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| **Job Description & Person Specification** |
| **Job Title** | **Head of Asset Management and Maintenance** |
| **Reporting To** | CEO |
| **Responsible For** | 1x Assistant Maintenance Manager (direct)2 x Maintenance Operatives (indirect), 1x Trainee Administrator (indirect) |
| **Overview of the Role** To be a member of the Senior Management Team and lead on the oversight of the Association’s housing asset management (209 units over a 13-acre site, made up of flats, bungalows and a grade 2 listed building) including responsive repairs, voids maintenance and estates service ensuring it meets operational and strategic objectives. To ensure compliance with regulatory building and health, safety & welfare standards and provide ownership and accountability for all high-risk safety matters.  |
| **Main Duties & Responsibilities** **Asset Management** * In collaboration with CEO, draft Asset Strategy.
* Devise workplans which underpin Asset Strategy.
* Undertake on-going review of stock investment programs for both the short and medium term.
* Plan, develop, cost and project manage the planned maintenance programs, major repairs and upgrades.
* Record & maintain accurate and appropriate property records, stock condition and maintenance data to inform maintenance planning.

**Responsive Repair Service & Void Works Management*** Oversee the Assistant Maintenance Manager in the delivery of repairs, voids, aids & adaptations and other property related services in line with agreed programs, budgets, targets, standards, and current legislation.
* Monitor & review all aspects of service for quality, efficiency and cost effectiveness.
* Undertake a range of surveying duties to the Association’s stock portfolio; Inspect and diagnose repairs, devise solutions and prepare detailed specifications to contractors.
* Lead in the technical appraisal, specification, contract and financial management of planned and capital repair projects as required

**Procurement & Contract Management** * Maintain an approved list of contractors ensuring appropriate insurance, tax and health & safety documentation and procedures are in place.
* Support with/facilitate feasibility studies and prepare cost estimates for projects
* Obtain estimates, quotations and tenders in line with the Associations policies and procedures and ensure all services and contractors are procured in accordance with company policy and regulatory standards.
* Effectively contract manage and inspect works to ensure that they are carried out in accordance with contract documentation as well as current building and other related regulations.
* Carry out inspections at completion stages; prepare schedules of defects, compile remedial specifications and ensure satisfactory completion.

**Health, Safety & Welfare and Risk Management** * Maintain an up-to-date knowledge of all Building, Planning, Health & Safety, Fire Safety and Housing Management regulations, and ensure compliance with safe working practices and related regulations across the service.
* Ensure risk management protocols are adhered to in all aspects of the service. Including completion and review of risk assessments.

**Leadership and Management*** Ensure effective overall leadership of Maintenance Team.
* Provide high quality management and personal development and career planning for Assistant Maintenance Manager.

**Finance & Administration*** Effectively plan and manage departmental annual budget with input from Assistant Maintenance Manager.
* Ensure comprehensive checking and approval of invoices.
* Support with the preparation of reports and briefings for Senior Management Team and Board.

**General*** Carry out duties in compliance with the Association’s policies and procedures.
* Work flexibly as necessary to meet the requirements of the role, including on occasion working outside of normal business hours.
* Undertake any other duties and responsibilities commensurate with the role/as directed
* Take responsibility for own updating of relevant training/knowledge and professional development
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| This job role is subject to an Enhanced Disclosure and Barring Service (DBS) check.  |

**Head of Asset Management and Maintenance - Person Specification**

**Qualifications and Experience**

1. Degree or other professional qualification **or equivalent experience** in Building / Construction / Surveying and a successful track record of working in a management level role in asset management / building surveying / construction within the housing or property sector. Experience would be include:
	* + Risk identification and management
		+ Fire safety compliance as it applies to sheltered housing and apartments, including fire alarm systems
		+ Working knowledge of heating, plumbing and sewage systems.
2. Knowledge and understanding of compliance, Health and Safety legislation & tenant safety (Gas, Electrical Safety, Asbestos, Legionella etc.)
3. Experience of line management and developing staff.
4. Experience of strategic asset management, including stock condition surveys.
5. Experience of procurement, contract negotiation and management.
6. Proven ability to extract and analyse complex data from systems for formal performance monitoring (KPIs), budget management, planning and report writing.

**Knowledge and Skills**

1. Proactive and customer focused.
2. Highly commercial with an understanding of impact of costs and value for money framework.
3. Good level of project management and IT literacy.
4. Excellent written and oral communication skills, including presenting to senior stakeholders.
5. Ability to work adaptably and effectively in a team, including on operational and strategic asset and maintenance issues.