

## JOB DESCRIPTION

<b>Job Title:</b>	Head of Strategic Asset Management
<b>Directorate:</b>	Assets
<b>Reports To:</b>	Director of Asset Management, Regeneration and Strategy
<b>Direct Reports:</b>	<ul style="list-style-type: none"> <li>• Stock Condition Surveying Manager</li> <li>• Asset Manager</li> </ul>
<b>Purpose of the role:</b>	<p>Platform was recently assessed as G1/V1.</p> <p>This role is a great opportunity to continue to make a real difference and to shape Platform's Assets services across the Midlands.</p> <p>Investment has steadily increased year on year and the team has successfully built up its ability and capacity to deliver a high quality service. It will involve;</p> <p>Working alongside the other Asset Team's Heads of Services including;</p> <ul style="list-style-type: none"> <li>• Building Safety, External Contracts, Sustainability and Commercial Services</li> </ul> <p>Managing a multi functional Assets team and enabling them to provide a highly effective Assets service.</p> <p>Influencing, shaping and planning investment programmes to deliver the long term financial plan and future strategic priorities.</p>

Key Responsibilities	Key Tasks
People Management	<ul style="list-style-type: none"> <li>• Inspire and encourage an organisational culture which reflects and embeds 'Bring your best' and encourages the delivery of customer focussed results</li> <li>• Demonstrate Platform's behaviours to 'be brave, one team, own it and people matter'</li> <li>• Manage the Asset Strategy team, provide leadership, direction, coaching, management and support to direct reports and their teams, to effectively deliver the Service Action Plan, their team objectives and to develop their potential.</li> <li>• Embrace change and lead colleagues by example to try new things.</li> <li>• Hold regular team meetings to focus on delivering team action plans and to promote Group wide performance and activities.</li> <li>• Regularly monitor and take action in relation to engagement levels of the Asset Strategy team.</li> <li>• Work collaboratively with other Asset Transformation and Operational Delivery Directors and internal customers to deliver corporate objectives</li> </ul>
Operations	<ul style="list-style-type: none"> <li>• Provide, update and manage a data led and evidence based asset management service</li> <li>• Develop maintenance and investment programmes</li> </ul>

	<ul style="list-style-type: none"> <li>• Identify properties that don't meet the Decent Homes or HHSRS standards</li> <li>• Creating new build homes on asset systems</li> <li>• Process land purchase requests, disabled adaptations, wayleave requests and maintain the GIS system</li> <li>• To support, develop and implement new and appropriate business systems that support the team's services</li> <li>• In conjunction with the Directors, monitor and report on a full suite of operational and financial performance indicators.</li> <li>• Be a key collaborative member of the Assets transformation programmes implementing new assets software and working practices</li> <li>• Work closely with other teams to further develop and deliver the 'Platform Standard' and ensure that standards and specification of works meets the needs of the business and aligns with components predicted lifecycles</li> <li>• To use Platform's SHAPE software and further enhance the quality of the data outputs identifying low performance stock within the portfolio and contributing to discussions on disposals, remodelling and option appraisals.</li> <li>• Generate a programme of strategic priorities and poor performing property disposals</li> <li>• To collate and maintain comprehensive data records covering stock condition, future expenditure and areas of compliance.</li> <li>• Provide the wider Assets Directorate with technical advice and support</li> <li>• Keep the stock condition survey up-to-date using accurate information</li> <li>• Contribute to and develop the digital approach to managing Platform's Assets</li> </ul>
Financial Management	<ul style="list-style-type: none"> <li>• Planning, setting, monitoring and effectively managing relevant budgets for the team, in line with delegated authority guidelines and financial standing orders.</li> <li>• Ensure that value for money principles are applied to any purchases and maximise efficiencies wherever possible.</li> <li>• Oversee the Value for Money action plan for the strategic asset management function, ensuring this is kept up to date at all times.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Support the Assets Directors to provide planned/scheduled and ad hoc updates and reports to Board, Committees, ET, SLT and operational levels in the business.</li> <li>• To represent the Assets function and Platform at external meetings as required.</li> <li>• Develop and maintain excellent relationships with other sector organisations, regulatory bodies, legal professionals and any other appropriate governance and compliance professionals.</li> <li>• Maintain and monitor relationships with key service providers and oversee procurement, update and renewal of contracts as appropriate.</li> </ul>
Innovation	<ul style="list-style-type: none"> <li>• Research, develop and make recommendations in relation to improving the business excellence service for the Group.</li> <li>• Promote the use of technology within the team and the wider Group, including encouraging a paperless environment and best use of relevant systems.</li> </ul>

The duties and responsibilities detailed above are not exhaustive and the post holder will be expected to undertake any other duties appropriate to the post as necessary or as directed.

### Head of Strategic Asset Management.

#### Person Specification

Qualifications	E/D*
Degree qualified or equivalent experience	E
Member of or working towards CIOB / RICS or equivalent professional body	D
Experience	
5 years' experience in strategic asset management functions	E
Experienced stakeholder engagement	E
Extensive experience stock condition surveys and modelling	E
Option appraisal experience	E
Proven track in profiling investment across significant portfolios	E
Experienced in devising thermal efficiency solutions and emerging technologies	E
Experienced GIS modelling	E
Previous experience of developing and implementing operational plans	E
A proven track record of delivering results in a fast paced and changing environment	E
Experience of working across a multi-site environment	D
Experience of budget forecasting and management	E
Personal Skills/Qualities/Knowledge	
A thorough and up to date knowledge of business improvement initiatives and the ability to apply this with a pragmatic and common-sense approach	E
Able to use technology effectively and appreciates how it can benefit an organisation	E
Prioritises and plans effectively, being able to manage multiple projects at one time	E
Evidence of continuing professional and personal development and awareness of latest thinking, developments and best practice in the field of governance and compliance	E
A natural leader of people with excellent managerial and motivational skills	E
Ability to establish strong, sustained working relationships based on respect and effective negotiation and influencing skills	E
Advanced problem solving and decision-making skills	E
Ability to convey thoughts and express ideas effectively verbally or written in individual or group situations	E
Ability to think differently and challenge the norm	E
Future focused	E
Other requirements	
Flexibility of working hours to meet deadlines as necessary	E
Ability to travel between offices as necessary	E

\* E = Essential criteria / D = Desirable criteria