



Group Head of Asset Management

Rudgeway, Bristol

Hours: 37 hours per week

Part of the: Asset Management

Responsible to: Group Chief executive

Responsible for: Surveyor, Asset Surveyor and Compliance Manager

Purpose

To deliver the Group's investment, asset management and maintenance strategies and programmes, to include Elim Housing and Lime Property Ventures, lead in the preparation of routine, planned maintenance and major repairs programmes and to be an active member of the Operational Leadership Team (OLT)

Responsibilities: A Group Head of Asset Management will

- | | |
|--|---|
| ✓ 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. | ✓ Lead in the delivery of the Group's health and safety management and compliance systems. |
| ✓ Prioritise effective communication with customers, stakeholders and staff in delivering services. | ✓ Liaise closely with the Group Head of Development. |
| ✓ Jointly service the Development and Assets Committee. | ✓ Proactively contribute to, and prepare papers for, the OLT, relevant committees and the Board |
| ✓ Act as the procurement and contract management lead for the organisation, to manage a range of property, asset management, services and H&S related contracts. | ✓ Be an ambassador for Elim Housing and represent our Elim CARES values and aspirations in delivering services. |
| ✓ Contribute to the delivery of the association's shared ownership sales and rationalisation plans. | ✓ Prepare and manage budgets on target, maximise return on assets and provide commercially viable and value for money services. |

✓ Maintain registers and ensure that databases related to stock condition, H&S, KPIs and maintenance are accurate and kept up to date. To ensure that the Group is compliant with relevant H&S requirements.

✓ Review, revise and update relevant policies and procedures

✓ Proactively maintain a network of contacts and manage the relationships with public, voluntary and private sector partners.

✓ Coach, manage and lead the asset management team

Qualifications and Experience: In this role a Group Head of Asset Management will need the following:

✓ Substantial asset management experience at a senior level including of planned and responsive maintenance

✓ Extensive experience of the building and housing environment.

✓ Extensive experience of contract procurement.

✓ Significant experience managing and leading teams

✓ Experience of delivering KPIs and performance Indicators successfully

✓ Knowledge of policy issues relating to housing and asset management, including but not limited to, gas safety, asbestos, fire risk assessments, stock condition database and electrical safety.

✓ Extensive experience and knowledge of policy issues relating to housing and asset management, including but not limited to, gas safety, asbestos, fire risk assessments, stock condition database and electrical safety

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

✓ Experience of writing, contributing to and implementing strategies.

✓ Experience of writing and contributing to reports.

Skills and Abilities:

In this role a Group Head of Asset Management will need the following:

- ✓ Good commercial and negotiating skills with experience of tendering, bidding and letting commercial contracts.
- ✓ The ability to prioritise and manage challenging workload.
- ✓ Skilled at inspiring others to listen to customer needs and deliver excellent customer service.
- ✓ Ability to deliver departmental strategies and plans.
- ✓ Able to coach and develop the team to achieve objectives.
- ✓ Excellent communication and interpersonal skills.
- ✓ Excellent IT skills including Excel spreadsheet and databases.
- ✓ Ability to use a range of leadership styles and behaviours to effectively lead, enthuse, and motivate individuals and teams towards achieving goals and objectives.
- ✓ Ability to build effective and successful relationship with colleagues and team.
- ✓ Commercially aware, with a good appreciation of the financial and other issues affecting the sector, implications for Elim and how to address them.



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.

A Group Head of Asset Management lives by the Elim CAREs values:



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