Strategic Lead – Property Services
(PKC12839)

PERTH & KINROSS COUNCIL











Our vision:

A Perth and Kinross where everyone can live life well, free from poverty and inequality



Schiehallion

Perth & Kinross Council Priorities

- **Tackling poverty**
- **Developing a resilient, stronger and greener local economy**
- **Protecting and caring for our most vulnerable people**
- **Tackling climate change and supporting sustainable places**
- **Enabling our children and young people to achieve their full potential**
- **Supporting and promoting physical and mental wellbeing**
- **Working in partnership with communities**



A Perth and Kinross where everyone can live life well, free from poverty and inequality

Thank you for your interest in our Strategic Lead Role

Perth and Kinross is one of the most scenic and diverse local authority areas which spans some of the most remote and spectacular Highland landscapes anywhere in Scotland, with many villages and towns across the region and Perth City at its heart.

We are currently going through a phase of transformation and change, which will enable Perth & Kinross Council to evolve, ensuring that the needs of the communities we serve are met. To take us forward in our new structure, we need a strong, passionate and compassionate leader who will lead diverse and ambitious teams in our Property Service.

We are looking for an exceptional individual who is ambitious, driven and resilient, with a high degree of professional knowledge and the ability to motivate, inspire and develop their teams to deliver excellent services.

Reporting to the Depute Chief Executive, you will provide strategic leadership to a variety of teams who deliver development focussed services. You will work collaboratively as part of the Strategic Leadership Team, with Elected Members and other Strategic Leads, and with partners, both inside and outside the organisation, to deliver on the seven corporate priorities.

This is a vital role where you will have the opportunity to direct and influence change, making a positive impact on businesses and communities across Perth and Kinross. The role will offer you a rewarding career and provide the opportunity to work with dedicated teams who deliver high quality services daily to a diverse community. I hope that I have inspired you to find out more about this unique and exciting career opportunity and look forward to receiving your application.



Thomas Glen
Chief Executive

Working with us

Working with us is more than just a job.

It's being part of an organisation which puts people at the heart of all we do, providing opportunities to make a real difference to people who live, work, learn and do business here, by contributing to our vision of a **Perth and Kinross where everyone can live life well, free from poverty and inequality.**



Council buildings, 2 High Street, Perth

About us

Perth and Kinross is the fifth largest local authority area in Scotland, covering 5,286 km^2. Perth city is our largest settlement and is home to around one third of the area's population. However, we have a mix of urban and rural settlements with around 13% of our population residing in rural areas.

Our location on the central east coast makes Perth and Kinross one of the UK's well-connected destinations. Easy access to Scotland's major road and transport networks makes it an ideal location for businesses, commuters and tourists alike.

It is one of the most attractive places to live in Scotland, includes The Sunday Times Best Place to Live in Scotland 2023 and Perth City has recently been named the happiest place to live in Scotland by The Guardian.



Kenmore, Loch Tay

Since the Council's inception in 1996, the needs of our communities have changed and the landscape in which local government operates has become increasingly complex. As a Council, we have embraced many changes and evolved to meet the needs of our communities and will continue to do so.

Our Leadership Structure, with newly designed business functions, covers a wider remit for our Strategic Leads and aims to provide better integration to service functions and frontline services in line with our Corporate Priorities, whilst continuing to put the people of Perth and Kinross at the heart of all we do. To find out more about the Leadership Review, please see Finance & Resources Committee.

We're committed to making the best use of public resources and ensuring that we build upon our successes to provide the best services we can. We're also committed to enhancing the quality of life, not just for the people we serve, but also for the people who make our achievements possible: our dedicated and driven staff.

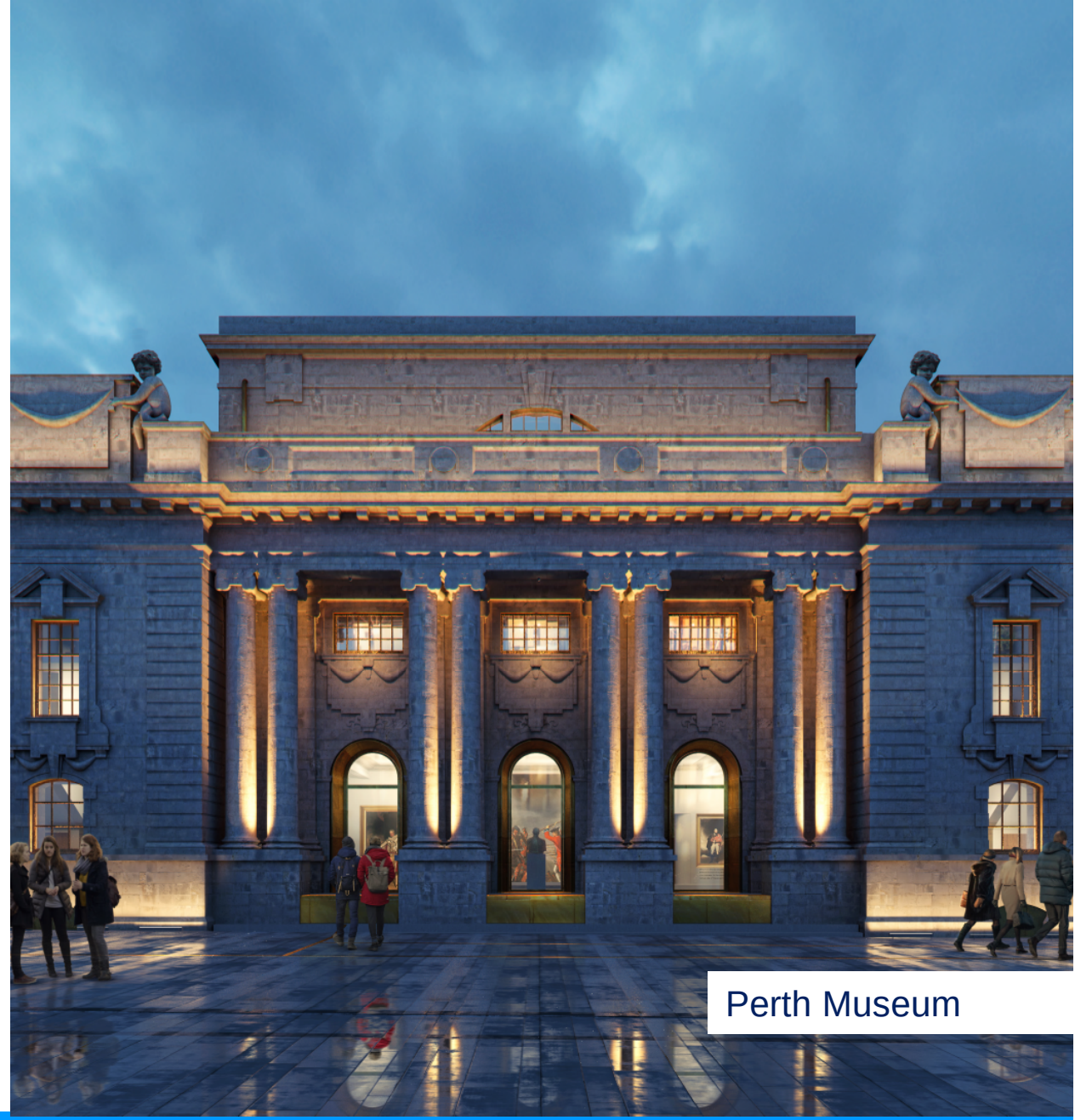


North Inch, Perth

We believe everyone has something to offer and our ambition is to make sure that we acknowledge this across the area. Together we have been working within our communities and with community planning partners to draw on the strengths and assets of individuals and communities so that everyone in Perth and Kinross can live life well.

We are committed to working with our partners to shape a sustainable and prosperous place for all, channelling public and private sector investment to capitalise on our assets, harness the potential of new technology and create more opportunities for our community. Watch our Working In Partnership with our Communities videos to find out more.

Perth and Kinross is fast becoming a destination of choice for investors given the well-connected location and major developments which will transform the area. Highlights include cultural offerings like Perth Museum,



Perth Museum

which saw the Stone of Destiny return to Perth; the creation of the ground-breaking Bertha Park High School and the first primary school in Perth & Kinross to be built to Passivhaus standards, Riverside Primary School. Further new schools are planned for the area and the £300 million Tay Cities Deal will boost economic prosperity across Perth and Kinross and our neighbouring local authorities.

We also have a successful track record in hosting major events, such as the Ryder and Solheim Cups, the Royal National Mod and the Gran Fondo, part of the UCI Cycling World Championships, where thousands of cyclists from around the world came to compete.



Riverside Primary School

Benefits of working with us

As well as Perth and Kinross being one of the most scenic places to stay and work, there are a variety of benefits available when working with us.



Loch Leven

Work benefits

- Annual leave up to 36 days plus 6 public holidays and an additional day at Christmas
- Annual Leave Purchase Scheme
- Flexible Working
- Worklife Balance
- Hybrid Working

Financial benefits

- Scottish Living Wage Employer
- Enhanced Occupational Maternity/Adoption Pay
- Local Government Pension Scheme
- Shared Cost Additional Voluntary Contributions
- Employee Benefits Platform
- Corporate Health Cash Plan
- Low Carbon Car Scheme

Career development benefits

- Career progression

More information at Benefits - Perth & Kinross Council.

Job profile:
Strategic Lead – Property Services

Grade and Salary:
CO34 £106,735



River Tay

Context

Everything we do in Perth and Kinross seeks to put people first, with a commitment to work with communities and partners.

Everyone who works here has a shared purpose, delivering the best possible public services for everyone in Perth and Kinross, within the resources at our disposal.

As a senior leader who is driven by our values of ambition, compassion and integrity, the **Strategic Lead – Property Services** will lead and inspire others, working collaboratively to achieve our vision of making Perth and Kinross a place where everyone lives life well, free from poverty and inequality.



Pitlochry

Job purpose

The **Strategic Lead – Property Services** is responsible for the leadership, effective management and performance Property Services in support of the Council's vision and delivery of its seven inter-connected priorities:-

- Tackling poverty
- Tackling climate change and supporting sustainable places
- Developing a resilient, stronger and greener local economy
- Enabling our children and young people to achieve their full potential
- Protecting and caring for our most vulnerable people
- Supporting and promoting physical and mental wellbeing
- Working in partnership with communities

The Strategic Lead will support the Depute Chief Executive in the integration and delivery of enabling and frontline services which support teams across the Council, partners and those who use our services.

Specific accountabilities

You will operate as part of the Council's Strategic Leadership Team, supporting the Council, Chief Executive and Depute Chief Executive to deliver our vision and corporate priorities.

As Strategic Lead – Property Services, you will have the lead accountability for the leading and managing the following services across the Council's operational, office and learning estate:

- Corporate Landlord functions, including maintenance, compliance & energy
- Project Management, Design and Procurement
- Housing Capital Projects and New Build
- Facilities Management

You will provide strategic direction and leadership to ensure that property services are developed and delivered with strong and collaborative relationships with colleagues across the Council, partners and people who use our services. This includes leading on the One Public Estate agenda with public sector partners.

You will support delivery of the Corporate Priority Tackling climate change and supporting sustainable places through the implementation and review of the Council's Climate Change Action Plan, in particular in respect of buildings and energy.

You will ensure effective property asset management and planning through the development and ongoing review of a Property Asset Management Strategy and Plan within the Council's overall Corporate Asset Management planning framework.

As Corporate Landlord, take the lead responsibility for the planning, management and maintenance of all property assets (with the exception of Housing Revenue Account properties) to ensure service teams and community needs are accommodated, working within the Council's governance framework. This includes strategic and operational responsibility for all property revenue and capital budgets, and acquisitions and disposals which will be carried out by the Estates Team, Economy, Development and Planning, in accordance with the Property Asset Management Strategy and Plan.

Lead and manage housing capital projects and all new build programmes, leisure assets projects, school estate projects and investment and all premises and property projects including working smarter and office rationalisation activity.

Ensure there is an integrated approach to the strategic planning and operational management of property assets within the Council's governance framework, taking account of locality planning, economic development and community needs.

Ensure effective and efficient arrangements are in place for facilities management (FM) services across the Council, including catering and cleaning for schools.

Through an agile business partnering arrangement, ensure high quality and timely property services are provided to teams across the Council.

You will take responsibility for performance, quality assurance and continuous improvement across the remit of the post.

Fulfil the statutory and other delegated duties set out within the Council's Scheme of Administration and take such action as is implicit in this role.

General accountabilities

1. **To lead and manage efficient, effective and integrated high performing services**

   Through your behaviours, you will model, support, and enable an empowering organisational culture with a focus on our organisational purpose, vision, and values.

   Promote and work within the Council's agreed Leadership Competence & Performance Framework.

   Ensure visibility and engagement with the range of service teams within your accountability, across the range of service locations.

   Through a process of regular review, be responsible for embedding a corporate landlord model, with appropriate business partnering, and leading service redesign and improvement to manage the balance of financial pressures and service performance.

   Ensure the implementation of the Council's planning, performance and risk framework and ensure effective reporting and monitoring of performance of services in your portfolio.

   Lead the development and implementation of workforce plans for areas of service accountability, to build leadership, skills and create capacity to deliver services and best outcomes for people who use our services.

Use data and evidence to manage demand, better understand need and focus resources where they are most needed and have greatest impact.

Plan, manage and monitor delegated budgets in accordance with the Council's Financial Regulations, ensuring public resources provide best value.

Ensure that all relevant statutory and/or regulatory functions are compliant and delivered effectively and efficiently.

Promote equality, diversity, and inclusion in the delivery of services, decision-making and employment matters.

Promote environmental sustainability in the design and delivery of services and how the Council's resources are managed.

Promote a positive health, safety, and wellbeing culture.

2. To drive innovation, change and improvement

Drive innovation, improvement, transformation, and service redesign in your portfolio of services to help us address the challenges we face and prepare for the future.

Regularly monitor and review performance, valuing insight and feedback from Elected Members, employees and those who use our services to help plan improvement or help inform redesign of services.

Analyse strategic, operational and/or complex challenges facing public services and develop solutions, in collaboration with employees, partners and communities.

Proactively design, deliver and support early intervention and prevention strategies to deliver on our corporate priorities.

Provide digital leadership, foster a culture which embraces digital transformation where employees have the right digital skills and can make better use of data and analytics to enhance decision-making.

Monitor and review best practice across public services and other sectors to ensure we can use this in developing our own services.

3. To work within the approved governance structures and build effective relationships with all Elected Members

Build constructive professional relationships with Elected Members and work within agreed governance structures for democratic decision-making, maintaining effective links with convenors and members of relevant committees.

Support Elected Members to develop strategies and plans to achieve our corporate priorities within available resources.

Provide the best advice to Elected Members and the Strategic Leadership Team on policy and professional matters in a timely manner to ensure effective decision-making.

Ensure appropriate Elected Member engagement through meetings, briefings, and service visit opportunities.

Contribute to Elected Member development programmes, as required.

Support Elected Members in any external roles, e.g. their engagement with external bodies and communities.

4. To work collaboratively across all Council teams

Maintain effective professional relationships with members of the Strategic Leadership Team and other teams through regular engagement.

Promote a one-council approach to integrated service delivery which supports thematic and outcome-focused working in all that we do.

Help embed a culture in which services are designed with people and communities at the centre and based on needs.

5. To develop effective external relationships and build strong working relationships

Help ensure the Council is proactive in preparing for and responding to changing circumstances of a political, legal, social, economic, financial, environmental, and technical nature.

Work with our Community Planning Partners to achieve the best outcomes for our communities.

Act as the Council's representative on relevant external bodies/groups.

Play an active role in local, regional, and national networks responsible for the development of practice and innovation in the services within your portfolio.

Develop and sustain effective partnership working with public sector partners, third sector organisations and other bodies at a local, regional, and national level.

Seek to influence forthcoming legislation, public policy, etc as appropriate.

6. To be visible and active in community leadership and engagement

Act as the Council's lead in a range of community settings and structures and demonstrate our commitment to working with communities to help inform and shape the delivery of services.

Develop and embed community empowerment and engagement as ways of working within all teams and with communities across Perth and Kinross.

Working alongside others, support the development of effective models for locality working.

7. Other Duties

Deputise for the Depute Chief Executive as required.

No job description can be entirely comprehensive; you will be expected to adapt and carry out such other duties as may be required from time to time, on the understanding that they will be within your capability, and consistent with the status and responsibilities of your role within the organisation.

Person specification

Strategic Lead – Property Services

Leadership Competences

There is an expectation that successful candidates will demonstrate:

Personal Impact - A resilient and self-aware leader, demonstrating the organisational core values, taking accountability, and achieving results in a political environment.

Ability to Lead, Motivate and Inspire Others - Sets the tone and model, and enables a culture where everyone is solution focused, empowered to 'Think Yes' and ambitious in achieving improved outcomes for people and communities and taking appropriate decisions within their role.

An Improvement Focus – Values-led with a focus on continuous improvement and change, transforming the way we think and work to deliver better outcomes.

Empowerment of People and Places – Places, people and our communities at the heart of how we work, enhancing collaborative, trusting relationships, and building capacity for people to influence new ways of working.

A Strategic Mindset - Creates strategic direction and priorities. Future-focused with high awareness of external environmental factors and their potential impacts at local and national level. Prepares for, recognises, and responds to risk and recovery. Welcomes challenge and deals effectively with conflict.

In so doing, candidates are expected to demonstrate knowledge and experience in:

- Leading and managing within at least one of the areas within the remit of the post within Local Government/Public Sector.
- Motivating, leading, and managing people in a complex environment, with a focus on public service delivery and service improvement.
- Supporting and embedding transformation and cultural change with tangible results.
- Managing and monitoring large-scale revenue and capital budgets.
- Contributing to the corporate management of the organisation.
- Leading and managing integrated services.
- Developing effective external relationships and partnership working.
- Relevant Local Authority legislation and regulations.
- Awareness of the national agenda influencing public services in Scotland.
- Competent and knowledgeable in one or more of the professional areas of the Service.

Other Requirements:

- Whilst the Council operates a hybrid model of working for many office-based posts, you will be expected to be present in Council facilities and within the local area for the majority of your working week.
- Degree or equivalent i.e. Professional Qualification in a subject area relevant to the post.
- Ideally a management qualification.
- Current membership of professional body relevant to service functions.
- Commitment to own Continuous Professional Development.
- Able to travel across Perth and Kinross and further afield to meet the demands of the role, working in accordance with our flexible working guidance.
- Given the nature of the role, you will be required to support Council activities outwith core working hours.
- This is a politically restricted post.

Terms and Conditions

Strategic Lead – Property Services

Salary
CO34 £106,735

Hours of Work
The hours of work are a minimum of 36 hours per week or whatever hours are necessary for the proper performance of this role.

Car
Business mileage will be paid at the rate of 45p per mile for the first 10,000 miles and 25p per mile over 10,001 for petrol, hybrid or diesel cars. For information on mileage rates for lease cars or Low Carbon Car Scheme, please see Current Mileage & Subsistence Rates.

Terms and Conditions
Terms and conditions will be in accordance with the Scottish Joint Negotiating Committee for Chief Officials.

Relocation Expenses
Up to £8,000 based on criteria set out by the Council can be made for allowable expenses.

Annual Leave Entitlement

Annual leave entitlement is based on 26 working days, rising incrementally by one day during the first 5 years of continuous service at the commencement of the leave year, to a maximum of 36 days per annum after 30 years' continuous service. The Council also recognises a total of 6 local and public holidays with an additional day given to facilitate the festive closedown period. This day is fixed and falls on the last working day between 27 and 31 December. An Annual Leave Scheme which recognises service with a range of other employers also applies.

Pension

You will automatically join the Local Government Pension Scheme unless you choose to make alternative arrangements.

Employee Benefits

As a member of the Perth & Kinross Council Team, you will have access to a wide range of employee benefits provided through our partnership with Vivup, including Cycle to Work Scheme, Low Carbon Car Scheme and Shared Cost Additional Voluntary Contributions.

Terms of Appointment

The appointment will be subject to satisfactory references and medical clearance.

Notice Period

The contract may be terminated by giving 3 months' notice in writing on either side.

Disclosure

The appointment will be subject to a satisfactory Disclosure Check.

Politically Restricted Posts

This position is politically restricted under the Local Government Officers (Political Restrictions) Amendment Regulations 1998 (as amended). This means that you are prevented from taking part in certain political activities.

Other Employment

You may not engage in any other business or take up additional employment without the express consent of the Council. You must inform the Council of any outside activity which may in any way conflict with your work for the Council.

Recruitment and selection process

The recruitment and selection process will take the following form:

Key Dates

Closing Date:	Sunday 3 August 2025
Shortlisting:	Thursday 7 August 2025
OPQ Questionnaire:	Issued w/c 11 August 2025
Interviews:	Tuesday 26 August 2025 or
	Wednesday 3 September 2025

Interviews

Interviews will be conducted by a selection panel comprising:

Councillor Grant Laing - Leader of the Council

Thomas Glen - Chief Executive

Clare Mailer – Depute Chief Executive

Pauline Johnstone – People & Culture Manager (HR Adviser to the Panel)

How to apply

It is recommended that you use a browser other than internet explorer, such as Google Chrome, Microsoft Edge or Firefox, for the best user experience.

There are application questions which you are required to complete online on myjobscotland as part of your submission. Please note that your responses to these questions will be used by the Selection Panel to determine whether to invite you to interview. Please note that your answers to the application questions **WILL NOT** be saved as part of your core account details - we suggest that you create your answers in Word and then copy and paste them into your application so that you have a record of your submitted answers, and this will help avoid your browser timing out. Please ensure that you complete **all** sections in the online application form.

CVs and other supporting documentation will **not** be accepted as part of your submission.

If you decide to apply, you will receive an email acknowledgement. You should expect to hear, by email, by Monday 11 August 2025 if you have been invited to participate in the selection process.

Those candidates not invited to interview will also be advised by email in due course.

Candidates successful for interview will also be asked to take part in other assessments as part of the selection process. Pre-employment checks will also apply.

Feedback will be available for candidates on their online application/performance at interview and selection tests.

Please do not hesitate to contact our Recruitment Team if you have any queries – telephone 01738 475555 or email Recruitment@pkc.gov.uk.

Additional information

You can find a list of the local, regional and national strategies and plans which set out the context in which we will deliver on the priorities contained in the Corporate Plan, on pages 25 to 28.

You can also find further information at:

Service Annual Performance Reports 2022/2023

People & Culture Strategy 2024-2028

Financial Strategy

Medium Term Financial Plan 2023-2029

Local Housing Strategy 2022-2027

Strategic Housing Investment Plan 2023-2028

Community Plan Local Outcomes Improvement Plan 2022-2032

Further Perth & Kinross Council information and documents are available by visiting our website - www.pkc.gov.uk.

Thank you for your interest in this role



The Hermitage, Dunkeld