

<b>Designation:</b>	<b>Head of Assets and Investment (Council Housing)</b>
<b>Grade:</b>	Stroud 9
<b>Hours:</b>	37 hours per week
<b>Location:</b>	Ebley Mill
<b>Job Purpose:</b>	<p>To lead, inspire and develop high quality, value for money outcomes for the Council's retained housing stock including:</p> <ul style="list-style-type: none"><li>• Responsive and cyclical maintenance</li><li>• Vacant property works programme</li><li>• Procurement and contract management</li><li>• Major investment programmes</li><li>• Functions relating to assurance and compliance</li></ul>
<b>Responsible to:</b>	Strategic Head of Housing
<b>Responsible for:</b>	<ul style="list-style-type: none"><li>• Property Care Operations Manager</li><li>• Asset Information and Support Manager</li><li>• Compliance and Assurance Manager</li></ul>

## KEY DUTIES

- To support the Strategic Head of Housing in the delivery of high quality retained housing stock.
- To deputise for the Strategic Head of Housing where necessary.
- To devise, manage and deliver programmes of work to meet the Council's retained housing stock asset management and investment strategy
- To ensure comprehensive compliance and assurance with statutory and regulatory requirements and that this is reflected in policies and procedures.
- To prepare committee reports, working papers and executive summaries on service-related issues
- To provide leadership to support high quality stock maintenance and investment work
- To be responsible for budget setting and financial management relating to all aspects of retained housing stock asset management and investment
- To listen to the views and aspirations of all colleagues, stakeholders, and

partners

- To lead on work in partnership with tenants and officers to achieve high quality service delivery, and customer satisfaction.
- To develop and maintain programme, project management and procurement processes to ensure the proper allocation and resourcing of projects and other work.
- To ensure the appropriate and effective specification, tendering, consultation and monitoring of work is undertaken in accordance with Council Contract and Procurement Procedure Rules, Financial Regulations and Best Practice
- To assist in the development/achievement of the Stroud Council Plan.
- To provide motivational leadership and manage staff resources in terms of recruitment, training and development support, conduct and performance.
- Be responsible and accountable for the setting, managing and control of budgets, performance and benchmarking for housing services, including identifying initiatives to develop the service provided to ensure continuous improvement is achieved.
- Work subject to deadlines involving changing problems, circumstances or demand.

## SKILLS AND KNOWLEDGE

- Educated to degree level or equivalent and with a professional qualification in a relevant subject
- Excellent communication skills both verbal and written
- Experience of staff management/supervision
- Experience of managing budgets and expenditure
- Experience of working with the public
- Ability to manage own time and workload
- Proven track record in:
  - Contract management and negotiation
  - Contract law and procurement legislation
  - Developing relevant policies and strategies
  - Extensive experience of, construction regulations and techniques,
  - Service planning and improvement
  - Partnership working
- High level knowledge of health and safety regulations.
- Experience of setting and managing budget/expenditure and of accounting procedures.

## COMPLEXITY AND CREATIVITY

- To develop and maintain partnerships which improve resources and enable better local delivery
- To continually seek efficiency savings whilst still meeting customer needs
- Implement innovative income generating ideas that are welcomed by the customer and are viewed as making a difference to their lives

## JUDGEMENT AND DECISIONS

Required to exercise discretion and judgement in a range of areas which lead to the setting of working standards and/or decisions leading to changes in important procedures or service practice.

## CONTACTS

- Members of the Council
- Members and staff of other local authorities/partner agencies
- Suppliers and contractors
- Members of the public

## RESOURCES

- Financial management of the Waste Management Service budget
- Responsible for the proper use and safekeeping of large items, high value stocks and supplies
- Responsible for service fleet vehicles
- Responsible for all cash transactions' throughout the Councils Car parks

## TRAVEL DESIGNATION

Mileage travelled on Council business will be reimbursed at the HMRC rate in accordance with the Council's Travel and Subsistence Policy.

## GENERAL

- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives
- To work with colleagues across the organisation as required in support of organisational goals
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme
- To undertake all training and development initiatives as required
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act
- To work within the requirements of the Council's Environmental Policy and Management System
- Requirement to attend evening and weekend events/meetings
- This post is politically restricted
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act

*This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.*