

JOB DESCRIPTION

DIRECTORATE: GROWTH

SERVICE: Regeneration Development & Housing

POST DETAILS:

Job Title:	Housing Asset Manager
Grade:	Grade 12
Location of Work:	Warrington
Directly Responsible To:	Head of Housing
Directly Responsible For:	Specific Project Delivery Team Members.
Hours of Duty	37
Primary Purpose and Scope of the Job:	To be responsible for the delivery of asset management and property improvements for Local Housing Company and Council-owned homes as directed by The Head of Housing and managing the associated budgets, coordinating stakeholder liaison and representing the Local Housing Company and Council
Post Reference No:	tba

WORKING RELATIONSHIPS:

Members of Parliament, Members of the Council, Senior Management Team, Other Sections of the Regeneration and Development Service,
Other Council Directorates, Government Agencies, Funding and Business partners, public stakeholder groups, professional and business community principals.
External management companies and contractors.

KEY TASKS AND ACCOUNTABILITIES:



1. To lead the management and successful delivery of required outcomes for the asset management strategy and implementation of the Local Housing Company and other housing assets across the Warrington area, including the provision or acquisition of new specialist accommodation.
2. Develop an asset management strategy for approval that maximises the financial and occupational benefits to be derived from the assets.
3. To co-ordinate and oversee the budget, funding and programme for improvements to the fabric and thermal efficiencies of existing Council-owned homes, and alternative sources of energy-generation, in order to comply with the Council's zero-carbon aspirations.
4. Develop for approval a specific execution plan, budget, programme and risk management process to be applied to the assets.
5. Manage existing management contracts and tenancy agreements for occupied properties in liaison with Property & Estates and where appropriate negotiate new agreements or revisions to agreements as necessary.
6. Manage and co-ordinate the procurement and appointment of external consultants and contractors required to deliver the asset management strategy having regard to Council-compliant processes and to achieve the most cost effective and appropriate use of resources.
7. Undertake feasibility assessments of refurbishment projects, adaptations and upgrades and report as may be necessary.
8. To co-ordinate the delivery of works to such sites including funding, procuring and coordinating legal, financial, property and site development work, ensuring that all permissions and agreements are in place where necessary.
9. To co-ordinate the delivery of the designated projects with Property & Estates and Families & Wellbeing as required.
10. Establish and maintain effective project governance, processes and systems in accordance with Council protocols for each property and to ensure the production of project plans and progress reports as required.
11. Identify and engage with all stakeholders from Council staff, partners, multi-disciplinary personnel from the public and private sector and the property industry as necessary to understand and deliver the required project outcomes.
12. Establish and co-ordinate regular methods of communication between all members of the project team.
13. Establish and co-ordinate regular methods of communication with all stakeholders.
14. Undertake quantified risk assessment and management on a regular basis and manage the production of appropriate risk reporting.
15. Manage project delivery teams, which may include staff from other Council directorates or external consultants in order to provide appropriate resources and expertise to deliver each project.

Person Specification

Local Housing Company/Council Housing Asset and Property Manager

1. 10yrs + experience working in property related field with experience in the management of housing assets.
2. Member of a professional body.
3. Property management experience.
4. Mix of public and private sector experience.
5. Demonstrable ability to work as part of a wide team.
6. Demonstrate an ability to deliver maintenance and upgrade works.