE)



ACCOUNTABLE



AMBITIOUS



RESIDENT
FOCUSED



PROFESSIONAL