



## Asset Programme Manager

### Head Office

**Hours:** 37 hours

**Part of the:** Asset Management department

**Responsible to:** Head of Asset Management

**Responsible for:** Deputising for Head of Asset Management

### Purpose

The delivery of the Group's investment, asset management and maintenance strategies and programmes, to include Elim Housing and Lime Property Ventures.

### Responsibilities: An Asset Programme Manager will

- ✓ To optimise the use of Group resources in the delivery of the asset management and maintenance plans, contributing to the corporate achievement of the business plan.
- ✓ To prioritise effective communication with customers, stakeholders and staff in delivering services. To liaise closely with the the group head of asset management.
- ✓ To act as the procurement and contract management lead for the organisation, to manage a range of property, asset management, services, and H&S statutory compliance related contracts.
- ✓ To lead in the preparation of routine, planned maintenance and major repairs programmes.
- ✓ In conjunction with the Group Head of Asset Management, to ensure that resources are available to fund the asset management, investment, and maintenance programmes.
- ✓ To prepare, implement and take accountability for the Group's, asset management delivery of planned works and the procurement of the responsive repair and compliance related contracts.
- ✓ To prepare and manage budgets, deliver work programs on time and to budget, by specifying and tendering works to ensure the most cost-effective return on assets.
- ✓ In conjunction with the group head of asset management, to ensure that resources are available to fund the asset management, investment, and maintenance programmes.
- ✓ To ensure that Group provides high quality asset management services for residents and partners
- ✓ To undertake regular stock condition surveys reviews and amendments to ensure the SCS database is up to date and accurate.

✓ To deliver social housing de carbonization and energy improvement programmes

✓ To be an ambassador for Elim Housing and represent our values and aspirations in delivering services.

**Qualifications and Experience:** In this role an Asset Programme Manager will need the following:

✓ Degree or HND level qualification and or membership of the CIOB or RICS.

✓ Substantial knowledge and experience of the building and housing environment.

✓ Good knowledge of statutory compliance in relation to social housing.

✓ Significant experience in undertaking and managing a stock condition survey and the management of planned works including engaging resident in planned works programmes

✓ Good mechanical and electrical knowledge (lifts, central plant)

✓ Extensive experience of effective budget management of a range of projects and repair contracts.

✓ Substantial experience of contract procurement and management including JCT standard forms and NEC3.

✓ Procurement experience.

✓ Good knowledge and experience of section 20 consultation.

✓ Commercially aware, with a good appreciation of the financial and other issues affecting the sector.

✓ A good understanding of building physics and an understanding of PAS2035 quality assessment.

## Skills and Abilities: In this role an Asset Programme Manager will need the following:

- ✓ Good commercial and negotiating skills in the field of procurement.
- ✓ Excellent IT skills
- ✓ Inspires others to listen to customer needs, deliver excellent customer service and positively influence customer behaviour.
- ✓ Uses excellent communication, influencing and persuasion skills to achieve win-win outcomes.
- ✓ Encourages innovation, drives change and continuous improvement and seeks new ways of working
- ✓ Excellent project management skills.
- ✓ Ensures departmental strategies and business plan objectives are met.
- ✓ Effective informal and formal relationships both internally and externally to achieve desired outcomes.
- ✓ Understands the impact of decision making on others.
- ✓ Validate identified investment requirements and ensure investment is in line with the Asset Management Strategy



## Values:

Elim's customers include families and single people living in our properties for rent, young people undertaking apprenticeships or training, clients within our support services and people buying houses that we have developed, among others. We have the same aim for all these relationships: to ensure that the housing and services Elim provide serve as a platform for growth, facilitating all our customers to achieve their aspirations. In this way, we make our homes truly life changing by ensuring that our service has a positive impact long after a person has left Elim accommodation.

Elim **CARES** Values were created in partnership with our customers, staff, Board and other stakeholders, and they represent our commitment to how we deliver our services and work together successfully.

An Asset Programme Manager lives by the Elim CAREs values:

 <p><b>C</b></p> <p><b>CUSTOMERS FIRST</b></p> <p>Customers are at the heart of our services and decision making.</p>	 <p><b>A</b></p> <p><b>ASPIRATIONAL &amp; ACCOUNTABLE</b></p> <p>We are ambitious for our customers, staff and stakeholders. We work with integrity, learn from mistakes and do what we say we will.</p>	 <p><b>R</b></p> <p><b>RESULTS</b></p> <p>We work hard and deliver great results for our customers and for Elim.</p>	 <p><b>E</b></p> <p><b>EVERYONE'S VIEW MATTERS</b></p> <p>We listen to understand, improve and build our services.</p>	 <p><b>S</b></p> <p><b>SUPPORTIVE</b></p> <p>We tackle challenges head on and inspire each other to achieve our potential.</p>
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### GENEROUS ANNUAL LEAVE ENTITLEMENT

Employees receive 25 days paid annual leave, rising by 1 day for each complete year of service to a maximum of 30 days.



### FLEXIBLE WORKING

We do all we can to encourage a healthy work-life balance.



### LEARNING AND DEVELOPMENT

We believe in developing our staff and investing in your learning and training.



### MILEAGE EXPENSES

We pay mileage expenses at a rate of 45p per mile.



### PENSION AND LIFE ASSURANCE

We are a member of the Social Housing Pension Scheme



### HEALTHSHIELD BENEFITS

Benefits available include: Employee assistance programme, healthcare cashback and shopping discounts