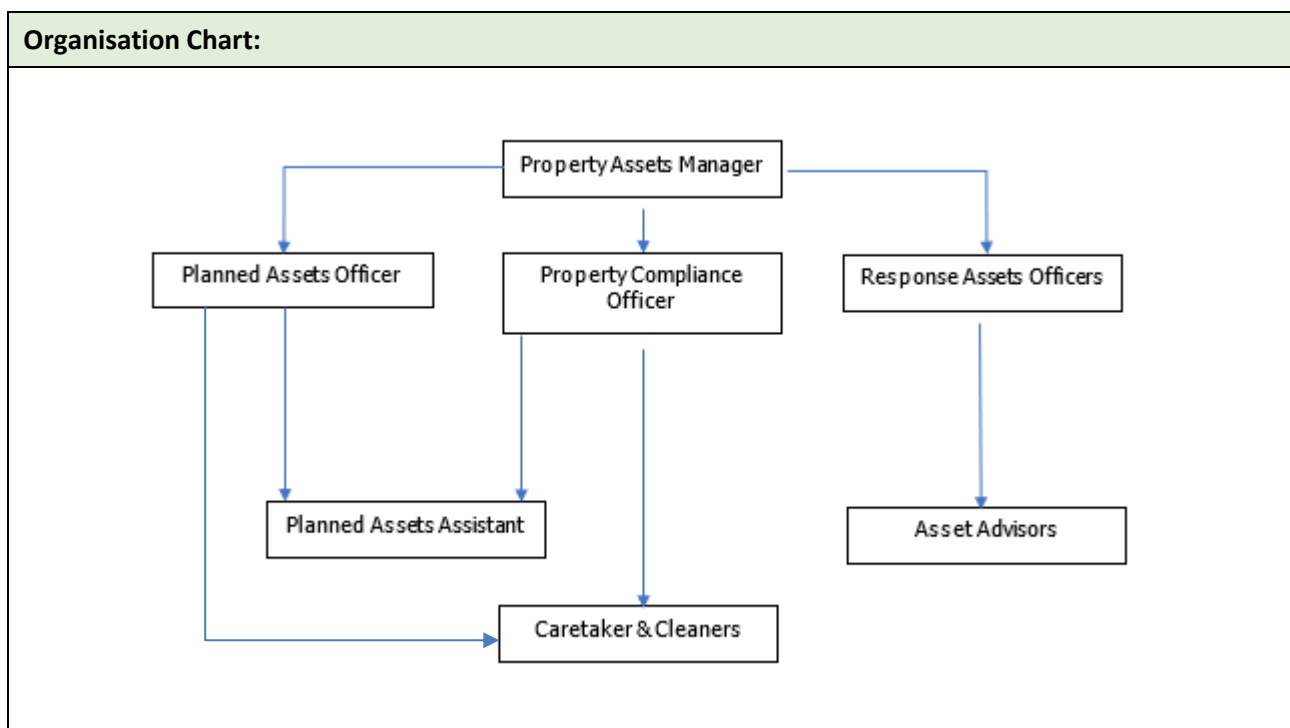


Job Description and Person Specification

JOB DESCRIPTION: Planned Assets Officer

Job Title	Planned Assets Officer
Directorate	Housing and Development
Grade	Band 6
Reports to	Property Assets Manager
Budget responsibility	Y – £1-2m per annum
People Manager responsibility	Y
Number of direct reports	2
Indirect reports	0
Locations / Usual Base	Ballymoney / Flexible
Hours of work	37



Job Purpose:

The Planned Assets Officer will, under the direction of the Property Assets Manager, be responsible for the delivery of a comprehensive capital maintenance and cyclical redecoration programme to support the objectives of the Asset Management Strategy. The property portfolio includes a wide and varied spectrum of properties including the Association’s office and commercial facilities, individual general family homes, hostels and supported living accommodation. The Planned Assets Officer will procure, and project manage capital maintenance schemes and cyclical redecoration schemes in accordance with best practice and legislative and regulatory requirements, and will be responsible for ensuring the promotion of an excellent customer focused service to the Association’s tenants, and other key stakeholders.

Job Description and Person Specification

Key Responsibilities:

- Deliver annual programmes of stock condition surveys and incorporate the findings of these surveys onto the SDM Planned Maintenance System to ensure that the Association has updated information on the condition and performance of all key property components
- Prepare scheme investment proposals for approval by the Property Assets Manager
- Prepare technical specifications for maintenance investment workstreams to promote design standardisation across the Association's property portfolio
- Liaise with Development, Response Maintenance, Cyclical Maintenance teams & stakeholders to identify opportunities for design improvements within maintenance proposals
- Assessing & managing the impact of capital maintenance proposals on energy performance of properties
- Review and approve technical drawings provided by the Association's consultants
- Devise proposals for internal and external cyclical maintenance schemes
- Carry out detailed surveys of properties which have been identified for inclusion in planned capital maintenance programmes to develop detailed costed work schedules.
- Appoint & manage consultants from the Association's technical consultants' contract or frameworks
- Assume lead responsibility for the procurement of capital maintenance works packages, including completing performance and works specifications, developing tender documentation, advertising tenders on ETendersNI, convening tender evaluation panels and producing tender reports and ensuring that the procurement exercises comply with NI Public Procurement Policy requirements
- Project & contract manage capital maintenance and cyclical redecoration programmes from feasibility stage to completion of works and post works customer care stage
- Attend site meetings and monitor the progress and quality of works on site
- Hold regular contract management meetings with consultants and contractors to ensure the successful delivery of capital maintenance and cyclical redecoration schemes.
- Manage, monitor & report the performance of maintenance contractors and consultants and provide regular updates to the Property Assets Manager
- Ensure that all statutory health and safety requirements are fully addressed during the design and delivery of capital maintenance and cyclical redecoration projects
- Manage spend to ensure that all financial targets are achieved
- Ensure that all defects in capital maintenance and cyclical redecoration schemes are tracked and remedied during the defects liability period
- Ensure the achievement of high levels of customer satisfaction. This will include ensuring effective tenant liaison during the design and delivery of schemes and the co-ordination of tenant feedback on completed schemes
- Survey, agree scope, procure & manage the delivery of the property adaptations service for relevant tenants / stakeholders
- Participate in service review groups to deliver improvement plans for services
- Ensure that the target for payment of contractor and supplier invoices is achieved
- To act as line manager to staff in the planned assets team, including undertaking staff appraisals with staff, providing guidance on personal development needs, advising on and initiating development/training opportunities
- Ensure that all human resources policies are effectively implemented including staff recruitment, performance management and staff development
- To develop, review and ensure the effective implementation of policies and procedures and ensure that they comply with regulatory requirements and best practice
- Regularly review and report on performance against key targets
- Implement risk management control processes and procedures within the property services function
- Represent and positively promote the interests of the Association on various external groups and fora and develop positive relationships with external agencies
- Facilitate internal and external auditors and ensure that any recommendations for improvement are implemented

Job Description and Person Specification

- Ensure that all delegated responsibilities are carried out in accordance with the requirements of legislation and Association's Health and Safety Policy and Procedures. Promote a positive approach to health and safety within the Association and from contractors, consultants, and suppliers.
- Ensure that all offices and buildings are managed and maintained

NB: Specific duties will vary from time to time: the above list is intended to indicate the general nature of the post and is not exhaustive. The post holder will be expected to be flexible in supporting the Property Assets Service by undertaking any responsibilities which are commensurate with this grade.

Working Relationships:

The Planned Assets Officer will need to establish and maintain effective working relationships with the following:

- Property Assets Manager
- Housing Manager and Officers
- Scheme Managers
- Joint Management Partners
- Consultants
- Contractors
- Trade Bodies

PERSON SPECIFICATION: Planned Assets Officer

Specific Knowledge
<ul style="list-style-type: none"> • Expert awareness/knowledge of property maintenance • Working knowledge of statutory and regulatory requirements relating to property services within a residential property or social housing environment • Strong knowledge and understanding of procurement legislation as applicable to construction works and professional services contracts • Sound knowledge of Construction Design Management • Working knowledge of energy performance assessments
Skills and Abilities
<ul style="list-style-type: none"> • Ability to report performance information to managers. • Experience of managing teams of staff to deliver excellent results • Ability to plan and meet deadlines and work under pressure • Ability to develop and implement policies and procedures • Strong budget and financial management skills • Good problem-solving skills • Good negotiation skills • Ability to make sound decisions • Ability to assess risk associated with property investment • Excellent communication skills • Excellent IT skills • Excellent interpersonal skills and leadership qualities
Experience
<ul style="list-style-type: none"> • Experience of project & contract management of capital works programmes within the last 5 years [Essential] • Experience of managing budgets within the last 5 years [Essential] • Experience of procuring construction services and works contracts [Essential] • Experience of delivering significant scale maintenance investment projects to quality standards, on time and within budget within the last 5 years [Essential] • Experience in dealing with customers [Essential] • Computer Literacy: A good working knowledge of Microsoft office packages, including, Word, Excel and Outlook [Essential] • Experience of developing policies and procedures [Desirable] • Experience of process and performance management [Desirable] • Experience of preparing and presenting reports to management [Desirable]
Education/Training
<ul style="list-style-type: none"> • A relevant 3rd level qualification in Building/Construction related subject or equivalent professional qualification with a <u>minimum of 3 years post qualification</u> relevant experience to include project/contract management. or 5 years relevant experience to include project/contract management [Essential] • Must hold a Valid UK Driving Licence & have use of vehicle for business purposes / a means of transport to & from sites etc for work purposes [Essential] • Full or Associate member status of professional housing or construction body [Desirable] • Experience of managing staff [Desirable]