



**Brighton & Hove  
City Council**



# Candidate Briefing

## Head of Strategic Property

<b>CLIENT:</b>	Brighton & Hove City Council
<b>ROLE:</b>	Head of Strategic Property
<b>PENNA CONSULTANTS:</b>	Andrew Tromans and Bruna Varante
<b>APPLICATIONS DEADLINE:</b>	Monday, 10 <sup>th</sup> March 2025



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Further reading: [Brighton & Hove City Council plan 2023 to 2027](#)  
[Corporate Leadership Plan](#)  
[Council Property and Land](#)  
[Commercial Investment Property Strategy.pdf](#)



## Advert

# Head of Strategic Property

Salary £71,565 to £78,451 | Brighton & Hove City Council

*Join a forward-thinking council in a pivotal leadership role, shaping Brighton & Hove's property strategy to support a better future for all.*

### The Role

Reporting to the Director of Property and Finance, you will lead Brighton & Hove City Council's Strategic Property function, overseeing the management and development of a diverse portfolio of assets, including operational and non-operational estates, commercial properties, and education facilities.

You'll be tasked with about creating and delivering a unifying property strategy that aligns with the council's corporate objectives and Medium-Term Financial Strategy. You'll be responsible for asset optimisation, disposals, and innovative uses of council resources to deliver value for money, support local businesses, enhance housing solutions, and drive city regeneration.

As a strategic leader, you'll also manage significant capital and revenue budgets, ensuring funds are available to invest in the city's future.

And beyond strategy, you'll play a lead role in modernising and unifying the team, embedding a collaborative culture, and fostering strong relationships across the council and their partners.

### Candidates

We are looking for a property professional with:

- Proven experience in strategic property management, estates strategy, or asset optimisation.
- The ability to navigate political and stakeholder landscapes with confidence and diplomacy.
- Strong financial acumen, including managing substantial budgets and capital investment programmes.
- A commitment to collaboration, inclusivity, and innovation in delivering outcomes.

While being a Chartered Surveyor (MRICS or equivalent) may be desirable, we are equally open to candidates from diverse professional backgrounds (e.g. including housing, higher education, NHS, and the private sector) who bring transferable expertise and fresh perspectives.

### Why Brighton & Hove?

Brighton & Hove is a vibrant city that blends coastal charm with urban energy. It's a place of opportunity, diversity, and innovation, where the council is committed to making a difference for its residents, businesses, and visitors.

You'll be part of a progressive organisation that values creativity, inclusivity, and excellence. In return, we offer a competitive salary, flexible working arrangements, and the opportunity to play a transformative role in shaping the city's future.

For even more reasons on why Brighton & Hove, please visit <https://www.brighton-hove.gov.uk/jobs/why-work-us>



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**Next Steps**

For more information and to arrange a confidential discussion, please contact our retained consultants at Penna:

Andrew Tromans on 07805 226 301 or Bruna Varante 07858 306 725.

To apply, visit <https://execroles.penna.com>.

**Closing Date:** Monday, 10<sup>th</sup> March 2025.

*Brighton & Hove City Council is committed to equal opportunities and welcomes applications from all sections of the community.*





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## Working for Brighton & Hove City Council

We are looking for a senior leader who can drive the council to:

- **Be connected:** to enable a connected organisation that has a clear one Council mission to create “a better Brighton and Hove for all.” Building a leadership that connects and brings critical resources together to address the knotty and challenging issues we face as a city. Creating a structure with clear accountability, communication and transparency that empowers Officers to make decisions as close to the front line as possible.
- **Be innovative and diverse:** to enable the organisation to become more dynamic. To build a diverse workforce and leadership, which reflects the communities of Brighton and Hove that we serve. To support a network of leaders at all career stages.
- **Be confident:** to build working practices that are agile and take a test & learn approach. To embed reflective practice, and a growth mindset culture where we all learn from our mistakes and use these experiences as opportunities to grow as an organisation. Build the workforce skill and acumen to work in complexity and be courageous leaders.
- **Be creative:** to build the space and capacity for experimentation, reflection, and innovation. To enable creative policy development. To become a City Council that is an influencer and leader in key policy that will change the lives of our residents. To be a Council that embraces AI and new technologies to create efficiency and space to deal with the critical challenges our residents face, while recognising their limitations. Creating the space for our great staff to learn and grow with technological change so they can grow their careers with the skills they need and a culture where focus on efficiency and value for money is embedded in our ways of working.
- **Be healthy and psychologically safe:** to create a trusted environment, enabling everyone to bring their best selves to work. To build a resilient workforce that looks after its health and wellbeing.

### Encouraging a diverse workforce

Our city is known and loved for its diversity. Not only is the mixture of people, culture and skills vital to the economic and social development of the city, it's what makes Brighton & Hove such a great place to live, work and visit. We are committed to developing and retaining a workforce that is representative of the diverse communities we serve so we welcome applications from individuals from all backgrounds. In order to achieve our aims of proportionate representation, we particularly encourage applicants from a BME or White Other background as well as those who identify as disabled, male or trans.

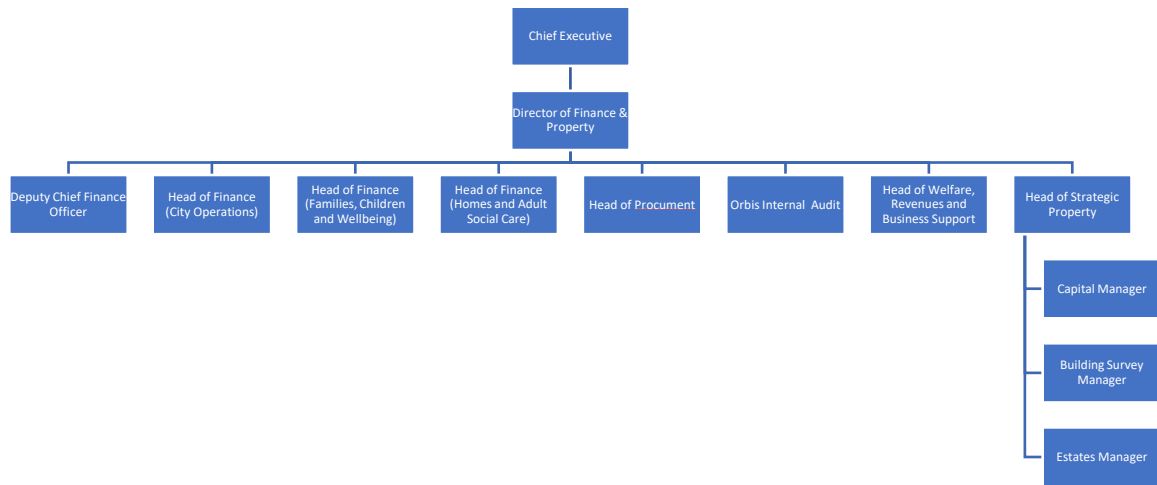
Find out more about our commitment to being a fair and inclusive place to work where everyone can achieve their potential by reading about our [fair and inclusive](#) actions, our [anti-racism strategy](#) and [How we create a fair and inclusive workplace](#).

Please note that this post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to a Disclosure & Barring Service (DBS) Check.

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# Structure Chart





## Job Description

<b>Job title:</b>	<b>Head of Strategic Property</b>
<b>Reports to job title:</b>	<b>Director Property and Finance</b>
<b>Division:</b>	<b>Property and Finance</b>
<b>Job identification number (JIN):</b>	<b>4774</b>

### Job purpose

As Head of Strategic Property, you will be key in contributing to our Council Plan mission to be a responsive Council with well-run services.

You will work collaboratively across the whole organisation with Members and officers to provide strategic advice, policy support and the coordination of public affairs to support the delivery of the Council Plan and the achievement of our mission for a Better Brighton and Hove for all.

The role will lead on the strategic management of the council's property portfolio. This role will involve developing and implementing property strategies that align with the council's objectives to optimise the use of property and land assets. In addition, leading the council's Corporate Landlord function including the strategic development and implementation of the council's overall Corporate Property Strategy & Asset Management Plan.

### Principal accountabilities

1. To develop and lead on a comprehensive property strategy that provides the Leader, Cabinet and Corporate Leadership Team the framework to deliver on our mission to transform our organisation to deliver the Council's vision for Our City.
2. Focus on the best management possible of available council resources by seeking value for money and best use of our assets. You will ensure that the Council has an effective long term strategy and plan for maintaining council buildings, schools and facilities.
3. You will lead on the strategic management of the council's property portfolio, including acquisitions, disposals and asset management, concentrating on the best possible use of our assets and meeting value for money by scrutinising costs and market prices. You will seek creative solutions to making our assets available for support to local businesses, housing and City Regeneration.
4. Work closely with the Director Property and Finance to align property strategies with financial planning and budgeting. Proactively seek to find new ways to use existing assets to relieve budget pressures and support the council's medium-term financial sustainability and transformation programmes.
5. You will work collaboratively with the Head of Health & Safety and Building Services to ensure the effective delivery of property services, including maintenance and compliance with relevant regulations, ensuring our workplaces and public buildings are safe, comfortable and accessible for all.
6. You will manage capital and revenue budgets in the context of the council's Capital Strategy, be responsible for funding bids, and ensure the use of capital funding and maintenance across the education estate to support service objectives and the statutory duty to secure sufficient school places on behalf of the Families, Children & Learning directorate.
7. You will be responsible for the council's statutory requirement for an Approved List for construction related Contractors and Consultants and for the procurement, monitoring contract compliance and performance.
8. As the council's Corporate Landlord you will develop a strategic plan for the management of the council's large operational and non-operational estate and lead on defining, agreeing and monitoring appropriate service levels and performance standards to meet statutory guidelines. You will work in collaboration with the Head of Health & Safety and Building



Services, Service Directors and Heads of Service across the organisation to ensure that expectations are met and agreed upon.

9. Your team will be responsible for providing expert advice and guidance on property matters to the Leader, Cabinet, the Corporate Leadership Team and other Officers to facilitate informed decision making.
10. We aim to be an outward looking council, with connections at all levels into our partner organisations, government and community. You will develop and maintain relationships with key stakeholders, including government officials, community groups, and other relevant parties; and ensure you compliment connections made elsewhere in the organisation, sharing knowledge and learning.
11. Your team will monitor and evaluate performance of the property portfolio and make recommendations for improvements based on evidence. You will use this information to drive a culture of continuous improvement, ensuring focus on better outcomes and implementing changes to make the most impact.
12. You will take responsibility for your own learning and development, and that of your team, to ensure our Leader, Cabinet and Corporate Leadership Team are kept informed of local and national trends and their implications for the council. You will seek out a range of external networks to fully utilise collaborative opportunities to learn and share new information.

#### **Health and safety accountabilities**

To co-operate in the implementation of the council Health and Safety policy and supporting standards, in particular, as set out in section 1 of the Health and Safety Policy and Management Standard.

#### **Diversity and inclusion accountabilities**

Understand the council's diversity and inclusion aims and strategies.

Take an active role in ensuring that equality, diversity, and inclusive outcomes are embedded in your work activities, communications and interactions with staff and customers.

Challenge or report incidents where inclusion and equality in practice has not been followed, including reporting discrimination, harassment and bullying to your manager or other senior colleague in your service.

#### **Note regarding duties**

The list of duties in the job description are not exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties. The council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. Proposed changes would be subject to consultation.

#### **Political restrictions**

This role is one that falls within the politically restricted category and where political activity is restricted through the Local Government and Housing Act 1989. This Act prevents the jobholder/s of this role from taking part in certain political activities outside their work.

The political activities which are restricted for this role include:

- Standing as a Member of Parliament, Member of the European Parliament or a Councillor in any local authority (other than a Parish Council)
- Holding office in a political party at any level, (except in limited roles concerned only with the internal membership of the party)





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- Canvassing at elections
  - Speaking in public or publishing any written or artistic work which appears to be intended to influence public support for a political party.

Violation of the statutory rules is a breach of contract and will render you liable for investigation under the Council's Disciplinary Procedure.



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## Person Specification

<b>Job title:</b>	<b>Head of Strategic Property</b>
<b>Reports to job title:</b>	<b>Director Property and Finance</b>
<b>Division:</b>	<b>Property and Finance</b>
<b>Job identification number (JIN):</b>	<b>4774</b>

### Essential criteria

#### Education/qualifications, knowledge and Experience

- A degree in a property related field or equivalent qualification or equivalent technical or professional experience.
- Strong knowledge of property law, regulations, and best practices.
- In-depth knowledge and management of multi-disciplinary property professions and integrated property services.
- Knowledge and experience of property valuation.
- Extensive experience of leading large scale (multi-billion pound) asset portfolios.
- Experience of managing substantial revenue budgets and capital investment programmes.
- You will be able to navigate relationships and systems to deliver change. You will be able to confidently challenge traditional thinking and blockers where this is holding progress back.
- You will have experience of writing and delivering key briefings, cabinet reports (or similar types of reports) and other critical thinking to enable high organisational performance.
- Evidence of experience of continuing professional development.

### Desirable criteria

- A Chartered Surveyor (Building or Commercial Property).
- MRICS or equivalent

### Skills and abilities

- You will have a proven track record in leading a team and delivering results.
- Proven ability to identify opportunities for improving the efficiency and effectiveness of property resources through effective commissioning, procurement and management of services.

### Health and safety knowledge

- Commitment to acquiring awareness and knowledge of Health and Safety policy and practice as it applies in their area of work.
- Ability to co-operate and adhere to Health and Safety Policy, practices, and instructions.

### Diversity and inclusion

- Demonstrate a genuine commitment to the council's values in relation to embracing diversity and provide a service based on fairness and inclusion.
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## How To Apply

This guidance contains important information to help with your application:

- Please apply by submitting a CV and Cover Letter (no more than four sides of A4 in length per document aligned to the person specification). Please also include your contact details.
- Please ensure your full employment history is outlined in your CV; where there are essential criteria, competencies and/or qualifications please make clear how you meet these. We may wish to verify this information during the recruitment process.
- Please provide the details of two referees. Note that we will only approach referees for candidates proceeding to final selection and only with your permission. Please clearly indicate whether we can approach each referee before the selection date.
- Please share with us in your Cover Letter the values and behaviours that you bring to your leadership, and how you will transfer your skills and experience into this role.
- Please complete the Equal Opportunities Monitoring Form when you upload your details.
- Please return your application by the closing date – no applications will be accepted once the long listing process has begun.
- Following shortlisting, you will be contacted directly by a Penna consultant to update you on the status of your application.
- Asking for adjustments – we're committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to consider doing anything differently during the application, interview, or assessment process, including providing information in an alternative format, please contact us.
- Please contact Andrew Tromans on 07805 226301 for a confidential discussion or for any information, insight or guidance about either the role or recruitment process.

Please note the key dates in the recruitment process:

<b>Closing Date</b>	Monday, 10 <sup>th</sup> March 2025
<b>Shortlist meeting (applicants need not attend)</b>	Week commencing 10 <sup>th</sup> March 2025
<b>Interviews (in person)</b>	Week commencing 17 <sup>th</sup> March 2025

To apply for this role, please visit the following link to upload your CV and Cover Letter:

<https://execroles.penna.com>