

PERSON SPECIFICATION
DIRECTOR OF ASSET MANAGEMENT

Education & Qualifications	E	D
Professional, Technical, or other Construction related qualification	E	
Membership of a professional organisation's such as RICS, CIOB or CABE.		D
Driving License.		D
Experience		
Minimum of 5 years' experience in asset management or property service areas.	E	
Experience working with Microsoft applications, such as word, excel spreadsheets and similar	E	
Minimum of 5 years of managerial or supervisory experience.	E	
Experience of policy and procedural development within the delivery of asset management and property management services.	E	
Managing 5-year investment plans and 30-year life cycle programmes.	E	
Procuring of contracts and managing contract administrators in accordance with legislative and association policies.	E	
Good report writing skills and ability to produce clear and concise written reports.	E	
Experience in reporting to and presenting/preparing reports to Management Committees.	E	
Experience within the asset management/housing sector.		D
Experience with asset management software systems and continuous improvement planning.		D
Skills, Abilities & Personal Attributes		
Ability to demonstrate strategic thinking and planning.	E	
Excellent planning, time management and organisational skills. Must include demonstrable evidence of ability to ensure deadlines are met.	E	
Excellent presentation and communication skills.	E	
Good interpersonal and team working skills.	E	
Highly proficient in new technology and mobile working.	E	

Customer focused.	E	
Ability to plan and prioritise work to meet personal targets and organisational goals.	E	
Ability to manage a diverse workload and demonstrate good time management to meet challenging deadlines.	E	
Ability to accept the responsibilities of this senior post and be a problem solver.	E	
Flexible in approach to work and be innovative and creative.	E	
Ability to empower and motivate staff at all levels.	E	
Can evidence a personal commitment to the principles of community control.	E	

Knowledge		
Knowledge of statutory compliance.	E	
Legislative & good practice requirements in Asset Management services.	E	
Scottish Housing Regulator's regulatory framework and Scottish Housing Charter requirements.	E	
Asset Management and Business Planning process.	E	