

Job Title: Asset Manager	Role Profile Number: RTH37
Grade: R Salary:	Date Prepared: July 2021
Directorate/Group: Operations	Reporting to: Operations Manager – Technical Services
Structure Chart attached:	No

Job Purpose

The post holder will support the Technical Services team, and the commissioners in the Council to ensure that stock data is maintained, shared and performance is monitored and measurable. Regularly updating commissioners and actively seeking decisions on delivery programmes – undertaking, with instruction, stock condition surveys and monitoring of decent homes.

Key Accountabilities

- Support the Commissioners to develop stock and wider asset management strategies in line with business plans and corporate objectives
- Develop and gain approval for annual and medium term investment programmes of work
- Undertake option appraisals of general purpose and sheltered housing stock for improvements, conversion or disposal, as commissioned.
- Develop and monitor compliance against the Decent Homes Standard (DHS) and local environmental standards
- Champion Carbon reduction and Sustainability and ensure this is at the forefront of the asset management and delivery strategy
- Maintain and keep up to date stock condition and energy databases
- Arrange for a programme of stock condition surveys to validate stock data, as directed
- Advise on an energy efficiency strategy to increase the minimum Standard Assessment Procedure (SAP) rating for the Council's stock
- Lead on making external bid applications for grant funding to extend energy efficiency programmes of work
- Champion and participate in change programmes, and initiative, creative ways of working

- Respond to correspondence with respect to asset management, resolving complaints and producing communication bulletins to tenants and wider teams
- Attend public meetings with tenants, leaseholders and building users both during and out of normal office working hours and at weekends including preparing and presenting reports and briefings at such meetings
- Provide evidence to the Health and Safety Executive and Judiciary in respect of relevant issues including attending Court as a witness on behalf of the Council
- Participate in developing strategies, initiatives and concepts including producing detailed solutions that improve the overall property repairs and maintenance service delivery

Supplementary Accountabilities

- Promote locality working and support tenant and leaseholder groups
- Promote customer care, equality and diversity best practice including arranging training for staff
- Manage staff including interviews, appointments and evaluation of performance
- Attend information events and meetings outside normal office working hours and at weekends as and when required
- Prepare formal reports on compliance with the Decent Homes Standard (DHS), local standards and energy efficiency measures
- Chair meetings and represent the Investment Manager as and when required
- Deputise for other property managers to ensure essential service delivery cover is maintained
- Participate in continuous professional development

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Experience of managing stock condition and energy databases
- Experience of managing consultants and contractors
- Experience of managing staff
- Experience of managing budgets
- Experience of writing specifications and building condition reports
- Detailed knowledge of construction related health and safety regulations
- Knowledge of planning and building control regulations
- Working knowledge of IT based systems including databases

Qualifications

- Property professional qualification, membership such as CIOB or RICS or equivalent experience
- Ability to make site visits

Decision Making

- Compiling the asset management strategy and medium term investment programme for the Council's housing stock
- Approving expenditure for planned maintenance and improvement work to council homes
- Deciding on the most effective solutions from housing options appraisals
- Assisting in appointing staff and terminating employment

Creativity and Innovation

- Maintaining an up to date risk register to effectively manage risks with mitigating actions
- Identifying investment in wider community projects
- Identifying and introducing service improvements
- Innovative in obtaining additional funding to improve homes
- Producing communication presentations and articles

<u>Job Scope</u>	Budget Holder	Yes
Number and types of jobs managed 2 X Business/Technical Support Staff Energy & Innovation Lead officer	Responsibility	Yes
Typical tasks supervised/allocated to others <ul style="list-style-type: none">• Logging and completion of works relating to stock components• Premises inspections and maintenance• Payment of completed works orders	Asset Responsibility:	10,300 Council owned property and operational buildings

Contacts and Relationships *(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- Liaising with external consultants to analyse the performance of assets
- Maintaining good relations with tenants and leaseholders of Council owned property
- Working in a collaborative manner with premises managers of operational Council owned property and tenant and leaseholder representative groups to help solve complex property challenges

- Working with operations managers, surveyors and engineers to advise on asset management strategy and medium term investment programme to the Council's stock and assist in minimising or removing risks associated with asbestos containing materials
- Managing specialist consultants and contractors including software providers
- Giving specialist and general property advice to local Councillors and Members of Parliament
- Producing policies, standard letters, written reports, presentations and form templates

Other Key Features of the role

- Telephone and face to face dealings with tenants, leaseholders, Councillors and wider stakeholders about the asset management strategy and investment plan to the Council's housing stock
- Managing and negotiating contractual claims with consultants and contractors
- Ability to make site visits to inspect building premises throughout the Borough

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	