



## **Asset Investment Manager Grade L**

**Group:** Housing, Environment and Healthy Communities

**Location:** Civic Centre – including remote temporary Home Working during Covid-19

**Service:** Property, Assets & Traded Services

**Line Manager:** Service Manager for Housing Revenue Account (HRA)  
Strategic Asset Management

**Car Status:** Casual

### **Job Purpose**

To lead, manage and develop the housing capital investment and Housing Revenue Account (HRA) stock condition and surveying function. To lead on the Council's planned investment and capital programme, supporting the sustainability of the HRA and its assets and ensuring compliance with regulatory standards.

To implement and develop strategies, policies and procedures for housing condition and property investment decisions, shaping the future direction of how major decisions are managed and made involving Council housing, property and land.

To provide strong and informed leadership that will ensure the effective development, management and delivery of key investment projects. To work with internal and external partners, stakeholders, elected members and customers to achieve sustainable, cost effective, affordable and viable solutions for the Council's housing assets.

To have strategic responsibility for homeownership activities linked to leasehold services, the Right To Buy and shared ownership. To work closely with the Service Manager for HRA Strategic Asset Management to develop and deliver the HRA Asset Strategy and business plan, delivering active asset management, safeguarding the affordability and sustainability of the HRA.

### **The key roles of this post will include:**

- 1) To develop, implement and evaluate strategies for the delivery and improvement of the capital investment and stock condition functions. In line with sector best practice, regulatory requirements and stakeholder aspirations, to ensure that Council housing assets are appraised, sustainable and maintained in line with statutory requirements.
- 2) To lead on transforming strategic priorities into deliverable plans. To ensure that the HRA Asset Strategy is embedded and delivered to maximise place-based, community and asset value.



- 3) To advise on all aspects of asset management, including options appraisals, opportunities for rationalisation, disposal, reconfiguration/regeneration and investment related decisions. To maximise the performance and value of all HRA assets.
- 4) To lead on options appraisals, feasibility, master planning and project evaluation reviews to support effective and affordable di-vest, investment and regeneration related decisions related to HRA assets.
- 5) To lead on the operational development of excellent multi-disciplinary working within the Council and with other public, private and third sector organisations. To develop strong partnerships that will ensure homes that are efficient, affordable, healthy and carbon neutral within sustainable neighbourhoods. To drive the service's approach to the 'climate emergency' and champion innovative solutions that will support the services approach to sustainable fuel and energy solutions.
- 6) To be responsible for developing and monitoring short and medium term financial and planned works programmes for HRA assets, including management of capital budgets, project management and ensuring compliance with all relevant statutory and non-statutory requirements. To provide regular feedback to the Service Manager for HRA Strategic Asset Management on service outcomes, scheme delivery and financial performance.
- 7) To support the Strategic Housing team in representing the Council at regional and national levels, through attendance at government and sector led partnership groups and forums, contributing to relevant consultations and funding bid applications where necessary.
- 8) To ensure Corporate Landlord functions sitting in Housing Assets Management, including asset valuations, right to buy, leasehold management and condition-based litigation claims, are performed efficiently, effectively and in conjunction with internal partners.
- 9) To work with the responsive repairs and maintenance teams to ensure that the percentage of work delivered in a planned way is increased. To support the development and maintenance of an affordable 'standard' for Gateshead that meets the aspirations of customers and maintains assets in a compliant, sustainable and responsible way.
- 10) To lead the implementation, development and appraisal of the corporate asset management software. Championing the effective use of the asset management systems to ensure efficient, effective and



interfaced IT systems are in place to support and inform the Asset Strategy.

- 11) To contribute to the Council's approach to compliance and building safety, ensuring that all compliance activities associated with asset management are delivered in line with statutory and regulatory requirements. To identify future service challenges and investments needs associated with maintaining assets in a safe and compliant way.
- 12) To lead and manage multi-disciplined housing and technical teams, focusing on providing excellent customer service and ensuring staff are recruited, developed, appraised and motivated to work effectively and develop their full potential. To provide comprehensive training, support and guidance to employees.
- 13) To embed new ways of working to support agile and modern digital work practices across the service, supporting service delivery and delivering flexible and responsive services to customers.
- 14) To undertake any other duties appropriate to the grade as requested by line manager.

## **Knowledge & Qualifications**

### **Essential:**

#### **Qualifications**

- Educated to degree level in construction / built environment or housing or have experience in a similar role in asset management or similar
- 5 GCSEs at grade 4 or grade C or above (including Maths and English) or equivalent

#### **Experience**

- Experience of leading on the delivery of large-scale projects / schemes
- An understanding of undertaking and delivering complex options appraisals
- Experience of managing or leading multi-disciplinary teams, including effective employee and team management, resourcing, deployment, recruitment and absence management
- Ability to prepare, present and take questions on complex reports
- Previous budget-holding responsibility
- Confident in working with a diverse range of stakeholders
- Understanding of, and confident using, IT packages



#### Knowledge

- Understanding of current housing sector legislation, best practice and issues linked to asset management
- Ability to analyse and process technical data sets
- Understanding of the principles of effective asset management

#### **Desirable:**

##### Qualifications

- Chartered professional in the built environment / housing or similar

##### Experience

- Experience in the development of investment and renovation works
- Experience in the HRA business planning process
- Skilled influencer and negotiator able to communicate effectively with a diverse range of stakeholders
- Recent experience of managing a large asset portfolio
- Experience in successfully delivering change and implementing new ways of working
- Previous experience of using Civica Keystone and Northgate ICT systems

#### Knowledge

- Understanding of housing regulatory, health & safety, finance, GDPR and equality requirements
- Developing Housing Asset Management Strategies