

ARUN DISTRICT COUNCIL

JOB DESCRIPTION

Designation:	Asset and Development Manager
Grade:	
Directorate:	Services
Service:	Residential
Location:	Civic Centre, Maltravers Road, Littlehampton, West Sussex
Responsible to:	Group Head of Residential Services
Responsible for:	Asset Management, Development and Enabling

JOB PURPOSE

To lead the performance review of assets held in the Housing Revenue Account, identifying and setting priorities for acquisition, new build, investment, regeneration and disposal to achieve optimum value.

Coordinate compliance in relation to the Council's Health & Safety obligations as a Landlord.

Responsible for the Council's housing enabling function ensuring maximum provision of affordable housing

Provide effective leadership, guidance and support to deliver change and service modernisation.

Work to promote the involvement of residents in all aspects of service delivery

DUTIES AND RESPONSIBILITIES

1.0 STRATEGIC AND OPERATIONAL

- 1.1 Lead on the development of a robust process for review of asset performance and future investment needs, including options appraisals of homes and/or estates as appropriate to inform strategic plans to maximise return, including financial, social and environmental.

- 1.2 To provide effective leadership and ongoing management of all landlord Health and Safety obligations including gas, electrical, asbestos, fire safety, legionella, lifts, and any other related services to ensure full compliance with all regulatory and legislative responsibilities.
- 1.3 Seek out new business opportunities to meet the Council's new build, acquisitions and regeneration programme in relation to general needs and temporary accommodation as set out in the Housing Revenue Account Business Plan.
- 1.4 Arrange for the procurement of specialised service contracts
- 1.5 To monitor and maintain accurate records of the housing stock and investment programmes, including stock condition surveys and pre-inspections of programmed works.
- 1.6 Lead the Asset Management team to support successful delivery of the Asset and Development Strategy for the Service.
- 1.7 Formulate a cyclical and planned maintenance programme.
- 1.8 Deliver specific projects involving assets, working with external consultants and partners; liaising effectively with all relevant stakeholders.
- 1.9 Ensure effective consultation with leaseholders, ensuring all statutory requirements are met (Section 20), and that there is a quality advice and support service provided on planned programmes.
- 1.10 Develop and maintain an in depth understanding of the long term performance of the overall stock portfolio, the investment needs of individual and groups of assets and work collaboratively in identifying and delivering estate regeneration opportunities.
- 1.11 Exercise budgetary control and effective financial management controls and contribute to development and implementation of robust budget setting and business planning processes within the Council.
- 1.12 Responsibility (shared with Repairs and Maintenance Manager) for maintaining an accurate and up to date Asset and Liabilities Register.
- 1.13 Effectively manage strategic and operational risks associated with Asset Management, including the Health and Safety of residents, staff and visitors in all premises owned and/or managed by the Council in accordance with the law and best practice.
- 1.14 Responsibility for the Council's housing enabling function, ensuring affordable housing is maximised on all new developments.
- 1.15 To build and promote effective working relationships working collaboratively

with internal and external partners, including Planning and Property Services, Finance, Contractors, Private Developers, Housebuilders, Rural Housing Enabler and Housing Associations.

- 1.16 To support and contribute to corporate projects, the work of the Residential Services Management Team attending a range of meetings and deputising for the Group Head as required. Ensuring that staff understand the priorities, objectives and policies of the Council and the Directorate and are able to successfully implement decisions.

2.0 PEOPLE MANAGEMENT

- 2.1 To be responsible for managing and coordinating the Asset & Development Team including the delivery of the Council's objectives and service standards, setting and reviewing both team and individual standards of performance and work targets/outcomes.
- 2.2 To be responsible for creating a performance orientated culture, recruiting, managing and motivating all staff ensuring that appropriate work plans, appraisals, 1:2:1 supervision, appraisal and staff development programmes are in place and delivered. Providing guidance, support, training and development where required to achieve excellent levels of customer service delivery.
- 2.3 To ensure development of a thorough staff induction programme setting out clear standards to be achieved by the end of a probationary period.
- 2.4 To make clear and timely decisions and communicate effectively and openly with staff and customers ensuring engagement as far as possible across all levels.
- 2.5 To model the values and behaviours expected from senior staff that are consistent with "Arun Cares" competency framework.

3.0 GOVERNANCE AND COMPLIANCE

- 3.1 To maintain effective management systems and be responsible for complying with all of the Council's policies, procedures, regulations and initiatives, in particular, Equality and Diversity, Health and Safety and Safeguarding.
- 3.2 To maintain business continuity and emergency response capabilities within the Service, responding to emergency situations when required.
- 3.3 To prepare and update service and team plans for the approval of the Group Head of Residential Services and proactively assist with the management of the Council's risk management strategy which embraces best practice policies and procedures to provide effective control and mitigates the Council's exposure to risk.

- 3.4 To participate in the transparent and fair selection of key staff for the Residential Services and, with the support of Human Resources, manage disciplinary and grievance matters in accordance with delegated authority and the Council's Human Resources policies.
- 3.5 To maintain and develop proactive relationships with tenant and leaseholder representatives and encourage resident involvement and active engagement to shape the future delivery of services. Ensuring it remains responsive to the needs and experiences of residents.
- 3.6 Prepare detailed reports on key issues, including performance, staffing issues, legislative changes etc, as and when requested by the Group Head of Residential Services. When required to also prepare and deliver written or verbal reports for the Corporate Management Team and various Council Committees.
- 3.7 To ensure that all works completed in this service area are in accordance with Arun District Council's standing orders, financial regulations, legal requirements and statutory and regulatory obligations, ensuring adequate monitoring and auditing processes are in place.

4.0 GENERAL

- 4.1 As a member of the Residential Services Management Team contribute towards setting the strategic direction of the service and meeting the objectives of the Housing Revenue Account Business Plan and Corporate Plan.
- 4.2 To prepare responses to FOIs and enquiries and complaints from customers, MPs, Councillors and the Ombudsman. Learning from complaints to improve and inform future service delivery.
- 4.3. To identify and place bids for external sources of funding.
- 4.4 To be responsible for committing to continuous professional development to maintain relevant up to date skills.
- 4.5 To positively promote and represent Arun District Council in the community and with other organisations, attending meetings, events and conferences and speaking in public.
- 4.6 To carry out any other duties appropriate to this post, as necessary or as requested. The post holder may be required, at times to work in excess of normal working hours and be required to travel.