

Job Description & Person Specification

Job Title:	Assistant Director of Assets
Directorate:	Homes
Reports to:	Executive Director of Homes
Job Level:	1
Direct Reports:	Head of Compliance, Head of Assets

Job Purpose

You are responsible for leading the development and delivery of an ambitious Asset Management and Net Zero strategy, working to ensure effective delivery of customer-focused assets, maintenance, surveying and compliance services.

Act as a technical advisor to the Leadership Team and Board with regards to asset management, maintenance, energy improvements, surveying, and compliance.

Be a key member of the Leadership Team, building a customer-focused culture that values diversity and supports learning.

Key Responsibilities

- Lead on the development and implementation of the Asset Management Strategy to ensure best use is made of the Group's assets both now and into the future.
- Develop, implement, monitor, and maintain the Group's Repairs and Maintenance Strategy, Procurement Strategy, Net zero/Energy Strategy and Group Carbon Reduction Strategy.
- Act as technical advisor on asset, external repairs & maintenance and net-zero related matters to the Board and leadership team.
- Plan and oversee the procurement, management and delivery of a high quality, cost effective, customer focused Strategic Asset Management and Delivery service.
- Support the AD of Repairs to deliver effective Repairs management.
- Lead on the development of management services, for Shared Ownership sales, commercial and residential leaseholders and freeholders, including creation & compliance with policies, procedures and standing orders.
- Ensure effective compliance with relevant legislation, especially in areas of tenant and colleague health & safety and Building Safety, specifically including Fire, Water, Asbestos, Gas, Electrical, Lifting equipment, HHSRS and the effective treatment of damp and mould within homes
- Lead on the Group disposals programme and land management.
- Contribute to shaping the strategic direction of the Directorate and Organisation, aligning to the Group's mission and take ownership of the strategic direction of customer-focussed products, services, policies, and procedures.
- Contribute to Leading & developing the vision and mission for the Group and ensure it is communicated to and understood by all stakeholders.
- Analyse progress made against strategic plans and report this to the Board, leadership team and wider organisation. Use this to make impactful decisions and agree corrective action to be taken if required.
- Shape the Group's policies, statements, priorities, and objectives to reflect a meaningful commitment to equality, diversity, and inclusion, demonstrating a clear and active commitment to creating an inclusive culture, which celebrates diversity and promotes equality amongst all stakeholders.

- Ensure the development, monitoring and management of GDPR legislation and cyber security across the Group.
- Shape and set plans and strategies in a way that embeds and supports Value for Money and continuous improvement across the organisation.
- Lead on the planning, monitoring, and delivery of the long- and medium-term financial plans for the Group. Shaping robust policies and procedures that support budget holders in making financial decisions and ensure that they understand their responsibilities.
- Take ownership of Group compliance with all relevant, legal, and regulatory standards. Use your expert knowledge to analyse and interpret any changes to these and drive any changes to Group policies and procedures as required, ensuring that these are understood and embedded across the organisation in a timely manner.
- Shape and set the strategic development, monitoring and management of health and safety across the Group, challenge poor performance and ensure that policies, procedures, and systems are in place and adhered to and ensure a culture of continuous improvement through review and challenge.
- Be responsible for the Group's risk register and develop and set the Group's risk appetite. Ensure policies and procedures are in place to monitor and manage risk and complete regular horizon scanning activities to ensure new and emerging risks are captured and mitigated as early as possible.
- Contribute to shaping the Group's core values, working with key stakeholders to ensure that these are developed, shared, and understood and inspire colleagues by leading by example, and living our values, challenging the wrong behaviours, and influencing the behaviour of those around you.
- Take responsibility for the Group's reputation, alongside others, working with specialists to build, protect and identify areas of reputational risk. Develop relationships with trade and local media by being available for interview (media trained members only), comment, and media engagement opportunities.
- Undertake any other reasonable duties within your capabilities and the scope of the post as specified by your line manager.

General Requirements

- Uphold the Group's Values, Code of Conduct and to be aware of and comply with the requirements of all the Group's Policy Documents and Statements and all relevant regulatory frameworks established by our Regulators.
- Build strong internal and external relationships and ensure great outcomes for our customers
- To promote equality, diversity and inclusion in the workplace.
- Ensure that you are polite, respectful and professional in all dealings with colleagues, tenants, customers and the wider community.
- To be aware of and apply the principles of Value for Money and Risk Management at a level commensurate with the responsibilities of the post.
- To be responsible for health and safety and welfare of yourself and all colleagues. Follow health and safety procedures at all times.
- To ensure the confidentiality of information and adherence to data protection requirements in respect of your work at all times.
- To ensure accurate data is entered onto ICT / housing management systems at all times and, where appropriate, complies with the requirements of the Data Quality standards and the Group's IT policies.

Person specification

- An experienced senior manager, who has led multi-disciplined teams, working alongside external partners/contractors to deliver excellent customer-focused results.
- Skilled and experienced in housing association strategic asset management, landlord compliance, capital works delivery, carbon reduction, Building Safety, CDM and construction related health and safety
- Demonstrable experience in contract procurement and delivery management.
- Excellent people management skills and the ability to inspire and influence those around them, with a proven record for developing others, building capabilities within areas of responsibility and performance management.
- Proven track record for creating and delivering plans and strategies that produce growth and excellent results at a housing association or similar organisation, with excellent strategic and analytical skills and an ability to identify and understand the needs of customers and create and deliver ambitious strategic plans to meet these.
- Able to set clear direction for their areas of responsibility to enable the successful delivery of agreed objectives, taking ownership and accountability for the success and performance management of areas of responsibility, and taking corrective action as required.
- Is a competent and effective communicator, who can bring the mission, vision, and values of the Group to life, deliver key messages effectively and promote a sense of honesty and openness amongst stakeholders.
- Has excellent written and verbal communication skills and can demonstrate an ability to take complex, strategic initiatives and communicate them with all stakeholders using appropriate, relevant language and techniques.
- Inspires a culture of innovation and challenges the organisation and its people to think differently, using their experience and knowledge to optimise results and drive Value for Money across their areas of responsibility.
- Drives creative thinking within their teams and supports others to challenge the 'way we do things' in a constructive and positive manner to improve results.
- You are a great leader, who always operates with integrity and is focussed on doing the right thing and leading by example.
- You drive and encourage collaboration across your teams, sharing ideas and identifying and addressing barriers to successful delivery.
- You set ambitious, clear plans and objectives at a strategic level to support the Group's mission, which incorporates innovative thinking, new ways of working and best practice.
- You demonstrate a clear and active commitment to achieving equality, diversity, and inclusion across the Group and in all of its activities.
- You inspire others to value, support, and respect other people, recognising that everyone is different and has the right to hold different views.
- You act in line with the Group's values, ensuring that people are always treated fairly and challenge behaviours that do not live up to our high standards.
- You are available to work outside of normal office hours including evenings and weekends if required.

Qualifications

- Qualified to degree level or equivalent (such as HND) in a relevant subject area, or qualified by experience.
- A relevant Management Qualification, ILM, CMI or similar would be an advantage.
- Evidence of Continuous Professional Development.
- MRICS or MCIOB would be an advantage.

- Full Driving Licence and have access to a car insured for business use.
- NEBOSH or similar experience would be desirable.
- Project Management qualification would be desirable

Key responsibilities and outcomes – Level 1 Job Role

Responsibility	Narrative
Customer focused	Shape the strategic direction of the organisation, aligning this to the Group's mission and customer-focussed products, services, policies, and procedures.
Organisation and operational planning and strategy	Lead, develop and shape the vision and mission for the Group and ensure that this is communicated to and understood by all stakeholders. Own the development of an ambitious, clear, deliverable Group plan, in line with the Group's long-term plans.
Reporting and performance management	Analyse progress made against strategic plans and report this to the Board, leadership team and wider organisation. Use this to make impactful decisions and agree corrective action to be taken if required.
Equality, diversity, and inclusion	Shape the Group's policies, statements, priorities, and objectives to reflect a meaningful commitment to equality, diversity, and inclusion, demonstrating a clear and active commitment to creating an inclusive culture, which celebrates diversity and promotes equality amongst all stakeholders.
Financial Responsibility	Lead on the planning, monitoring, and delivery of the long- and medium-term financial plans for the Group. Shaping robust policies and procedures that support budget holders in making financial decisions.
Compliance	Take ownership of Group compliance with all relevant, legal, and regulatory standards. Use your expert knowledge to analyse and interpret any changes to these and drive any changes to Group policies and procedures as required. Ensuring that these are understood and embedded across the organisation in a timely manner.
Health and safety	Shape and set the strategic development, monitoring and management of health and safety across the Group. Challenge performance and ensure that policies, procedures, and systems are in place and adhered to.
Risk management	Be responsible for the Group's risk register and develop and set the Group's risk appetite. Ensure policies and procedures are in place to monitor and manage risk and complete regular horizon scanning activities to ensure new and emerging risks are captured and mitigated as early as possible.
TRH values	Inspire colleagues by leading by example, and living our values, challenging the wrong behaviours, and influencing the behaviour of those around you.
Reputation and Brand	Take responsibility for the Group's reputation, working with specialists to build, protect and identify areas of reputational risk.
Essential skills	Narrative
Leadership and management	An experienced senior manager, who has led multi-disciplined teams and external contractors to deliver excellent customer-focused results.
People skills	Excellent people management skills and the ability to inspire and influence those around them and a proven record for developing others, building capabilities within areas of responsibility and performance management.
Strategy and planning	Proven track record for creating and delivering plans with excellent strategic and analytical skills and an ability to identify and understand the needs of customers and create and deliver ambitious strategic plans to meet these. Sets clear direction for their areas of responsibility to enable the successful delivery of agreed objectives.
Communication	A competent and effective communicator, who can deliver key messages effectively and promotes a sense of honesty and openness amongst

	stakeholders. Has an ability to take complex, strategic initiatives and communicate them with all stakeholders using appropriate, relevant language and techniques.
Innovation	Inspires a culture of innovation and challenges the organisation and its people to think differently. Uses their experience and knowledge to optimise results and drive Value for Money across their areas of responsibility. Drives creative thinking and supports others to challenge the 'way we do things' in a constructive manner.

To Apply

To help us find the right person for this role, we are working with our recruitment partners Acorn By Synergie who are managing the recruitment process on our behalf. If you would like to join us or find out more about the role then please get in touch with Luke Rob  rt using the details below.

Luke.rob  rt@acornbysynergie.com / 07551 353 260

If you would like to apply after finding out more, we'll require the following for consideration:

- Updated CV
- Personal statement highlighting why you would like to join Two Rivers Housing and how you believe you meet the requirements set out in our person specification (max of 500 words)

The deadline to apply is Midnight on Sunday 23rd November.

We're intending to hold interviews on the 4th and 10th of December. If you have any issues with these dates or require any reasonable adjustments as part of this process, then please contact our recruitment partners who will be happy to help.