



Job Description

Post:	Head of Asset Investment
Directorate:	Technical Resources
Team:	Asset Management
Grade:	SM Band 2
Responsible to:	Assistant Director of Asset Management
Responsible for:	Asset Manager x 3 Void Property Manager Asset Investment Co-ordinator

Purpose of Job

Lead Poplar HARCA's operational and strategic approach to planned maintenance, cyclical decoration, and void properties; ensuring that all properties are safe, warm, dry and comply with all requirements.

Lead a team to deliver a considered, efficient, value for money service with resident-focussed delivery models that meet current and future needs.

Monitor stock condition and develop strategies to maximise value and income for the organisation.

Control the budget monitoring and financial forecasting activities for the Asset Investment Team

Ensure that programmes of work are scoped, procured and completed to time and budget.

Main Duties and Responsibilities

Strategic leadership and service delivery

- Be responsible for all aspects of Poplar HARCA's asset investment activities and ensure that they take into account: Poplar HARCA's corporate strategic plan; statutory, regulatory and policy requirements; resident engagement; the need to anticipate and respond to changes in the environment
- Be responsible for the organisation's planned maintenance, void repair and cyclical decoration budgets
- Lead on the assessment of asset performance and develop plans to address areas of weakness
- Oversee the execution of feasibility studies, best value analysis, cost benefit analysis and return on investment calculations, putting forward strategic business cases for viable schemes
- Lead the development of clear, effective planned maintenance and cyclical decoration programmes, ensuring that they are prioritised, scheduled and resourced and that best value is achieved

- Oversee the delivery of planned maintenance and cyclical decoration programmes to time and budget
- Lead the regular review of Employers Requirements and oversee the effective handover of new assets
- Lead on the decommissioning and disposal of assets
- Lead on party wall, right to light and major insurance issues
- Develop and review policies and procedures related to the team's work
- Provide specialist technical advice and training on relevant legal, policy and procedural issues
- Initiate and lead projects that respond to changes in the law, best practice and strategic direction
- Lead a "health and safety first" approach to all activities including the assessment and mitigation of risk

Procurement and contract management

- Be responsible for the procurement, leaseholder consultation, contract management and performance monitoring of all asset investment related contracts
- Monitor contractor performance, ensuring that any areas of weakness are addressed
- Ensure that all contracts are procured and managed in line with all obligations

Monitoring and reporting

- Lead on the collation of asset data and develop and maintain Poplar HARCA's stock condition database
- Champion high standards of data management and oversee the regular auditing and validation of data
- Develop and maintain robust financial controls and provide regular budget monitoring reports
- Monitor, analyse and act upon performance information to ensure that objectives are achieved
- Provide regular progress reports to CMT, Poplar HARCA's Board and Committees on all aspects of strategy and performance relating to planned maintenance, void properties and cyclical decorations
- Procure, manage and implement the regular, independent review of stock condition information

Team development

- Be responsible for the line management and career development of Asset Investment Team members
- Co-ordinate and manage workloads to ensure the efficient execution of asset investment programmes
- Develop, manage, motivate, monitor, support and train staff
- Regularly review competency and develop training plans to address any areas of weakness

General

- Deputise for the Assistant Director of Property Services
- Deal with, and respond to, all asset investment related correspondence and complaints
- Keep up to date with developments in legislation and best practice, including new technologies
- Work with staff from across the organisation to resolve problems and improve services
- Perform other duties as may be reasonably required by your line manager
- Conduct yourself in line with Poplar HARCA's policies, procedures, rules and standards

- Undertake out of hours work as required

Person Specification

Post: Head of Asset Investment

Grade: SM 2

Team: Property Services

Directorate: Technical Resources

All criteria are essential unless stated otherwise.

Requirements	Criteria
1. Education/ Qualifications/ Training	a. MRICS/ MCIQB/ CEng or equivalent building related qualification
2. Skills	<ul style="list-style-type: none"> a. Ability to manage a complex asset management service b. Ability to manage and maintain robust financial, risk and contractual controls c. Ability to lead change and drive improvement d. Relationship building e. Intermediate IT skills including MS Word, Excel and Outlook f. Attention to detail g. Ability to achieve deadlines in a fast-paced, high-pressure environment
3. Experience	<ul style="list-style-type: none"> a. Five years' experience of managing a technical team within a complex organisation b. Scheduling workloads to ensure programmes are completed to time and budget c. Procuring and managing contracts d. Controlling, collating and analysing data
4. Knowledge	<ul style="list-style-type: none"> a. Extensive knowledge of legislation, regulation and guidance relating to the built environment, health and safety and social housing b. Extensive knowledge of procurement and contracts
5. Key Competencies	<ul style="list-style-type: none"> a. Putting others first b. Achieving Results c. Open to change d. Informed and informing e. Personal Progress f. Partnership Working g. Problem Solving