

**HOUSING ASSET MANAGEMENT OFFICER
GRADE 7, £27,245 TO £29,770 PER ANNUM
37 HOURS PER WEEK**

- CARE Local Government Pension Scheme
- Work life balance policies
- Child Care Voucher Scheme
- Excellent training opportunities



INVESTOR IN PEOPLE

The above vacancy now exists within the Housing Department. The successful candidate will be responsible for managing the Council's Asset Management database for all the HRA stock and ensuring it is kept up-to-date. Understand the capital works needed to maintain the stock, carry out surveys and gathering information to put together multi-year capital works programmes.

The role will suit someone who has knowledge of asset management and social housing in a technical context and have experience of using and maintaining complex asset management databases on a day to day basis.

To be short-listed for interview, candidates **must** in addition to the above also possess the following:

- Understanding of Business Planning
- Good standard of literacy and numeracy
- Experience of performance management
- Experience of budget monitoring
- Experience of working with statistical information
- Report writing
- Experience of carrying out asset management surveys of social housing
- Strong IT skills including Advanced Excel
- Excellent written and verbal communication skills
- Excellent budgeting and financial skills
- Ability to work under pressure and to tight deadlines
- Ability to work under own initiative, but also as part of a wider team
- Full UK Driving licence and use of a vehicle
- Ability to work flexibly including occasional evening and weekend work

Our preferred method of application is online. Alternatively you can request an application pack by e-mailing human.resources@bolsover.gov.uk. **CV's will not be accepted.** If you do not have access to the internet contact us by telephone on 01246 242424.

For an informal chat regarding this vacancy please contact Mark Dungworth, Strategic Repairs Manager on (01246) 593037 or mark.dungworth@bolsover.gov.uk

CLOSING DATE: 12th October 2018

Bolsover District Council is striving for diversity and welcomes applications from all sections of the community.

PERSON SPECIFICATION



Post Title: Housing Asset Management Officer	Section: Housing		
Directorate: Place			
Knowledge (Essential)	AM	(Desirable)	AM
<ul style="list-style-type: none"> • Knowledge of Asset Management • Understanding of Business Planning • Technical knowledge of social housing 	a, i & c	<ul style="list-style-type: none"> • Knowledge of applying asset management to social Housing • Knowledge of lifetime of housing elements • Knowledge of social housing financings • Knowledge of external funding sources. 	a & i
Qualifications			
<ul style="list-style-type: none"> • Good standard of literacy and numeracy. 		Academic or trade qualifications.	
Experience			
<ul style="list-style-type: none"> • Experience of use and maintenance of a complex database • Experience of performance management • Experience of budget monitoring • Experience of working with statistical information. • Report writing • Experiences of carrying our asset management surveys of social housing 	a & i	<ul style="list-style-type: none"> • Experience of use and maintenance of a complex database relating to social housing • Experience of completing government returns. • Experience of presenting complex performance and budget information to a range of audiences. • Experience of public sector procurement. • Experiences of carrying out handover and snagging inspections of social housing 	a & i
Skills			
<ul style="list-style-type: none"> • Strong IT skills (esp. Microsoft Office) • Advanced Excel skills • Excellent written and verbal communication skills • Excellent budgeting and financial skills 	a & i	<ul style="list-style-type: none"> • Skilled user of a computerized housing management system. 	a & i

Other Requirements:			
<ul style="list-style-type: none"> • Ability to work under pressure, and to tight deadlines. • Ability to work under own initiative, but also part of a wider team. • Driving license and use of a vehicle • Able to work flexibly including occasional evening and weekend work 	a & i	<ul style="list-style-type: none"> • Ability to 	a & i

Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, certificate check (c) (o) others

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

Approved by:	<i>M. Dungworth</i>
Date approved:	<i>13th September 2018</i>
Reviewed:	

Job Description

Job title	<i>Housing Asset Management Officer</i>
Reports to	<i>Strategic Repairs Manager</i>
Direct reports	<i>N/A</i>
Grade	<i>7</i>
Salary range	<i>£27,245 to £29,770</i>

Job purpose

To manage the Councils Asset Management database for all HRA stock, and to ensure this is kept up to date.

To understand the capital works needed to maintain the stock at a locally agreed standard, including surveys and gathering other information, and to put together multi-year capital programmes to address these needs.

To assist the Strategic Repairs Manager in delivering the service in line with all statutory and corporate policies, procedures and targets and within the confines of a limited budget

To manage specific capital projects.

Duties and responsibilities

1. Develop and maintain systems to hold information on stock condition to enable future planned contract works.
2. Produce work schedules, implement planned works and develop new procedures to enable efficient and cost effective services.
3. To monitor both expenditure and performance on both individual capital projects and the overall capital program.
4. Ensure information available and up to date to complete Government returns, audits, and year end information as required.
5. To work with others in maximising external income to the councils, through grants and other means.
6. Implement and maintain the councils Asset Management Database (this is currently Codeman but will be changing to Open Housing)
7. Carry out surveys and record information to enable future work contracts to be planned and developed.

8. Maintain and update Stock Condition data including additional surveys, updating data following capital expenditure.
9. To assess work requirements (pre inspections) and to ensure all works are carried out within appropriate timescales and to required quality standards (post inspections) for capital work
10. To lead on leaseholder consultation for capital works.
11. To be responsible for monitoring expenditure on leasehold flats and collate costs. Provide input into the annual service charges for leaseholders.
12. Participate and contribute to corporate working groups and events required for the improvement of the service.
13. To establish, maintain and enhance good relationships with other services, customers and contractors in respect of all services delivered.
14. Seek evaluate and organise and collate information to aid decision making and exchange information to solve problems and make decisions.
15. To lead group discussions to solve problems and make decisions. This will also involve the occasion to chair meetings. Contribute to discussions to solve problems and facilitate the making of decisions. Advise and inform others.
16. To undertake such other duties, commensurate with this level as may be assigned from time to time.

Working conditions

Working conditions may cover working outdoors to carry out surveys and meeting with contractors on site.

Physical requirements

None as primarily an office based role.

Corporate Duties and Responsibilities

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.
- Equality and Diversity.

- Data Protection (Employees must at all times abide by the principles of the Data Protection Act 1998 and guidance provided by the Council in the form of policies and procedures).
- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

Approved by:	<i>M. Dungworth</i>
Date approved:	<i>18.9.2018</i>
Reviewed:	

