BIRMINGHAM CHILDREN'S TRUST

Job Description

Head of Property

Job Details	
Grade	GR 7
Job Evaluation Number	A2075
Number of Posts	1
Department	Digital and Enabling Services
Reporting to	Assistant Director Digital and Enabling Services

Who Are We?

We are Birmingham Children's Trust.

'Working Together to make Birmingham the greatest city to grow up in.'

The sole purpose of Birmingham Children's Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.

Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trust's objectives.

Birmingham Children's Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.

Our Vision:

Our vision is to build a Trust that provides excellent social work and family support for and with the city's most vulnerable children, young people and families.

We will do this:

- with compassion and with care.
- through positive relationships, building on strengths.
- in collaboration with children, young people, families and partners.
- by listening, involving and including.

- in ways that are efficient and deliver value for money.

Success will mean significant progress towards these outcomes:

- healthy, happy, resilient children living in families.
- families able to make positive changes.
- children able to attend, learn and achieve at school.
- young people ready for and contributing to adult life.
- children and young people safe from harm.

Our Values



Portfolio Responsibilities
Provide leadership for the Trust's property portfolio, ensuring safety, compliance, and alignment with operational priorities. Oversee property strategy, capital programme, and facilities services, collaborating with leaders, partners, contractors, and internal teams. Ensure the estate supports excellent services and positive outcomes for children, families, and staff.

Key Responsibilities
Leading the development and delivery of the Trust's property strategy, ensuring the estate supports Trust priorities, service delivery and value for money.
Managing commercial lease arrangements, rent reviews, and related matters while safeguarding the Trust's interests and fulfilling statutory and contractual requirements effectively.
Identifying and delivering opportunities to rationalise and improve the estate through acquisitions, disposals, co-location, reconfiguration or repurposing of property assets.
Leading the planning, development and delivery of property-related capital projects, including

refurbishments, acquisitions, feasibility work, financial appraisals and business case development.
Leading the Trust's capital programme, developing a five-year rolling programme of capital investment, managing associated capital bidding processes. Ensure projects are evidence-based, aligned to organisational need and delivered safely, on time, within budget and to agreed quality and governance standards.
Managing property-related revenue and capital budgets, ensuring robust financial planning, monitoring, forecasting and control. Identify opportunities for cost reduction, income generation, efficiency improvement and better use of property resources.
Commissioning, procuring and managing external property-related contracts, ensuring excellent performance, quality and value for money.
Acting as Corporate Landlord, ensure the Trust's property portfolio and property service are customer-focused, accessible, safe, compliant. Ensuring the portfolio and service operate in accordance with statutory requirements, health and safety legislation, property law, safeguarding responsibilities and organisational policies.
Leading the Trusts maintenance and facilities services ensuring the estate is maintained in good order and operates effectively.
Acting as the Trust's Health and Safety Champion, working with HR and other colleagues to support safe working practices across the organisation.
Maintaining effective property data, compliance monitoring, audit, risk management and reporting systems. Work with senior leaders, legal advisers and governance colleagues to manage risks, resolve issues and support sound decision-making.
Providing visible leadership to property staff, embedding a business partner and customer focused culture. Deliver a service that enables social care managers to focus on supporting children and families.
Building a positive team culture setting clear objectives and direction, developing staff and managing performance.
Building and managing effective relationships with Trust senior leaders, and other stakeholders to ensure the best outcomes for children and families.
Providing clear advice and communication across the Trust supporting good decision-making and effective use of the Trust estate.
Acting as the Trust professional advisor on property and safety related matters ensuring risk is well managed and mitigated.

Key Information

Is Safeguarding Check needed?	Not Required
Will this position have Line Management Responsibility?	Yes
Post Title	**Number of Posts**
Senior Facilities Manager	1
Facilities Managers	4
Property Programme Manager	2
Property Help Desk Team Leader	1
Project Managers as required	tbc

Person Specification

Essential Criteria		
Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation		
Qualifications	AF/Q	Hold a degree or relevant experience in fields like Real Estate, Estate Management, or Surveying. Demonstrating equivalent expertise. Possess recognised Health and Safety certifications (e.g., IOSH or NEBOSH) and professional credentials like MRICS or similar.
Experience	AF/I/P	Demonstrate extensive experience of developing and delivering long-term property strategies and capital programmes. Ability to translate organisational priorities into effective property plans and actions.
Experience	AF/I	Demonstrate experience in leading corporate projects and cross-service initiatives, collaborating effectively to deliver successful outcomes.
Experience	AF/I	Demonstrate extensive experience managing complex property portfolios, covering leasing, acquisitions, disposals, valuation, and compliance.
Experience	AF/I	Demonstrate extensive experience of managing a

		maintenance and facilities service across a 24 hour estate
Experience	AF/I	Demonstrate proven experience of ensuring compliance and championing organisational Health and Safety.
Experience	AF/I	Evidence significant experience of leading, multi-disciplinary teams, developing talent, building capability and embedding a high-performance, customer-focused culture.
Experience	AF/I	Evidence of applying sound judgement while handling competing priorities, managing risk and assurance.
Skills	AF/I	Demonstrate substantial expertise in financial, legal, planning, and regulatory requirements related to property management and compliance.
Skills	AF/I	Evidence of expertise in commercial management, negotiation and insight managing high value and business critical contracts.
Skills	AF/I	Demonstrate exceptional communication, interpersonal, negotiation, and influencing skills to guide leaders and achieve organisational goals.
Knowledge	AF/I	Demonstrate extensive knowledge of property and health and safety legislation and standards

All staff understand that employment on this job description is in line with the current BCC; BCT and Acivico workforce contracts.
In line with your Birmingham workforce contract, it may be reasonable from time to time to request employees to undertake other duties commensurate with your role. These requests should be exceptional. If you find these are anything other than a 'time to time' request, then it will be necessary for the role to be re-evaluated (following NJC Gauge principles) to maintain the integrity of BCC's job evaluation scheme. For reference your contract of employment states: From time to time, you may be required to undertake other or additional duties as we may reasonably require.

At Birmingham Children's Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality,

diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.