

ARCHES HOUSING LTD

JOB DESCRIPTION

JOB TITLE:	Asset Reinvestment Manager
LOCATION:	Burngreave, Sheffield
RESPONSIBLE TO:	Head of Asset Operations
RESPONSIBLE FOR:	2 x Surveyors

PURPOSE OF JOB

To design, procure and administer effective and legally compliant planned or major works and cyclical maintenance projects on behalf of Arches Housing, as directed by the Head of Asset Management.

To manage and mitigate risk from disrepair claims against Arches Housing through the Housing Disrepair Protocol

The post holder will be responsible for the management of all aspects of asset reinvestment programmes and major works, providing comprehensive specification of works, ensuring customers receive a first class service and communication when having improvements carried out to their homes, utilising capital and revenue expenditure, managing external contractors maximising value for money and will support Arches' ongoing adherence to Health and Safety legislation, approved codes of practice and industry best practice.

PRINCIPAL DUTIES

- 1. Support the delivery of the Long-Term Asset and Decarbonisation Strategies**
Be the responsible person for the operational delivery of the organisation's asset investment plans, including capital and major works and decarbonisation initiatives, procuring and managing delivery contracts within budget.
- 2. Foster Collaborative Relationships with Key Stakeholders**
Build and maintain productive internal and external partnerships with contractors, professional bodies, local authorities, and agencies to enhance service delivery.
- 3. Place Tenant Voice at the Heart of Decision-Making**
Support the embedding of tenant feedback in all aspects of the service, ensuring tenant perspectives drive continuous improvement and positively influence service delivery. Ensure appropriate statutory consultation takes place in relation to asset investment.

- 4. Ensure Compliance and Asset Health and Safety**
Support the organization's approach to health, safety, and regulatory compliance for assets, upholding all landlord obligations and associated standards.
- 5. Utilise Asset and Customer Data Effectively**
Ensure there are controls in place to maintain robust data management systems related to asset life cycles and stock condition to support strategic planning. Utilise asset and customer data to improve satisfaction and outcomes for customers.
- 6. Drive Team Performance and Development**
Lead, develop, and support an effective team, ensuring high performance through regular reviews, goal setting, and training aligned with organizational priorities.
- 7. Oversee People Management Responsibilities**
Manage recruitment, employee development, performance, and health and safety within the team, fostering a culture of continuous improvement and accountability.
- 8. Support Strategic Business Planning and Organisational Direction**
Contribute to the strategic direction, business planning, and long-term goals of Arches, supporting high standards of performance and value for money organisation wide.
- 9. Identify and Mitigate Asset-Related Risks**
Support the Head of Asset Management in ensuring all asset risks are identified, monitored, and mitigated in line with the Arches Risk Management Policy.

VALUE FOR MONEY

Take personal responsibility for ensuring that VfM is at the forefront of performing the duties of this role.

STRATEGIC PRIORITIES AND CORPORATE VALUES

To assist in the delivery of the agreed strategic priorities and work in line with Corporate values and standards of behaviour.

OTHER DUTIES

Carry out any duties commensurate with the post.

Arches Housing Ltd. works in a culture where there maybe changes to the organisation. The Association may in future wish to amend this job description after consultation with the post-holder to take account of changing demands.

The staff general duties and responsibilities are contained within the staff handbook.

LOCATION AND HOURS

The post is based at 122 Burngreave Road, Sheffield, however, the post holder may, in fulfilling their duties, be required to travel throughout the Sheffield City Region. There may also be a requirement to travel on a wider basis to attend training seminars and other events.

Although the staff working week is 5 days, staff may agree a different pattern. If needed you may be required to work additional hours for which time off in lieu will be granted, to ensure the objectives of the job are completed in accordance with set deadlines both internally and in accordance with the requirement of the housing regulator.

The post holder is expected to take part in the out of hours' service rota.

In addition, the post holder will be required to attend meetings outside office hours as and when required as agreed.

The post holder must have a valid driving licence, and have access to car, and the necessary insurance to use it for business purposes on a daily basis.

SUPERVISION AND GUIDANCE

The post holder will receive supervision and guidance from the Head of Asset Management. An appraisal system is in place and objectives will be agreed which will be reviewed as a minimum at a six-month review.

EQUALITY & DIVERSITY RESPONSIBILITIES

If you feel that any of the requirements found in the job description cause a specific barrier due to equality or diversity issues you must inform the Head of Management so this can be addressed.

Arches Housing aims to advance Equal Opportunities and requires its employees to carry out its policies concerning the above both in terms of employment and as a provider of services in line with Equality Act 2010.

HEALTH AND SAFETY RESPONSIBILITIES

To ensure that your work area is maintained in a clean, safe and tidy manner, all equipment is used safely according to instructions, and that your work is carried out with no risk to yourself, other employees or visitors. Where appropriate you will be required to wear health and safety equipment provided by the association. You should also be aware and familiarise yourself with the "Lone Worker Guide" and adhere to the procedure and recommendations,

CONTINUOUS IMPROVEMENT

To assist, where required in specific business process reviews.

PERSON SPECIFICATION

The following person specification lists the identifiable knowledge, skills and experience required to do the job. This list will be used to set the criteria for the selection of shortlisted candidates and the final appointment.

Key: A/F = Application Form, I = Interview, T = Test - E = Essential, D = Desirable

Criteria	Relevance (E or D)	Assessment Tool		
		A/F	I	T
<u>Education/Qualifications</u>				
Professional/technical qualification in Surveying, Building Maintenance or Construction and/or suitable relatable working experience	E	X		
Membership of a relevant professional discipline, ie, RICS or CIOB, etc.	D	X		
Project Management Qualification	D	X		
<u>Knowledge and Experience</u>				
Experience of operational management and delivery of capital and major works programmes within a relevant organisation.	E	X	X	
Knowledge of JCT and NEC construction contractual frameworks.	E	X	X	
Experience of delivering improvement programmes that are compliant with relevant statutory and regulatory requirements, including relevant health and safety, building control and CDM regulations.	E	X	X	
Knowledge and understanding of developing specifications for energy efficiency works.	D	X	X	
A proven track record of building and maintaining relationships partnerships with key stakeholders.	E	X	X	
Strong communication skills, both verbal and written.	E	X	X	
Experience of procuring and implementing capital and major repairs delivery contracts, including through open market tendering and through procurement frameworks.	E	X	X	

Criteria	Relevance (E or D)	Assessment Tool		
		A/F	I	T
Experience of co ordinating the collection and maintenance of asset and stock condition data.	D	X	X	
Understanding of the Housing Disrepair Protocol and experience of managing a caseload of disrepair cases	D	X	X	
A high degree of resilience and self-motivation, along with the ability to work collaboratively with key colleagues and respond positively under pressure.	E	X	X	
Understanding of, and commitment to, Equality, Diversity and Inclusion in the workplace.	E	X	X	
A strong and demonstrable commitment to own continued professional/personal development, sustaining an awareness of current developments in the housing sector.	E	X	X	
<u>Other Requirements</u>				
Full driving licence with vehicle available for business use.	E	X		
Able and willing to work flexible hours to attend evening or weekend meetings, including participation on the Out of Hours Rota.	E	X		

This job description and person specification reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the Line Manager, the post holder and Human Resources.

Job Description and Person Specification Created by: John Hudson

Date: November 2024