

ROLE PROFILE

Role Title	Department	Reports to
Asset Manager	Homes	Head of Assets

Role purpose

To implement One Manchester's long term Asset Management Strategy. You will develop our short, medium and long term investment programmes leading a professional team to effectively carry out active asset management, asset data management, investment planning and surveying across both the residential and commercial property portfolio.

The Asset Manager will lead smarter services that can influence the shape and use of our assets to meet the needs of One Manchester's customers now and in the future.

Functional Key responsibilities and accountabilities

1. Develop, implement and review the One Manchester Asset Management Strategy, setting the strategic vision for all assets including property and land, providing direction in relation to investment planning and budget setting.
2. Lead and be accountable for the development of annual, 5 year and 30 year capital investment budgets and programmes taking account of future investment requirements. Implementing timely planned multi million pound annual capital programmes working closely with all stake holders including Homes, Place, Finance and Development and Growth Directorates.
3. Responsible for the collection of property data that is accurate and timely to maintain a robust 30 year asset management plan and protect the sustainability of the stock. Manage work demand of surveyors who will collect this data and undertake a range of duties across the Homes Directorate.
4. Develop and direct plans that align to the One Manchester Business Plan utilising asset management techniques together with the latest stock investment projections based on market forces and known rates.
5. Lead an active asset management regime identifying and undertaking option appraisals of properties, estates and neighbourhoods providing long term recommendations and making decisions to maximise asset value and sustainability of the stock.
6. Lead on estate regeneration and master planning activities engaging with internal and external partners to meet the wider regeneration aims of One Manchester.
7. Seek and respond to opportunities for stock growth and redevelopment in conjunction with the Development and Growth Team.
8. Take the lead role in the continuous development and implementation of the One Manchester Sustainability Strategy and oversee the development of a comprehensive retrofit programme and roadmap for the delivery of zero carbon homes.
9. Ensure regulatory and legislative requirements and good practice is incorporated into investment programme methodology and contribute to the ongoing implementation of relevant One Manchester strategies, policies and procedures.
10. Protect the organisation against claims of disrepair through sound and well informed programme planning which responds to cross departmental stock intelligence. Work with the Homes Managers to continually review instances of disrepair and implement lessons learnt.
11. Report on performance and compliance with regulatory standards including Decent Homes, and Homes Fitness Standards etc.
12. Direct partnerships with other teams within One Manchester, our customers and stakeholders on all matters relating to investment programme activities. To ensure customers and stakeholders priorities are incorporated into our future programmes.

13. As a senior member of the Homes Management team you will champion quality, efficiency and effectiveness ensuring VfM and maximising the investment into our homes, neighbourhoods and wider social and community priorities.
14. Prepare and present reports, statistical and monitoring information to Board, Committees and Senior Management as required. To attend as required, facilitate and influence through the involvement of customers via; group meetings, board and committee meetings, focus groups and consultation events.
15. As service lead ensure the team and wider Homes directorate utilise customer feedback on an on-going basis to continually improve and develop the customer service offer and that colleagues and partners utilise this as a service development tool.
16. To promote positive and proactive solutions and approaches to ensure that all services comply with all One Manchester policies and legal requirements in Health and Safety, Equality and Diversity, Data Protection, Finance and Procurement and other legal and statutory guidelines. Embed an excellent health and safety culture throughout the team through regular analysis and development of continuous improvement action plans.
17. Understand and deliver the key business priorities, objectives and performance indicators of One Manchester as a whole. Lead and drive overall operational performance at One Manchester by monitoring performance against KPIs and insight to inform decision making and add value to drive improvements in terms of cost, quality and productivity to achieve VfM and customer satisfaction to continuously improve operations and outcomes.

Leadership responsibilities and accountabilities

1. Demonstrates emotional intelligence to lead individuals and teams by coaching, supporting and developing colleagues both individually and in teams to maximise: engagement; personal development and growth; personal and team accountability and job satisfaction levels enabling One Manchester to retain talent and deliver excellent services for customers and deliver One Manchester's priorities and objectives.
2. Inspires and motivates colleagues to deliver the operational plan, the achievement of objectives and the desire to continually develop and seek opportunities for personal development and growth.
3. Provides clear leadership that builds an adult-to-adult environment that is based on trust, mutual respect, integrity, where everyone takes accountability and responsibility at the same time as working together as one team.
4. Initiates difficult conversations and challenges behaviours with individuals and teams when required to ensure standards of performance are met and exceeded.
5. Acts as a coach and mentor in the development of colleagues and teams to promote change, innovation, continuous improvement management of risk and understanding of the regulatory framework.
6. Effectively lead teams and individuals in line with all One Manchester OD strategies, policies, procedures and guidance.
7. To work flexibly in order to maintain excellent customer service and take part in on call rotas as required to ensure business continuity.

People/budget management

Manage People?	No of Direct Reports	Total Team size	Direct control over budget	Budget responsible for
<input checked="" type="checkbox"/>	4	16	<input checked="" type="checkbox"/>	£Up to £3m annually

Key relationships

	CEOs	Directors	Heads of	Managers	Peers	External
Within own function	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Outside own function	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Critical knowledge, skills and experience required (must have)

- Educated to degree level in a construction related discipline or equivalent through training/ experience;
- Strong IT literacy and experience of harnessing advances in technology to change ways of working.
- Excellent awareness and working knowledge of option appraisal models;
- Strong communication skills: able to produce a variety of quality material to explain or support your position and then confident with presenting to and influencing, different audiences.
- Ability to work under pressure and have a forward thinking and positive approach to problem solving with proven experience of effective decision making;
- Experience of both residential and commercial property management;
- Knowledge and experience of developing and maintaining asset management software systems;
- Sound knowledge of building maintenance and construction with the ability to provide technical and non-technical advice;
- Proven experience of contracting and negotiating with clients and contracts together with a commercial and economical awareness;
- A wider knowledge of housing law and housing strategy;
- Good knowledge of business planning processes and lifecycle impacts on current and future budgets;
- Experience of staff supervision and management.
- Acts with integrity and actively promotes and supports the vision and values of the business including a commitment to equality, diversity and inclusion.
- A demonstrable track-record of making sound judgements, confident in own abilities and able to give advice to others and be accountable for that advice.
- An understanding of resource management to maximise impact, efficiency and use of skills.