

Job Description

Asset Strategy Manager

Date: 22.8.19

POST: Asset Strategy Manager

SERVICE: Communities

SECTION: Property Services

BAND: 12

REPORTS TO: Strategic Property Manager

RESPONSIBLE FOR: Stock Condition Coordinator
Asset Strategy Officers x 2
Energy Officer

TYPE: Hot desking or Agile/Mobile Working

All Council posts are subject to National Joint Council (NJC) conditions of service.

Basildon Borough Council is committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors and volunteers to share its commitment to prevent abuse, harm or exploitation.

Please note that the Council applies a robust recruitment vetting process.

MAIN PURPOSE

This is a key senior post within the Housing Services of Basildon Borough Council and reflects the importance given by the Council to the long-term strategic asset management of over 11,000 social rented homes and other property largely built for Basildon New Town. This senior post will be responsible for the strategic planning of valuable assets within the context of the Council's 30 year Business Plan, together with the detailed planning of a 5 year Rolling Revenue & Capital Programme.

In particular, this post is responsible for planning all housing stock cyclical, programmed and improvement programmes, together with individual projects, from a thorough analysis of stock condition data and taking account of available resources. To prepare Asset Management Strategies for the short, medium and long term, together with associated strategies concerned with Affordable Warmth, Carbon Reduction and Sustainability. To lead, manage and motivate the Asset Management Team to deliver an effective, innovative and quality asset management service to all stakeholders and customers. To be a member of the Property Services Management Team with the responsibility of delivering the Council's strategic asset management function.

DUTIES

1. To be responsible for reviewing and updating every year the Council's Asset Management Strategies for the short, medium and long term, in accordance with available resources and in consultation with stakeholders and residents, together with associated strategies concerned with Affordable Warmth, Carbon Reduction, Sustainability and Estate Condition Improvement. To be the lead officer for the Council's Asset Management Group.
2. To be responsible for the planning of cyclical, planned and improvement work programmes in line with the Asset Management Strategies and in liaison with the Programmed Works Manager, the Project Liaison Manager and any other manager nominated by the Property Services Business Manager.
3. To be responsible for the collection and provision of accurate and up to date stock condition and asset data that will inform the planning of maintenance and improvement programmes.
4. To be responsible for translating the agreed Asset Management Strategies into individual projects (including repair & maintenance programmes) at the operational level that collectively form the Council's 3-5 year Rolling Revenue & Capital Programme within the context of the Council's 30 year Business Plan.
5. To be a key senior manager involved with the management of our Strategic Asset Management contract delivery partner, Morgan Sindall Property Services.
6. To be responsible for addressing and proposing solutions to specific issues that arise from the Council's substantial non-traditional and hybrid-built housing stock.
7. To be responsible for undertaking Options Appraisals and Feasibility Studies on dwellings, and groups of dwellings, considered potentially unviable in accordance with the Council's Viability Model, plus associated land.
8. To be responsible for researching, developing and implementing supply chain policy for Council contracts.
9. To be responsible for researching and developing tendering strategies in accordance with Procurement Law that are the most economically advantageous to the Council in the context of social and economic well-being considerations, especially in relation to apprenticeships, under-representation in the workforce and opportunities for small and medium sized businesses. To liaise with the Council's Economic Development and Procurement Teams to ensure that suitable targeted recruitment and training language is embedded in contracts.
10. To be responsible for preparing specifications and contract documents, and for procuring contracts in conjunction with the Council's Procurement and Legal Teams and in accordance with agreed timescales.

11. To be responsible for ensuring effective policies and management systems are in place in relation to asbestos, legionella, gas safety and fire safety, together with the management of consultants in relation to asbestos, legionella, gas safety and fire safety in line with the Council's Standing Orders, Financial Regulations, policies, procedures and budgets.
12. To be responsible for ensuring effective policies and management systems are in place in relation to disrepair, insurance claims, Health & Safety, Fire Management and Environmental Health Notices.
13. To monitor workflow to check that the rolling Revenue & Capital programme is being delivered to time and budget, to review progress, seek efficiencies and apply lessons learnt to the next annual review of Asset Management Strategies.
14. To deal effectively with complaints and promote high customer service standards.
15. To effectively manage the Asset Strategy Officer (Compliance) and their team in managing statutory compliance of Housing Related Assets.
16. To ensure compliance with the Council's Standing Orders, Financial Regulations and Contract Procedure Rules as well as all Statutory, Health and safety and all other related Regulations.
17. To work with the Planned Works Manager to survey and report on resident satisfaction with services and take appropriate action to ensure agreed service standards are achieved.
18. To manage, motivate and develop staff, ensuring individual and team performance targets are met and providing performance information and reports as required.
19. You must cooperate in all matters relating to Health and Safety and implement all procedures for your job role. The identification of Health and Safety related risks within the working environment must be highlighted to your management.
20. Any other duties appropriate to the post: These other duties must be equivalent to or below the salary and status of the role and, where appropriate, under the Equality Act 2010, due consideration must be given to any employees with a "protected characteristic".
21. To undertake all the duties within the framework of Equal Opportunities.
22. As the direct manager/supervisor you will ensure that all hazards are identified and managed to an acceptable level and ensure all relevant documentation is also completed. You will also ensure you demonstrate you're committed to Health and Safety by leading by example.

PERSON SPECIFICATION

Position Title:	Asset Strategy manager	Date Prepared:	22 nd August 2019
Department:	Communities	Band:	12

AF= Application Form	I = Interview	T= Test
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	REQUIREMENTS	Essential	Desirable	Assessed
1.	EXPERIENCE AND KNOWLEDGE			
1.1	Significant experience in a senior role that has asset management responsibilities, including the planning, specifying and procuring of building contracts	✓		AF/I
1.2	Strong on strategic thinking, with the ability to look outward and formulate a vision on the future form of the housing stock	✓		AF/I/T
1.3	Track record in the delivery of successful asset management		✓	AF/I
1.4	Knowledge of best practice on asset management	✓		AF/I/T
1.5	Experience of working in a technical management/supervisory role	✓		AF/I
1.6	Experience of monitoring budgets		✓	AF/I
1.7	Ability to plan projects effectively	✓		AF/I/T
1.8	Ability to communicate effectively and clearly with others, taking into account their needs and expectations	✓		I
1.9	Good people manager who is technically competent and able to inspire	✓		I/T
1.10	Have knowledge and understanding of the principles of equality and diversity		✓	I
1.11	Understand current thinking about prejudice, direct and indirect discrimination		✓	I
2.	COMPETENCIES			
	LEADING AND SUPERVISING			
1.2	<ul style="list-style-type: none"> a) Provides others with clear direction b) Sets appropriate standards of behaviour c) Delegates work appropriately and fairly 	✓		AF/I/T

	REQUIREMENTS	Essential	Desirable	Assessed
	<ul style="list-style-type: none"> d) Motivates and empowers others e) Provides staff with development opportunities and coaching <p>Recruits staff of a high calibre</p>			
3.3	<p>PRESENTING AND COMMUNICATING INFORMATION</p> <ul style="list-style-type: none"> a) Speaks clearly and fluently b) Expresses opinions, information and key points of an argument clearly c) Makes presentation and undertakes public speaking with skill and confidence d) Responds quickly to the needs of an audience and to their reactions and feedback <p>Projects credibility</p>	✓		AF/I/T
4.1	<p>WRITING AND REPORTING</p> <ul style="list-style-type: none"> a) Writes clearly, succinctly and correctly b) Writes convincingly in an engaging and expressive manner c) Avoids the unnecessary use of jargon or complicated language d) Writes in a well structured and logical way e) Structures information to meet the needs and understanding of the intended audience 	✓		AF/I/T
4.2	<p>APPLYING EXPERTISE AND TECHNOLOGY</p> <ul style="list-style-type: none"> a) Applies specialist and detailed technical expertise b) Develops job knowledge and expertise through continual professional development c) Shares expertise and knowledge with others d) Uses technology to achieve work objectives e) Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity f) Demonstrates an understanding of different organisational departments and functions 	✓		AF/I/T
4.3	<p>ANALYSING</p> <ul style="list-style-type: none"> a) Analyses numerical data, verbal data and all other sources of information b) Breaks information into component parts, patterns and relationships c) Probes for further information or greater understanding of a problem d) Makes rational judgements from the available information and analysis e) Produces workable solutions to a range of problems 	✓		AF/I/T

	REQUIREMENTS	Essential	Desirable	Assessed
	f) Demonstrates an understanding of how one issue may be a part of a much larger system			
6.1	PLANNING AND ORGANISING a) Sets clearly defined objectives b) Plans activities and projects well in advance and takes account of possible changing circumstances c) Manages time effectively d) Identifies and organises resources needed to accomplish tasks e) Monitors performance against deadlines and milestones	✓		AF/I/T
7.1	ADAPTING AND RESPONDING TO CHANGE a) Adapts to changing circumstances b) Accepts new ideas and change initiatives c) Adapts interpersonal style to suit different people or situations d) Shows respect and sensitivity towards cultural and religious differences e) Deals with ambiguity, making positive use of the opportunities it presents	✓		AF/I/T
7.2	COPING WITH PRESSURES AND SETBACKS a) Works productively in a high pressure environment b) Keeps emotions under control during difficult situations c) Balances the demands of work life and personal life d) Maintains a positive outlook at work e) Handles criticism well and learns from it	✓		AF/I/T
8.1	ACHIEVING PERSONAL WORK GOALS AND OBJECTIVES a) Accepts and tackles demanding goals with enthusiasm b) Works hard and puts in longer hours when it is necessary c) Identifies development strategies needed to achieve career goals and makes use of developmental or training opportunities d) Seeks progression to roles of increased responsibility and influence	✓		AF/I/T
3.	EDUCATION AND TRAINING			
3.1	Relevant professional qualification in building surveying or related, eg architecture, engineering, quantity surveying	✓		AF
3.2	Property related Degree	✓	✓	AF