

Strategic Asset Manager

Role profile

Reports to: Assistant Director of Assets & Tenant Safety

Line manages: Maintenance Property Surveyor, Property Inspection Officer

Team: Asset Management

Salary: Up to £47,323 per annum + benefits

JOB PURPOSE

To strategically manage the implementation of the Asset Management Strategy including a decarbonisation plan for Cartrefi Conwy's homes. Responsible for the creation of annual planned investment programmes in line with business objectives, in collaboration with the Assistant Director of Assets and Tenant Safety.

ROLE DIMENSIONS

Capital Expenditure - £6m per annum

Decarbonisation Expenditure - £2.5m per annum

Property Portfolio - 4,300 residential, non-residential and commercial assets

KEY RELATIONSHIPS

External: WAG, CCBC, Consultants, Contractors, Legal Services

Internal: ADATS, ADP, MD CC, Management Accountant, CCLT, ELT, Committees

FOCUS & KEY RESPONSIBILITIES

To contribute to Cartrefi Conwy's homes meeting and maintaining Welsh Housing Quality Standard.

Capital Investment Planning - formulate investment programmes in line with Asset Management Strategy (AMS) and Business Plan objectives

Deliver decarbonisation plan against AMS, Sustainability Strategy, WHQS 2023 and Welsh Government energy efficiency targets

Investigate asset performance with Asset Performance Evaluation (APE) model to present Options Appraisal for future use of stock including disposal, regeneration and tenure re-classification.



To oversee the administration of the Asset Property database ensuring data is regularly maintained and audited.

To research and bid for grant funding available to supplement AMS and Sustainability Strategy.

Oversee Land and Leasehold Management in line with AMS and statutory obligations.

Lead, motivate and develop direct reports including trainee/mod app positions to ensure they perform to consistently high standard helping them realise their full potential and deliver a high quality service to Cartrefi Conwy.



Person specification

QUALIFICATIONS

Essential

Degree level education

Creu cymunedau i fod yn falch ohonynt

Creating communities to be proud of

Assessed by:

Certification (C)

Desirable

Recognised professional qualification

Certification (C)

Chartered Membership in a relevant discipline

Certification (C)

EXPERIENCE

Essential

Experience of managing portfolios for social housing

Experience of delivering investment strategies

Project management experience in a medium-large sized organisation including meeting all statutory, legal & regulatory requirements

Assessed by:

Application (A)

Interview (I)

Interview (I)

Desirable

Experience of securing funding to support retrofit and regeneration and their commissioning processes

Interview (I)

Experience of working with executives including boards and committees

Application (A)

Experience of delivering value for money in asset and property management

Interview (I)

KNOWLEDGE AND SKILLS

Essential

Strong communication skills with the ability to present reports to a variety of audiences

Assessed by:

Interview (I)

Excellent team working skills giving support, understanding and valuing people

Interview (I)

Analytical skills with the ability to examine, evaluate and interpret information

Ability Test (AT)

Desirable

Welsh Language Skills

Application (A)

