

Meeting of:	Senior Management Appointment Committee
Date of Meeting:	Thursday, 18 September 2025
Relevant Scrutiny Committee:	No Relevant Scrutiny Committee
Report Title:	Recruitment and Selection details for the post of Head of Corporate Landlord
Purpose of Report:	To set out the recruitment and selection arrangements for the post of Head of Corporate Landlord
Report Owner:	Tom Bowring, Director of Corporate Resources
Responsible Officer:	Tom Bowring, Director of Corporate Resources
Elected Member and Officer Consultation:	The relevant Service Directors, Cabinet Members and Head of HR & Organisational Development have been involved in the development of the proposals as set out in this report.
Policy Framework:	The final decision of the Senior Management Appointments Committee will be referred to Full Council for information
Executive Summary: The report sets out the recruitment and selection arrangements proposed for the position of Head of Corporate Landlord. The report recommends that delegated authority be granted to the Director of Corporate Resources in consultation with the Leader/Cabinet Member for Performance & Resources, Head of Finance/S151 Officer and the Head of HR & OD to progress: • advertising the position • progressing the necessary arrangements for long-listing and any necessary assessment of candidates in advance of shortlisting • drawing up a final short-list for interviews, the interviews of which will be undertaken by a future meeting of this Committee, and to • agree costings and resource requirements relating to the processes required to pursue the recruitment and selection processes.	

Recommendations

1. It is recommended that Senior Management Appointments Committee approve the recruitment and selection arrangements at this meeting of the Committee as described for the position in the body of this report.
2. It is recommended that delegated authority be granted to the Director of Corporate Resources, in consultation with the Leader/Cabinet Member for Performance & Resources, Head of Finance/S151 Officer and Head of HR & Organisational Development to progress:
 - a. advertising the positions;
 - b. progressing the necessary arrangements for long-listing and any necessary assessment of candidates in advance of shortlisting;
 - c. drawing up a final short-list for interviews, the interviews of which will be undertaken by future meetings of this Committee, and;
 - d. agree costings and resource requirements relating to the processes required to pursue the recruitment and selection processes.

Reasons for Recommendations

1. To ensure the appointments are progressed in accordance with the requirements of the Council's Constitution.
2. To allow matters to be progressed in advance of the final stage of recruitment.

1. Background

- 1.1 This report sets out proposals for recruitment to the position of Head of Corporate Landlord
- 1.2 The report is being presented to Committee following the decision at Cabinet on 4 September 2025 which resolved:

That the proposal to create a Head of Corporate Landlord be endorsed and the Director of Corporate Resources be requested to prepare a report for Senior Management Appointments Committee to consider the proposal.

2. Key Issues for Consideration

- 2.1 On the basis of the above it is requested that the recruitment of a Head of Corporate Landlord be considered by the Senior Management Appointment Committee in line with the Council's Constitution.
- 2.2 If agreed, it is proposed to advertise the post (both internally and externally) and it is likely that this process will commence week commencing 20 October 2025.
- 2.3 The Job Description and Person Specification have been created to reflect the requirements of the post and are attached at:

Appendix A – Head of Corporate Landlord Role Profile

- 2.4** The Committee is requested to delegate responsibility for agreeing the following to the Director of Corporate Resources in consultation with the Leader/Cabinet Member for Performance & Resources, Head of Finance/S151 Officer and Head of HR and Organisational Development:

- Advertising
- long-listing for any assessment process
- subsequent shortlisting, in advance of the final interviews with Senior Management Appointments Committee at future meetings.

- 2.5** In conjunction with the Director of Corporate Resources and Head of Finance/S151 Officer, Human Resources will undertake an exercise to identify appropriate assessment processes and where, and if necessary, engage an appropriate organisation to undertake assessment centre/psychometric testing ensuring best value for money.

- 2.6** If these delegations are agreed, the Senior Management Appointments Committee will be requested to conduct final interviews once shortlists are arranged.

- 2.7** Given the seniority of the posts, the following timeline is being worked towards.

18 September 2025	Senior Management Appointments Committee
w.c 20 October 2025	Advertising of roles
10 November 2025	Initial shortlisting of candidates
19 November 2025	First Stage interview
24 November 2025	Short-listing for Senior Management Appointments Committee meetings
09 December 2025	Senior Management Appointment Committee meetings for final interviews

- 2.8** The above timescales maybe subject to change, depending on availability of candidates.

3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

- 3.1** The post will require partnership working and collaboration with a number of stakeholders and partners to deliver their duties and contribute to Vale 2030 and the Council's Wellbeing Objectives. The role profile for the post outlines the contribution it is expected to make to the organisation in pursuing the well-being objectives and demonstrating the five ways of working as they deliver their duties.

4. Climate Change and Nature Implications

- 4.1** There are no Climate Change and Nature Implications as a direct result of this report and process, however the role will contribute to the Council's Project Zero agenda.

5. Resources and Legal Considerations

Financial

- 5.1** In the short term there may be some cost pressures with the initial appointment of the Head of Corporate Landlord role whilst the service is established. However, posts have been held vacant whilst the Corporate Landlord Proposals have been progressed and it is anticipated any one off additional costs would be absorbed within existing staffing budgets.
- 5.2** The new structure is proposed to be cost neutral. However, there is potential for not all existing posts to be matched to this new structure which could give rise to exit costs which would be borne by the Pay Pressures/Redundancy Reserve. Development of the service will also seek to identify and realise efficiencies wherever possible, through both cashable savings and also realignment of expenditure to better meet corporate priorities.

Employment

- 5.3** The employment implications are outlined in the body of the report.

Legal (Including Equalities)

- 5.4** The recruitment processes described in the body of this report are compliant with Local Government, Employment and Equalities legislation. The recruitment process has been managed in accordance with the Council's equality proofed recruitment and selection policy and the provisions of the Local Authorities (Standing Orders) (Wales) Regulations 2014.

6. Background Papers

[Cabinet Paper - Reshaping Programme: Corporate Landlord \(04Sept2025\)](#)

Appendix A – Head of Corporate Landlord Role Profile

Head of Corporate Landlord

Job Title	Head of Corporate Landlord
Post Reference	TBC
Grade	TBC
Directorate	Corporate Resources
Location	Civic Offices & Remote Working – 2 days a week on site
Responsible to:	Head of Finance / S151 Officer
Responsible for:	Corporate Landlord Service – Strategic Asset Management, Estates, Property Operations, Building & FM Services, Compliance, Corporate R&M budgets and associated capital projects

Why this role matters:

At the Vale of Glamorgan Council, we are reshaping the way we look after our buildings to make them fit for the future, deliver our decarbonisation goals and transform how they are used. As Head of Corporate Landlord, you'll champion the transformation of how we manage the Council's property, bringing together expertise from across the organisation into one clear, new strategic service. You'll make sure our buildings and facilities are safe, compliant, efficient and ready for the future – helping to deliver Vale 2030's vision of Strong Communities with a Bright Future.

Our Values – What This Looks Like:

	Behaviour	What it means to this role:
Ambitious	Forward thinking, embracing new ways of working and investing in our future	Set high standards for asset performance, seeking innovative ways to improve services and deliver on Vale 2030 goals.
Open	Open to different ideas and being accountable for the decisions we take	Share information and decisions openly, explain the reasons behind them, and listen actively to different perspectives.

Together	Working together as a team that engages with our customers and partners, respects diversity and is committed to quality services.	○ Work in partnership with colleagues, members, contractors and communities to achieve the best results.
Proud	Proud to serve our communities and to be part of the Vale of Glamorgan Council.	○ Champion the Council's achievements, celebrate success and take responsibility for delivering excellence.

What you'll do:

Strategic leadership and governance

- **Champion and embed the Corporate Landlord model** – establish policy, articulate the vision and ensure alignment across the Council.
- **Provide robust governance and assurance** – chair the Strategic Asset Management Board and present clear, objective reports to the Strategic Leadership Team (SLT), Cabinet Members and Council Committees.
- **Deliver Reshaping Programme actions** – lead the implementation of property related workstreams, track benefit realisation and report progress to the programme board.

Asset and commercial estate

- **Shape and deliver the Corporate Asset Management Plan** – challenge service requirements, drive asset rationalisation and secure space that meets future needs.
- **Lead a commercial, customer focused Estates function** – set the strategic direction for leases, valuations, acquisitions and disposals, and support the delivery of commercial joint ventures and development opportunities that grow income and maximise capital receipts.

Buildings, maintenance and facilities

- **Provide corporate leadership for building safety, efficiency and maintenance** – set the strategic direction for the Council's planned maintenance programme, assure compliance and performance through the Strategic Asset Management Board, and oversee statutory compliance and loss-prevention measures that safeguard people, property and resources.
- **Integrate facilities management services** – unify cleaning, caretaking, security and postal operations to provide consistent, cost-effective services.

Sustainability and climate response

- **Oversee delivery of the Council's Carbon Management Plan** – set strategic priorities, monitor progress against targets, and ensure senior managers embed carbon reduction measures across the estate to support Project Zero and the Vale2030 climate commitments.
- **Drive decarbonisation, climate resilience and mitigation** – deliver the Project Zero programme across the estate, from smart metering to major retrofit schemes.

Programme and supplier management

- **Act as senior client for property projects** – brief the Project Management Unit, oversee minor works and enforce gateway controls on major schemes.
- **Optimise supplier performance** – set the property procurement approach, award contracts and hold facilities management, construction and professional services suppliers to account for safety, quality, value for money and social value, embedding Welsh Government community benefit requirements.

Transformation and Innovation

- **Set the strategic vision for digital transformation of asset information** – direct the integration of Property Management systems, Building Information Modelling and smart-building technologies to create a single, reliable 'source of truth'. Enable the Team to harness data-driven insights to optimise performance, advance sustainability goals and improve the experience of building users.

Finance and Risk

- **Provide sound financial oversight** – manage multi million pound premises budgets and deliver approved savings and investment plans.
- **Work collaboratively to manage risk** - Work with colleagues responsible for insurance, risk and compliance to ensure loss prevention, claims handling and related assurance activities are aligned and effective.
- **Maintain business continuity and emergency preparedness** – Own the property risk register and ensure robust business-continuity, emergency-response and resilience plans for corporate premises.

People and culture

- **Embed the desired organisational culture** – work with colleagues to cultivate behaviours and performance that support delivery of the Corporate Plan and wider strategic objectives, with an emphasis in early months on developing the new service and bringing colleagues together behind one vision for the service.
- **Lead and inspire people** – coach senior managers, back flexible working and create a culture that welcomes ideas and diversity.

- **Identify and grow talent** – ensure processes are in place to recognise, develop and retain talent at every level, underpinned by succession planning and continuous professional development.
- **Role model the Council's leadership behaviours** – demonstrate the Council's values at all times and promote them throughout the organisation.
- **Promote creativity and innovation** – challenge conventional thinking and encourage new ideas and approaches to solving complex problems.

Partnerships and community value

- **Build and maintain effective relationships** – engage proactively with elected Members, senior leaders, regulatory bodies, external partners and other stakeholders, fostering transparency, accountability and trust.
- **Represent the Council externally** – act as a primary point of contact for external agencies, advocating for the Council's interests and positive change within the community.
- **Collaborate to improve service delivery** – work closely with other services, Members, peers and partner organisations to enhance outcomes and drive continuous improvement.
- **Cultivate strategic partnerships** – collaborate with schools, community groups, regional public bodies and external enterprises to maximise shared estate opportunities and community benefits.

General Duties:

- **Pursue service efficiency and effectiveness** – explore opportunities to improve outcomes through collaboration, innovation and partnership working.
- **Lead policy and procedure development** – facilitate and participate in the creation and implementation of policies, procedures and practices that support achievement of the Council's objectives.
- **Champion equality of opportunity** – integrate equality, diversity and Welsh language duties within the workforce and all areas of service provision.
- **Ensure statutory and policy compliance** – maintain adherence to Council policy, procedure and legislation, including employee management, health and safety, customer relations, safeguarding, information governance, equalities, environmental responsibilities, and the Financial and Contract Procedure Rules.

In addition to the duties set out above, the postholder will be required to undertake such additional duties which may result from changing circumstances, but which may not of necessity change the general character or level of responsibility accorded to the post.

Person Specification

		Essential	Desirable	Ascertained by
1.	Experience	• Senior leadership experience in strategic asset management, estates, facilities management, or related property functions within a complex, multi-disciplinary organisation. • Proven record of delivering high quality services on time and within budget. • Experience leading cultural and organisational change, embedding new ways of working and delivering measurable improvement. • Demonstrable success in developing partnerships and working collaboratively with internal and external stakeholders to achieve shared goals. • Experience of procuring and managing high-value construction, facilities management and professional-services contracts, assuring safety, quality, value for money and social value. • Experience in commercialisation, joint ventures, or income generating property initiatives	• Local government or wider public sector experience, operating within a political environment. • Direct involvement in joint-venture developments, public-private partnerships or complex regeneration schemes. • Leadership of digital estate projects such as deployment of computer-aided facilities-management systems, Building Information Modelling and smart-building technologies. • Experience of working within Welsh Government frameworks and delivering community-benefit outcomes. • Successful delivery of decarbonisation or energy management initiatives within a diverse property portfolio.	CV & Cover Letter Selection Process

		Essential	Desirable	Ascertained by
2.	Knowledge	• In depth understanding of property law, landlord and tenant practice, valuation, compulsory purchase and development viability. • Comprehensive knowledge of building regulations, health and safety legislation (including Construction Design and Management Regulations, fire safety, asbestos, legionella and lift operations) and related statutory compliance regimes. • Strong grasp of public-sector finance, procurement regulations and contract-management best practice. • Awareness of climate-change legislation, carbon-accounting standards and sustainable construction techniques. • Proficient in analysing complex data sets and turning insight into strategic recommendations.	• Working knowledge of Welsh language standards and the Well-being of Future Generations (Wales) Act 2015. • Familiarity with Government Soft Landings, Post Occupancy Evaluation and ISO 55000 asset management standards.	CV & Cover Letter Selection Process

		Essential	Desirable	Ascertained by
3.	Skills and aptitudes	• Ability to be a role model for the leadership behavioural competencies and promote the Council's values and behavioural competencies. • Strategic thinker with the ability to translate vision into deliverable plans and measurable outcomes. • Able to inspire and lead diverse teams, fostering a high performance, values-led culture. • Excellent verbal and written communication skills, able to convey complex information clearly to a range of audiences. • Strong influencing and negotiation skills, with the ability to build relationships, recognise differences and secure commitment to shared objectives. • Proven ability to analyse complex problems, develop solutions, and make evidence based decisions. • Politically astute, with the ability to operate effectively in a democratic environment.		CV & Cover Letter Selection Process

		Essential	Desirable	Ascertained by
4.	Qualifications and training	• Relevant professional qualification in engineering, design, construction, estates or facilities management (e.g. RICS, RIBA, ICE, IWFM) or equivalent experience. • Evidence of continuous professional development aligned to strategic asset management, compliance and leadership.	• Recognised project management or programme management qualification	CV & Cover Letter
5.	Attitude and motivation	• Visible, values driven leader who models openness, collaboration, ambition and pride. • Adaptable and flexible to meet a variety of challenges. • An inspiring leader, able to engage team members to deliver exceptional performance in a challenging environment. • Innovative, change champion, who is happy to challenge the status quo, explore different solutions to deliver on strategic objectives and solve problems. • Committed to equality, diversity and inclusion, embedding these principles in service design and workforce development.		CV & Cover Letter Selection Process

		Essential	Desirable	Ascertained by
6.	Other (please specify)	• Personal and professional credibility. • Drive, energy, and enthusiasm to sustain an extensive agenda. • Capacity to work outside of normal office hours and attend evening meetings as and when required. • Ability to drive/travel throughout the Vale or between locations as appropriate.	• Ability to communicate in or committed to learn Welsh.	CV & Cover Letter Selection Process