

Registered as a Scottish Charity - No. SCO30751

**Job Description**

**Job Title: Senior Asset Planning Manager**

**Department:** **Property Services**

**Location: Head Office, Selkirk or other locations as required**

**Grade:** **G**

**Reports To: Director of Property Services**

**Overall Purpose**

Development and delivery of Asset Planning and Health and Safety Compliance. Providing comprehensive data and knowledge of asset condition to develop plans for asset repair, maintenance, and improvement to meet tenant expectations and business needs. Ensuring Tenants homes are safe and comply with all standards and all works undertaken adhere to relevant legislation and policies.

Continue to develop the service to achieve and maintain excellent value for money and quality, both now and in the future.

**Principal Accountabilities**

**Leadership**

* Lead, manage, motivate, and develop the Asset Planning and Compliance Team through the introduction and maintenance of best practice to provide professional, high-quality Asset Planning and Compliance functions.
* Contribute to the development of the Asset Management Strategy which meets the demands of SBHA and enables efficient delivery of services to Tenants and customers.
* Work in collaboration with internal and external customers to maintain effective working relationships and ensure an integrated contribution to the Association’s strategic and business objectives and people management.
* Work in partnership with Finance by contributing to SBHA’s budget setting process and ensure that budgets relating to Asset Planning and Compliance budgets are managed responsibly and on target.
* Lead the development and drive the implementation of Asset and Compliance policies, procedures, and systems to support the implementation of SBHA’s strategies.
* Demonstrate initiative, forward-thinking and awareness of new developments in Asset Management practice and technology advancements to derive maximum benefits. Manage the service to achieve and maintain excellent value for money and quality, both now and in the future.
* Lead, develop, coach, and motivate direct reports to provide an excellent service suited to current and future organisational needs, as well as their own professional development.
* Manage formal processes across SBHA by conducting investigations or hearing disciplinary and appeals, where required, to ensure an impartial, prompt and confidential approach is taken and fair outcomes are delivered, in line with employment legislation, best practice, and HR policies and procedures.
* Delivery and preparation of relevant monthly KPI’s and annual ARC reporting are produced in a timely and accurate manner to enable performance reporting to Leadership team, SBHA’s Governance and the Scottish Housing Regulator.

**Programme/Project Delivery**

* Lead on the development of and implement required procurement strategies ensuring compliance with policies and procedures. Co-ordinate an effective delivery of procurement strategy and contract management process to ensure quality of delivery and value for money. Develop Tender Reports for approval.
* Manage a model of continuous improvement to ensure the stock condition data, systems, and processes are robust and are developed as required to ensure the quality of the data with an appropriate verification process.
* Create and deliver processes and reporting that help the business understand the condition of properties and their environment to target and develop comprehensive plans for repair, improvement, disposal, or regeneration to ensure the assets are well maintained and meet current and future needs aligned with the Asset Management Strategy and all other relevant strategies.
* Evaluating all stock condition data against legal, regulatory and compliance standards and the preparation of time lined action plans for the purpose of maintaining standards.
* Develop the 30-year Planned Maintenance Programme investment plan as part of the annual business planning process capable of being interrogated at component or individual asset level.
* Deliver robust inspection programmes, associated works, and action plans operate for Health and Safety compliance functions including gas, asbestos, fire, water management, electrical etc addressing risks to ensure Tenant and Employee safety.
* Provide support to the Head of Asset Programme and Delivery on the programming of all repair services and contracts.
* Development and implementation of mixed tenure policies and procedures to address owner participation in communal property and environmental improvements to inform asset plans.
* Develop and deliver the implementation of improvement plans as required ensuring a strong customer ethos within the team ensuring the team delivers high levels of satisfaction.

**Performance**

* Manage the achievement of good performance and high standards in compliance with regulatory frameworks and related industry best practice standards
* Lead by example when communicating both internally and externally, by using plain language to ensure everyone is informed and engaged.
* Contribute to the establishment and manage effective performance measurement and management arrangements for all areas of work including financial controls. This includes introducing and monitoring of performance indicators that reflect business needs, good customer outcomes and deliver Value for Money.

**Governance & Compliance**

* Comply with all policy directions and regulations of SBHA with regard to financial regulations and standing orders in relation to Asset Planning and Compliance activity.
* Contribute to the development of a risk management strategy, which embraces best practice policies and procedures to provide effective control of assets and liabilities and limits SBHA’s exposure to risk.
* Contribute to the development and implementation of SBHA’s Health and Safety Policies and Procedures in relation to the safety of all tenants, staff, partners, contractors, and members of the public as specified by the Health and Safety at Work Act 1974, and other related Acts. Provide effective implementation of compliance frameworks to ensure compliance plus and robust reporting on compliance performance ensuring the full range of compliance assurance is provided in line with responsibilities defined in the policies.
* Prepare and present regular reports for the Board, its Sub-Committees and Executive Team, keeping them appraised of performance, new legislation and policy reviews, ensuring that Members have sufficient information to enable them to discharge their responsibilities effectively. Work with regulators, internal and external auditors and consultants to provide management information and data, feedback and written comments.
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* Keep pace with legislation to ensure compliance in all areas including data security and data protection in liaison with the organisation and SBHA’s appointed Data Protection Officer.

**General**

* Promote and represent the Association locally and nationally.
* Model and promote behaviours consistent with SBHA’s values and standards and observe and continually promote equal opportunities and diversity in compliance with Association policy.
* Commit to continuous personal and professional development and keep abreast of emerging or new legislation, standards, and best practice.
* To maintain awareness of Tenant participation and engagement as a commitment by SBHA to its Tenants and encourage customer involvement and active engagement to help shape the service.
* To be aware of and comply with personal responsibility for Health and Safety in the workplace and lone-working, and the Association’s general responsibility for the Health and Safety of its customers and Tenants.
* Carry out any other reasonable duties appropriate to this post, as requested.
* Be available for Out of Hours duties and services as required.

**Contacts**

Internal: Board, Sub-Committees, Chief Executive, Executive Team and SBHA Team.

External: Tenants and other customers, Housing Associations, Local Authorities and public bodies, the Scottish Housing Regulator, the Scottish Government, Health & Safety Executive, National Bodies (SFHA, CIH etc.), Contractors & Suppliers and private and Third Sector Partners.

**Working Environment**

You will be required on occasions to work out with and in excess of normal working hours. For SBHA grades G-J, no additional payment will be made in this regard. You will be required to work in locations outwith Head Office and to travel within and outwith the Scottish Borders area in order to perform your duties.



**PERSON SPECIFICATION**

Job Title: Senior Asset Planning Manager

Department: Property Services

Date: March 2022

| Requirement | Essential | Desirable |
| --- | --- | --- |
| 1. Qualifications, Experience & Knowledge |  |  |
| Educated to degree standard, in a relevant technical/building discipline or able to demonstrate working at an equivalent level | Y |  |
| Relevant Professional qualification (e.g. RICS, RIAS, CIOB.) |  | Y |
| Evidence of continued professional development |  | Y |
| Minimum 5 years’ senior level experience of asset investment planning with health and safety compliance or similar role. Practical knowledge in relevant legislation, statutory requirements, and best practise in line with the Scottish Social Housing Charter, Scottish Housing Regulator and Scottish Government requirements. | Y |  |
| Experience of Housing IT systems particularly in relation to asset and repairs activities with the ability to interrogate, data input and extraction, and enhancement of data and systems | Y |  |
| Comprehensive knowledge of housing construction methods, repairs, and best practise | Y |  |
| Experience of asset data collection and analysis to produce investment plans with scenario modelling and financial impacts | Y |  |
| Experience of Health and Safety compliance requirements and practises to ensure Tenant and Team safety and provide assurance on compliance levels | Y |  |
| Substantial experience of procurement of works and services contracts and contract management | Y |  |
| Experience of working with and reporting to governing bodies to provide assurance through effective and transparent decision making | Y |  |
| Managing significant budgets with the ability to provide information to set budgets and forecast outcomes | Y |  |
| Experience in producing, analysing, and verifying performance information for reporting including production of the relevant information for the Association’s annual returns to the Scottish Housing Regulator | Y |  |
| Strong knowledge of Contract Compliance, Health & Safety and Housing related legislation, regulatory standards, and best practice. | Y |  |
| Role of the Social Housing Sector and understanding of the role of the Scottish Housing Regulator | Y |  |
| 1. **Skills and Abilities** |  |  |
| Ability to interpret and apply relevant legislation, regulatory requirements, and best practise | Y |  |
| Ability to manage change, adopt best practice, drive continuous performance improvement and value for money | Y |  |
| Excellent budgetary skills and ability to analyse the financial implications and scenarios | Y |  |
| Excellent ICT skills to produce reports, presentations, plans and to extract, analyse and produce information and key business data. | Y |  |
| Ability to demonstrate resilience, work effectively under time pressure, prioritising, and delegating tasks as appropriate to meet tight deadlines and key project milestones. | Y |  |
| Ability to lead, inspire, motivate, and manage a professional team to deliver their best and work collaboratively to achieve strong outcomes. | Y |  |
| Great team player, able to work effectively with colleagues and partners to deliver organisational ethics, values, and common objectives. | Y |  |
| An effective communicator with excellent report writing and presentation skills and the ability to communicate complex information clearly, to audiences with varied levels of understanding | Y |  |
| 1. **Other Requirements** |  |  |
| Committed, flexible and adaptable approach to work requirements | Y |  |
| Prepared to attend evening meetings and be available for out of hours duties when required | Y |  |
| Possession of a full current driving licence | Y |  |