



Homes that change
people's lives

Job Advert: Asset Programme Manager

Details

Reference

000824

Salary

£45,000 per annum

Department

Asset Management

Hours

37 hours per week

Job Type

Permanent

Location

Rudgeway, near Thornbury, Bristol

Closing Date

Sunday, 04 September 2022

Planned Interviews

Thursday, 15 September 2022

Job Description

Elim Housing Association is a provider of housing and support services in the West of England and Gloucestershire, our vision is 'to meet housing need and deliver homes that change people's lives'. Elim's aim for it's customers is 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:

- C Customers First – Customers are at the heart of our services and decision making.
- A Aspirational and Accountable – We are ambitious for our customers, staff and stakeholders. We work with integrity, learn from mistakes and do what we say we will.
- R Results – We work hard and deliver great results for our customers and for Elim.
- E Everyone's view matters – We listen to understand, improve and build our services
- S Supportive – We tackle challenges head on and inspire each other to achieve our potential.

This is a newly created role working as an integral part of a small asset management team with a very diverse stock. The Asset Programme Manager will make a significant impact on improving our stock by working closely with the housing team and our residents to improve the homes that they live in. This will be achieved by managing the stock condition survey and its resulting programmes of work, planning these works, writing specifications, contract management and the tendering of the repairs and compliance servicing contracts. This is a varied and busy role in a friendly helpful team.

What you will be doing:

- Optimising the use of Group resources in the delivery of the asset management and maintenance plans, contributing to the corporate achievement of the business plan.
- 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.
- Prioritise effective communication with customers, stakeholders and staff in delivering services. To liaise closely with the the group head of asset management.

- 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.
- 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.

Person Specification

What you will need to be successful:

- Significant experience in undertaking and managing a stock condition survey and the management of planned works including engaging resident in planned works programmes
- Substantial knowledge and experience of the building and housing environment.
- Degree or HND level qualification and or membership of the CIOB or RICS.
- Good knowledge of statutory compliance in relation to social housing.
- Substantial experience of contract procurement and management including JCT standard forms and NEC3.

Full details of the requirements of the role are detailed in the Job Profile.

Benefits

Elim employees benefit from:

- Access to Elim Skills Academy – supporting your ongoing learning and development and personal aspirations.
- 25 days annual holiday rising to 30 days.
- Company pension.
- Life Assurance.
- Annual bonus.
- Health cash plan, which includes discounts to a wide range of shops and services.
- Free onsite car parking
- Flexi-time

Elim's full benefits are detailed [here](#) and more information about our culture and values can be found [here](#).

Contact Us

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About US

Providing homes, supporting people.

Elim Housing is a socially responsible business delivering quality homes and support services which positively change people's lives.

We engage and innovate, and work in collaboration with others to enhance the wellbeing and independence of individuals and communities.