This Director level position within the Executive Team holds responsibility for:

* The strategic management of BHA’s assets, meeting a broad range of compliance and good practice standards
* Inspiring, leading and empowering people to deliver what customers need
* Developing, leading, managing and resourcing your teams to meet operational and strategic objectives as detailed in the Business Plan and Delivery Plan.

**Purpose of the Role**

As a member of Executive Team the Director of Asset Management will

* contribute to, support and develop our overall strategy, leading to sound management and the achievement of our organisational aims and objectives
* lead by example in working in accordance with our values to achieve our ambitions
* work collaboratively with directors and other colleagues to meet organisational objectives
* take overall responsibility for: investment in BHA properties, compliance with the range of statutory and regulatory standards in managing assets, development and implementation of community investment activities, development and management of the subsidiary Levern Property Services, procurement, and health and safety
* position BHA at the forefront of our sector, ensuring strong governance and management at strategic and operational levels
* ensure all people are led, managed, supported and developed to provide the best possible homes and services for customers

**The key tasks for the post holder are set out below.**

**Executive Team**

* Contribute to corporate strategy, objectives and planning, and the preparation of business plans, annual reports and other communications
* Be an effective and proactive member of the Executive Team, leading on key matters such as health and safety, procurement and investment planning
* Ensure compliance with the regulatory and legal framework and guidance in particular from the Scottish Housing Regulator, Scottish Government and other regulatory bodies
* Drive good practice and innovation
* Support the CEO in developing a vibrant, open, supportive, fun and high performing culture at BHA
* Lead managers and their teams in line with agreed policies
* With the Director of Finance and Corporate Services, build digital capabilities of your people

**Strategic asset management**

* Lead on development and implementation of an effective, forward thinking Asset Management Strategy including financial planning and delivery
* Strategic lead on development and improvement of data collection, systems, reporting and insight for assets
* Strategic lead on procurement and delivery of planned and cyclical programmes in accordance with the strategy and to deliver best practice and value
* Leadership of overall investment strategy to drive up standards and innovate in retrofit, maintenance and upgrading of homes
* With the CEO, lead on development and delivery of a new-supply house building programme to meet housing needs in partnership with house builders, land owners, Scottish Government, East Renfrewshire Council and other stakeholders
* Procurement of reactive repairs provision in accordance with best practice in procurement, to deliver business efficiency, excellence, and value for money
* Strategic oversight of medical adaptations processes and budgets
* Strategic responsibility for meeting all property safety requirements including statutory and regulatory requirements e.g. gas, electric, legionella testing
* Ensure all of BHA’s properties are maintained to a high standard in accordance with the asset strategy and investment plan, to maximize their ongoing viability
* Provide the Chief Executive, Board and Sub Committees with professional advice and support on any matters which have implications for our assets
* Lead on development, monitoring and review of all policies and procedures relating to asset management, health and safety and community activities
* Oversee development of effective processes and ways of working between the Asset and Customer Services teams to deliver good customer service with regard to day to day repairs and factoring
* Lead the Team approach to systematically learn from complaints and other feedback to continuously improve the service

**Community investment**

* Develop and implement the Community Investment Strategy to support delivery of our mission ‘at the heart of the community, investing in your future’
* Strategic lead for community investment programmes and activities
* Develop and support effective partnerships for the benefit of our communities
* Maximise funding opportunities to support BHA’s activities, investment and growth

**Health and Safety**

* Develop an effective health, safety and wellbeing provision for BHA
* Strategic responsibility for delivery, compliance and continuous improvement in health and safety

**Levern Property Services**

* Develop and delivery of business grow via Levern Property Services subsidiary and other business partnerships to meet BHA and LPS strategic objectives
* Ensure Service Level Agreements are developed to be effective and workable, profitable, and delivered
* Lead on development, reporting and support to Levern Property Services Board
* Ensure compliance with good governance practice and other relevant statutory and regulatory requirements, with specific regard to companies, charities and Registered Social Landlords

**Reporting to Chief Executive and Governing Board**

* Prepare and deliver reports for Chief Executive/Leadership Team/Board/Sub Committees on all areas of service under this remit
* Ensure that the Executive Team, wider Leadership team and Board are kept informed of changing legislation and good practice.

**Other Tasks**

* Undertake any other relevant tasks which may arise from time to time, as directed by the Chief Executive
* Provide cover, if required, in the absence of other members of the Executive Team.

|  |  |  |
| --- | --- | --- |
| CRITERION | ESSENTIAL | DESIRABLE |
| Qualification/Professional Membership |  |  |
| * Educated to degree level in an appropriate discipline |  |  |
| * Membership (Full or partial) of a relevant professional body or equivalent, and evidence of Continued Professional Development |  |  |
| Experience/Knowledge |  |  |
| * Proven track record in property investment, contractual management and business growth including development of asset management planning and policy development. |  |  |
| * Experience of working in the Housing Association sector in Scotland and up-to-date knowledge of housing association regulatory and legal requirements |  |  |
| * Proven track record in procurement and delivery of contracts related to property investment |  |  |
| * Proven track record of change management and re-structuring |  |  |
| * Proven track record in the development of IT systems, production and analysis of data for reporting |  |  |
| * Proven track record in the administration of health and safety regulations and requirements |  |  |
| * Track record of successful leadership, motivating colleagues to deliver results |  |  |
| * Developing Strategic Plans and experience of delivering positive results |  |  |
| Skills |  |  |
| * Ability to lead and work collaboratively |  |  |
| * Effective leadership, coaching, mentoring and motivational skills |  |  |
| * Policy development and implementation skills, and ability to contribute effectively at a strategic level e.g. making a substantial contribution to business planning |  |  |
| * Ability to work under pressure to meet deadlines, use initiative, make judgements and take decisions |  |  |
| * Excellent interpersonal and communication skills, including negotiating, influencing and presenting skills |  |  |
| * Ability to manage a diverse range of responsibilities effectively |  |  |
| * Ability to build good relationships with both internal and external stakeholders |  |  |
| * Sound understanding of ICT systems and good IT and digital skills |  |  |
| * Ability to deputise for Executive Team colleagues if required |  |  |
| * Current and full driving licence, and have access to a vehicle |  |  |
| * Ability to demonstrate resilience |  |  |
| * Ethical approach with passion for customers, communities and social purpose |  |  |