

A large, abstract, metallic sculpture, possibly made of copper or bronze, is the central focus. It has a complex, layered, and somewhat spiral-like structure, reflecting the warm light of the sunset. The sculpture sits on a dark, pebbly beach. In the background, the ocean stretches to the horizon under a sky with soft, wispy clouds. A rocky breakwater is visible in the distance. The overall mood is serene and artistic.

Assistant Director of Property and Development Projects Recruitment Pack

wyre
council

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A message from Director of Communities and Planning, **Marianne Hesketh**

“Thank you for your interest in the role of Assistant Director of Property and Development Projects at Wyre Council.

“Wyre is a borough that shows the best of Lancashire. We are located on the coast, with Preston, Blackpool and the Lake District nearby and home to picturesque towns including Fleetwood, Garstang, Poulton-le-Fylde and Thornton Cleveleys, as well as many beautiful rural villages”.

“Wyre welcomed over 4.4 million visitors in 2023 - and it is easy to see why. The borough boasts a rich heritage, with historic high streets and bustling markets, mouth-watering local food and quality accommodation and a calendar filled with brilliant events”.

“On one side you’ll find stunning award-winning beaches with unspoilt coastlines, and on the other unforgettable landscapes in the Forest of Bowland, an area of outstanding natural beauty. This is a really exciting time to join Wyre Council, with a new Leader and Chief Executive leading our next chapter.



We have a brand new and ambitious Council Plan with a clear vision: ‘Wyre is a place where everyone can prosper’, and across the council our staff strive to achieve this for businesses and residents within the borough”.

“This is a really exciting opportunity to lead our Property and Development Projects team. You will have the opportunity to work closely with strategic leaders across the council and the Corporate Management Team to drive the service forward and continue successful delivery of major development projects across the borough. At Wyre we develop and invest in our staff including apprenticeships, professional qualifications and a range of continuous professional development, you’ll have the opportunity to develop the existing team and shape the future of the service”.

Discover **Wyre**

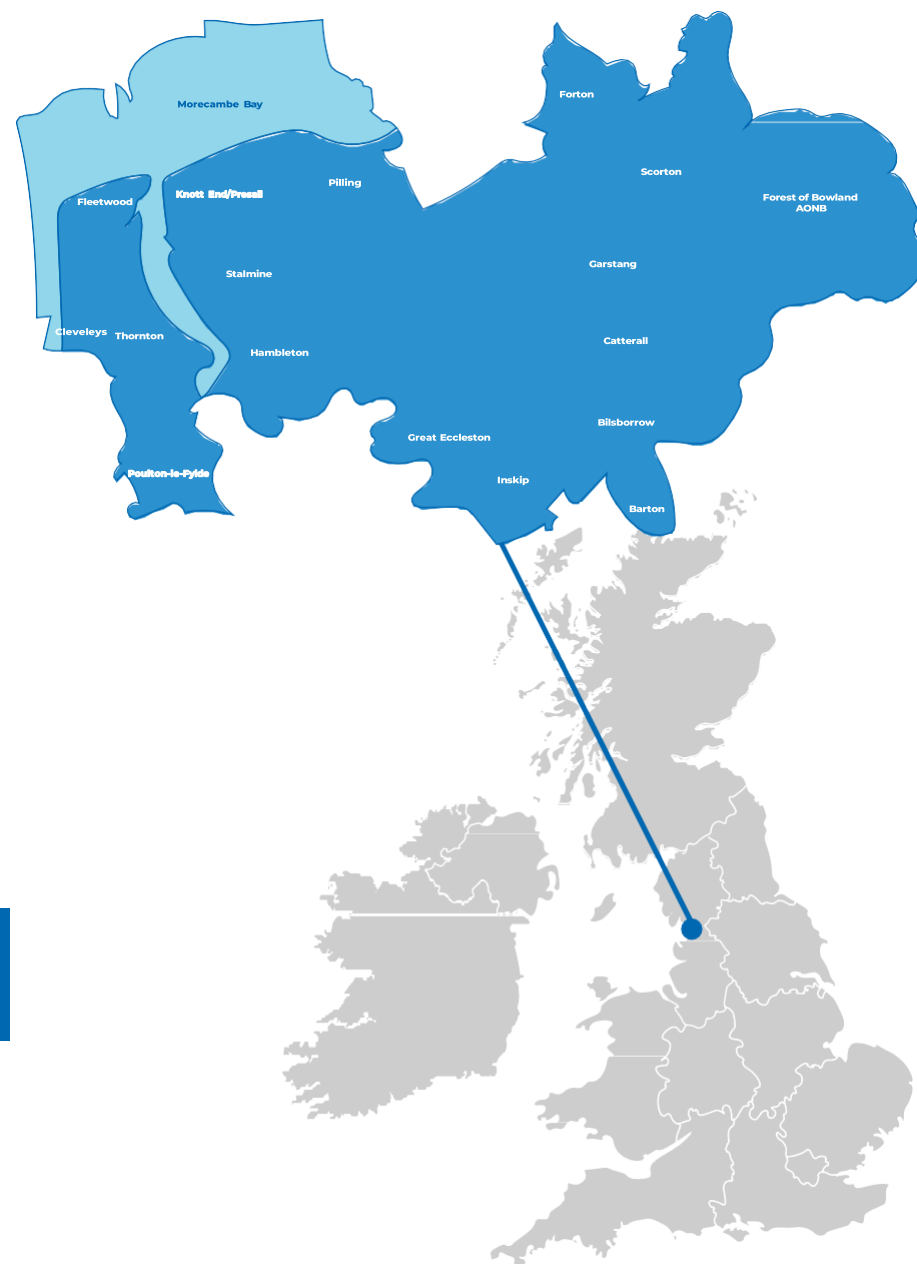
Wyre is home to four diverse towns, Fleetwood, Thornton-Cleveleys, Poulton and Garstang. Named after its 48 mile stretch of river, Wyre is less than a half hour drive from the M6 and is easily accessible by train.

With a population of around 111,900 Wyre covers 283 square kilometres and has 24 wards. We are a small but ambitious district council, sitting under Lancashire County Council. We are responsible for a wide range of key services including planning, waste management, street cleansing, parks and open spaces, economic development, environmental health, markets, theatres, leisure centres, licensing, housing advice and more.

Our workforce has around 330 staff members split between our Civic Centre in Poulton, our operations team based largely at the Copse Road depot in Fleetwood and mobile workers across council owned assets.



**Click here to view our
tourism video, We Are Wyre**





Political **Profile**

Wyre is divided into 24 wards with a total of 50 councillors. The Conservative Group is the majority group.



The numbers of the political groups are as follows:

- 28 Conservative
- 17 Labour
- 2 Wyre Independent Group
- 2 Reform UK
- 1 Independent (non-aligned)

Leader of the Council and portfolio holders (Cabinet members)

Michael Vincent

Leader of the Council

Roger Berry

Deputy Leader and Neighbourhood Services and Community Safety Portfolio Holder

Lesley McKay

Resources Portfolio Holder

Lynne Bowen

Leisure, Health and Community Engagement Portfolio Holder

Simon Bridge

Street Scene, Parks and Open Spaces Portfolio Holder

Peter Le Marinel

Planning Policy and Economic Development Portfolio Holder

Leader of the Opposition (Labour)

Rob Fail

Our vision

Wyre is a place where everyone can prosper. We want everyone in Wyre to have access to jobs and share the benefits of economic growth; live in thriving, safe, more environmentally sustainable and welcoming communities; and be healthier and independent for longer.

Making our vision a reality

Our commitments in four key areas will support our vision. These commitments form our actions and our plans. Over the next four to eight years we will:



People and communities

Residents live happier, healthier and safer lives

- Support people to help themselves and live independently in their own homes
- Provide support to those who need it, including our most vulnerable and financially disadvantaged residents and our ageing population
- Improve feelings of safety and work with partners to tackle crime and anti-social behaviour
- Improve our leisure facilities ensuring they meet the needs of our residents and visitors
- Provide opportunities for people to lead healthy and active lifestyles
- Improve the quality of life for individuals by tackling loneliness and isolation

Growth and prosperity

A thriving local economy and town centres

- Develop Wyre's town centres to be thriving and welcoming places to live, work and visit
- Support and champion Wyre's growing tourism economy by promoting our coast to countryside offer, tourism businesses, attractions and events
- Grow the local economy through delivering the best support for small businesses and start-ups
- Encourage local people to develop new skills to access better paid work
- Secure external funding and investment to make improvements to places across the borough
- Promote and support low carbon businesses and jobs

Place and climate

A cleaner, greener and more sustainable place

- Build pride in our borough by ensuring our town centres and neighbourhoods are clean, attractive and well looked after
- Ensure our towns and villages are supported by integrated infrastructure
- Explore innovative approaches to reduce carbon emissions from council operations and support our communities and businesses to do the same
- Work with partners to reduce the risk of flooding to homes and businesses across Wyre
- Provide high quality parks and open spaces for everyone to enjoy

Innovative and customer focused

A well run, forward-thinking council that puts customers first

- Deliver high quality, value for money services that meet the needs of our customers
- Use technology to improve how we work and the services we provide
- Use our land and buildings wisely, managing them to appropriate standards, reducing their environmental impact and maximising income to reinvest in improving services
- Use data, business intelligence and research to inform us in making better evidence-based decisions and improve our services
- Build trust in the council by engaging with our customers and delivering on our promises

About the **Role**

Post Title: Assistant Director of Property and Development Projects
Grade: £62,525
Responsible to: Director of Communities and Planning
Responsible for: Estates and Property Management, Building Maintenance, Markets, Caretaking and Cleaning
Location: Civic Centre, Breck Road, Poulton-le-Fylde, FY6 7PU

With responsibility for leading and shaping our Estates and Property Management, Building Maintenance and Markets teams the successful candidate will also play a key role as part of the wider Senior Leadership Team. With a substantial property portfolio comprising over 240 assets, the successful candidate will be creative and innovative with a commercial mindset that will help us make the best of our property assets to develop and drive forward a new asset management plan.

If you are an inspirational leader and a strategic thinker with knowledge and understanding of Local Government and are ideally a member of the Royal Institution of Chartered Surveyors (RICS), then we want to hear from you.

Closing Date: Sunday 12 January 2025

Additional information: The council operates a strict non-smoking policy.



Job Description

Key tasks and responsibilities

- To provide strategic leadership and management of the service and to ensure the effective delivery of functions in relation to estates and property management, building maintenance (including routine and planned maintenance of council's buildings), development of land and buildings, health and safety / compliance issues, building-related capital works projects and key commercial assets including Markets and Neptune (the food processing facility).
- To lead on the development and delivery of the Council's Asset Management Plan including its integration with the Council Plan and the Council's Capital Strategy and provide regular updates to Corporate Management Team and Cabinet.
- To ensure that the council buildings and assets are safe, meeting legislative requirements
- To lead on capital development projects in line with the Council Plan, for example the now completed Neptune Project and Fleetwood Market, from the development of initial proposals through to successful delivery including the management of internal and external project teams.
- To secure significant council, other public sector and private investment to bring forward and implement development projects that will achieve the delivery of the council's priorities.
- To oversee the capital programme and ensure that it is managed and controlled effectively in order to achieve its intended benefits / outcomes and provide updates on progress.
- To collaborate with all service areas, Elected Members and other key stakeholders to set clear objectives and operational improvement targets for the service to ensure that Wyre is making the best use of its key commercial assets.
- To provide professional advice, guidance and support to Cabinet and Corporate Management Team on all matters related to assets and property management.
- To oversee the work of the Market Manager to ensure long term sustainability of Fleetwood Market and delivery of improvement plans.
- To be accountable for the Council's Asset Register, ensuring the information is complete, accurate and compliant with legal and audit requirements and that asset valuations are provided to the council's s.151 Officer in accordance with an agreed Service Level Agreement.
- To be responsible for revenue and capital budgets, ensuring that they are allocated effectively for the delivery of the intended outcomes in a manner that demonstrates value for money and compliance with the Council's financial regulations.
- To ensure that all elements of the service embrace a 'digital first' approach and review systems in place to ensure the best use of existing and emerging technology.

Person Specification

Essential skills, knowledge and abilities

- Extensive knowledge and understanding of local government, its current issues and their implications
- Knowledge and understanding of the relationship between corporate priorities and the delivery of the service
- Knowledge and understanding of the national policy context, strategic challenges and operational complexities of services provided by the section.
- Strong leadership skills with the ability to motivate others through difficult times and periods of significant change.
- Strong communication, negotiation and advocacy skills, both verbal and written
- Ability to work effectively as part of a team to achieve results, building robust relationships both internally and externally
- Ability to coordinate the delivery of services within a performance management framework
- Excellent IT skills
- Able to demonstrate evidence of sound financial management skills
- Strong organisational and political acumen, with the ability to work with elected Members and interest groups to build consensus and shape services
- Ability to develop practical, creative and long-term solutions to service and corporate problems

Essential qualifications

- Degree and/or management qualification (or equivalent through work related experience)
- Evidence of continuous professional development

Desirable qualifications

- Professional qualification such as Membership of Royal Institution of Chartered Surveyors (RICS)
- Project Management qualification

Essential experience

- Significant experience of leading relevant teams and functions at a senior management level with demonstrable success at a comparable level of scale and complexity
- Experience of creating long lasting relationships and being able to work across departmental and organisational boundaries to collaborate with and influence key stakeholders

Desirable experience

- Experience of preparing successful funding bids on a partnership basis



Terms and Conditions of Employment

During your employment with the council, your terms and conditions of employment will be in accordance with collective agreements negotiated from time to time by the National Joint Council for Chief Executives for Local Government Services as adopted or amended by Wyre Council and as supplemented and amended by regional and/ or by local collective agreements or conditions of service.

Annual leave

Annual holidays, together with the statutory and general national holidays agreed by the council, will be with pay. Your leave entitlement in a full year is 31 working days rising to 36 days after 5 years' continuous service with Wyre Council plus one extra statutory day. The extra statutory day is a fixed day taken at Christmas and will be fixed each year depending on which days of the week Christmas falls.

Working week

Standard office hours are 8:30am to 5pm Monday to Friday each week. Your basic working week is one of 37 hours, but out of necessity, some additional hours and some element of unsociable hours will be required to fulfill the duties of the post. In this respect, the salary is deemed to be inclusive of all hours worked, regardless of the circumstances, and includes attendance at evening meetings of the council, committees or sub-committees.

Conflicts of interest

You are required to devote your whole-time service to the work of the council and shall not engage in any other business or take up any additional duties without the express consent of the council.

Political restrictions

Under the Local Government and Housing Act 1989, this is a politically restricted post.

Rehabilitation of offenders

The Rehabilitation of Offenders Act 1974 ("1974 Act") primarily exists to support the rehabilitation into employment of reformed offenders who have stayed on the right side of the law. Under the 1974





Act, following a specified period of time which varies according to the disposal administered or sentence passed, cautions and convictions (except those resulting in prison sentences of over four years and all public protection sentences*) may become spent. As a result the offender is regarded as rehabilitated.

For most purposes the 1974 Act treats a rehabilitated person as if he or she had never committed, or been charged with charged or prosecuted for or convicted of or sentenced for the offence and, as such, they are not required to declare their spent caution(s) or conviction(s), for example, when applying for most jobs or insurance, some educational courses and housing applications.

Equality and diversity

We recognise that people who provide and use our services come from diverse backgrounds and have different experiences and needs. We value this diversity and the ways in which it contributes to the

richness of life and character of our community.

We will develop, commission and deliver services that will help to overcome discrimination and disadvantage. We want every resident and visitor to Wyre to be treated fairly and with dignity regardless of age, gender, disability, race, belief and sexual orientation and with respect to their marriage and civil partnership, pregnancy and maternity or gender reassignment status - the protected characteristics under the Equality Act 2010. We will use our position and influence to promote equality in all aspects of community life.

Relocation expenses

Relocation expenses are normally only payable in a case where an officer is moving nearer to his or her normal place of work and such a move is necessary in the interests of the council. Further details are available from Human Resources at human.resources@wyre.gov.uk

Our **Benefits**

The council recognises that people are key to achieving our objectives. We have around 330 employees and we know that they are our most important asset; placing great emphasis on recruiting, training and developing our employees. Wyre Council prides itself as a happy place to work encouraging open communication at all levels.



Wyre Council prides itself on being a good employer with a range of benefits and employment terms and conditions to suit you.

Here are just some of the reasons why Wyre is a great place to work:

Salary

This post is graded at local grade with a current salary range of £62,525.

All staff are paid in 12 equal installments on the 15th day of each month by BACS transfer into a nominated bank account.

This salary is linked to the JNC terms and conditions of service for Chief Executives for the purposes of annual pay increases.

Annual leave

Annual holidays, together with the statutory and general national holidays agreed by the council, will be with pay. Your leave entitlement in a full year is 31 working days rising to 36 days after 5 years' continuous service with Wyre Council plus one extra statutory day. The extra statutory day is a fixed day taken at Christmas and will be fixed each year depending on which days of the week Christmas falls.

Hybrid Working

The council operates hybrid working with a view that staff will work in the most effective, efficient place taking into consideration operational and team requirements.

Car parking

The council currently provides free car parking for its staff.

Car mileage allowance

You are required to have a vehicle available for your duties at all times and ensure your vehicle is insured for business purposes. You will receive 52p per mile in respect of official business mileage undertaken.

Salary sacrifice schemes

The council takes offers the following salary sacrifice schemes:

- Cycle to Work Scheme
- Home and electronics purchase scheme
- Shared Cost AVCs
- Additional Annual Leave

Work life balance and family friendly policies

The council has a range of policies that assist work life balance and those with families and caring responsibilities.

Health and wellbeing

The council offers the following in support of staff health and wellbeing:

- Employee Support Programme - 24 hours a day, seven days a week
- Other Listening/Support services
- Trained Mental Health First Aiders
- Free Eye Tests for VDU users and drivers
- Access to Health Cash Plan Scheme
- Access to Health Promotions
- Discounted gym memberships

Local government pension scheme

The scheme is available to eligible employees of local government and other participating employers who are under 75 years of age.

The benefits of membership are:

- The council tops up your pension - something that would be unlikely to happen with a personal pension.
- You get tax relief on all your contributions - even on extra payments you make to top up your benefits.
- No hidden fees or charges - you simply contribute a percentage of your pay.

- You get a guaranteed package of benefits which are backed by law.
- Protection for your loved ones - in the form of pensions for dependents if you die.
- Life cover of three years pay - from the second you join.
- No medical required - unlike other forms of life insurance, it's open to all.
- All members can take a tax free lump sum as part of their benefits package.
- Protection - in case you have to draw your benefits early through ill health.
- Your pension will go up in line with inflation, protecting you from rising prices.

Learning and development

All new employees receive an induction within their service and the council offers individual performance and development appraisals. Service-specific training is provided appropriate to the needs of the job, and the council also has an extensive array of learning and development opportunities to support your development.

Application **Process**

Your application form plays an important part of your selection. The completed form is the primary basis we have to consider your initial suitability for the post.

If you need any help or assistance please contact Human Resources on 01253 887511 or 01253 887518.

Indicative timeline

Please note that these dates are only indicative at this stage and could be subject to change. If you are unable to meet these timeframes, please let us know in advance.

Closing Date Sunday 12 January 2025

[Please apply here](#)

Arrangements for the assessment centre and interview

The assessment centre and final interviews will be held at Wyre Council Civic Centre, Breck Road, Poulton-le-Fylde, FY6 7PU. You will be advised of the format in advance, including the subject of any presentation that may be required. Reasonable expenses incurred by candidates during the recruitment process will be reimbursed by the council, a claim form will be sent to candidates with their invitation to interview.



