



## **Asset Manager**

**Reports to: Head of Property**

You will be managing the core procurement and contract management function related to work delivered by Project Managers for of various planned and cyclical work programmes and major improvement projects to protect or improve the assets of the organisation.

You will also be working closely with customers and Red Kite senior managers to deliver 'excellent' cost effective building maintenance and improvement services.

### **What we need you to do:**

- Manage an operational technical team to deliver multiple programmes and large scale construction related projects
- Set key performance targets and milestones and monitor agreed deliverables across all projects, making sure that team and individual performance meets expected standards
- Develop and implement projects in line with our Asset Management Strategy
- Manage projects to minimise exposure of both financial and health and safety related risks
- Accurately forecast annual budgets in line with Business Plan requirements and manage monthly cash flow and expenditure to ensure delivery against approved sums
- Work closely with customers and stakeholders to plan and deliver work, making sure that they input into and influence outcomes
- Make sure that work is delivered equitably and fairly and maximises or protects the capital value of assets
- Work closely with the Head of Property and other senior managers and staff to develop and deliver great services and drive continuous improvement
- Commit to our vision, mission and values so that they influence every aspect of the business
- Work to make sure that we are at the forefront of good practice in the sector by carrying out research and promoting it to colleagues, partners and customers
- Pursue excellence in all aspects of the Asset Management service and the wider business
- Work closely with our Commercial Manager to ensure the right property related procurement happens at the right time
- Participating in a rota system (usually one week in every nine) to provide ad-hoc evening and weekend phone support for contractors and customers when emergency situations arise. It may also require occasional on-site attendance of emergency work e.g. major fires, floods etc. acting as our representative on-site. You may also be required to act as support to other on-call staff where higher level management input is needed or where escalation is required

### **What you will be responsible for:**

- Providing leadership and management to Project Managers managing staff performance through 1:1's and appraisals, setting clear targets and objectives and monitoring progress

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- Providing technical advice, coaching and training staff to make sure they reach their potential and demonstrate competency and knowledge requirements consistently
- Reporting on team performance on a regular basis to senior managers and other interested stakeholders
- Managing individual projects to an agreed project management methodology and report on progress
- Allocating work to team members to ensure the cost effective and efficient use of resources
- Commissioning and managing construction-related building professionals including consultants and contractors in line with corporate policy and best practice guidance
- Supporting and assisting in the procurement of work and following official procurement processes to ensure best value outcomes
- Producing feasibility studies, options appraisals and project briefs
- Designing and preparing specifications for tenders, formulating budget estimates and scheme costs, seeking approval where required and raising orders for work
- Developing pre-construction phase and construction-phase health and safety plans in line with CDM Regulations
- Preparing contract documentation, programmes and project plans and other relevant information
- Managing the progress of work ensuring compliance with all relevant documentation, standards and good practice guidance
- Reconciling and settling final accounts and valuations, dealing with contractual disputes, extensions of time and variations, issuing relevant certification as appropriate
- Producing Board reports, project update reports and other information

**Where you have come from:**

- A place where you have successfully managed and run large projects
- Somewhere that you managed and led a technical team, preferably in social housing
- A customer focussed organisation
- A housing organisation or similar
- A place where they focussed on best value services and continuous improvement

**What our teams will see in you:**

- Someone who has great negotiating and dispute resolution skills
- A person who is skilled at delivering presentations to large groups
- A person who has a good understanding of best practice within social housing
- Someone who has lots of technical knowledge relating to construction and construction-related health and safety
- Someone who is IT literate, proficient in Microsoft Word, Outlook, Excel and PowerPoint
- A person with proven experience of delivering large complex building projects to occupied/domestic properties
- A skilled manager of large budgets

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**As person, you will:**

- Be skilled at building effective and productive working relationships with staff, managers, partners and customers
- Be excellent at verbal and written communication
- Be a confident, independent problem solver and an effective decision maker
- Have a high degree of personal drive
- Be committed to the aims and ambitions of Red Kite and the broader issues of social housing
- Be flexible and open to change
- Be a team player with good self awareness
- Have a service improvement attitude
- Be able to translate ideas and examples of good practice into improved service delivery
- Be qualified to HNC and working towards a professional membership of CIOB, RICS, a formal project management qualification is an advantage
- Be a car driver and hold a valid licence