



Role Profile

Job Title:	Assets Investment Manager
Grade:	MG2
Responsible to:	Asset Manager
Management Responsibility:	Building Surveyor

Role Purpose

- Support the Asset Manager in actively managing the assets via the delivery of the asset solutions programme to ensure assets meet the needs and aspirations of existing and future customers whilst sustaining communities
- Manage the implementation of the recommendations of the asset solution appraisals. Including the one site delivery when appropriate
- Improve the energy efficiency of Livin's assets and reduce Livin's Carbon Footprint
- Maintain accurate and current property performance data including NPVs Gross and Nett Yields
- Assist the Asset Manager to provide property services technical input into the successful delivery of regeneration projects
- Manage all aspects of tenant alterations including communicating with tenants the outcomes of requests
- Manage the non-residential asset portfolio (excluding shops)

Job Specific Responsibilities

- Support the Asset Manager to deliver the Asset management Strategy and Plan A , ensuring deadlines are met and outcomes achieved
- Support the Asset Manager to manage the performance of the Assets Team, monitoring KPI's and developing effective interventions to optimise return on assets, delivering sustainable assets and communities
- Ensure the NPV Gross Yield and Nett Yield data for all Livin assets is accurate and current

- Assist the Asset Manager in managing asset solution investment appraisals, analysing the options and making recommendations for incorporating the outcomes in appropriate plans and strategies. Reporting these recommendations verbally and in written form to all stakeholders
- Ensure value for money is achieved through the delivery of the recommendations from the asset solutions appraisals
- Ensure option appraisals consider and where possible contribute to the delivery of Livin's social value targets
- Identify cost effective solutions to improve the energy efficiency of Livin's Assets
- Oversee option appraisals for improvement works, whole life costing of materials, components and elements of properties and make recommendations to the Asset Manager
- Oversee the implementation of asset solution interventions including quality and cost management
- Oversee the implementation and monitoring of an appropriate risk management framework ensuring that operational risks are effectively mitigated
- Develop and implement procedures and standards, including whole life costing, value engineering, material specification and supply chain management to deliver value for money
- Support the Asset Manager in the development of larger scale asset solutions in conjunction with the Regeneration and Development teams and act as the technical advisor for Livin in the implementation of regeneration projects
- Contribute to meetings at various stages of regeneration projects including; inception, mobilisation, pre-commencement, progress, completion and debrief
- Ensure timely and meaningful consultation and engagement is undertaken with tenants and other relevant groups/individuals as required to ensure a customer focussed service and communicate relevant information to stakeholders/customers in a timely manner for all aspects of asset solution appraisals and regeneration
- Assist the Asset Manager in the development of new policy and procedures, and implement approved improvements innovation and good practice
- Monitor KPIs and recommend interventions to enable targets to be achieved
- Implement approved mitigations to enable strategic and operational risks to be effectively managed
- Assist the Asset Manager to ensure that appropriate reports/correspondence are prepared in regard to enquiries from Board, elected members, MP's etc

The main duties and responsibilities of the post outlined above cannot fully define the existing or future activities that the post holder will be responsible for. At any time of substantial change in the operating environment, these may vary without materially affecting the nature of the role or level of responsibility.

The nature of the post may require commitment outside of normal office hours, including working on evenings and occasionally at weekends when the needs of the Department require.

General Responsibilities

- Provide connected leadership and management that maximises your own personal impact across the business
- Manage and develop your teams and services to champion the vision, values and desired culture at Livin
- Maximise employee capacity and satisfaction and ensure all people management and development activities embed the 'two-way deal' in the Employee strategy and enable employees to flourish
- Provide advice and guidance to Executive and Strategic Management Team and the Board on all matters pertaining to your area of expertise
- Maximise performance in all areas of operation and continuously enhance service quality
- Ensure Livin is compliant with all statutory and regulatory obligations and manage your area in line with internal governance and policy requirements
- Design and develop services in an informed way utilising business intelligence and customer insight
- Manage all designated budgets in accordance with the priorities of the business and in line with financial and procurement regulations
- Continuously develop services in line with industry best practice including digital transformation to deliver seamless customer interfaces and efficient processes
- Contribute to the commercial growth of the business by developing cutting edge solutions to business challenges and opportunities in your area of professional expertise
- Foster productive and mutually beneficial business relationships with key partners and manage joint initiatives to deliver excellent customer outcomes
- Ensure healthy and safe working practices across all areas of responsibility, actively manage business risks and ensure effective planning for business continuity
- Effective and efficient management and deployment of all available resources within your area

- Ensure accessible, fair and equitable outcomes for all customers based on the principles of equality, diversity and inclusion

Person Profile

Competencies	
Excellence:	<ul style="list-style-type: none"> Adapts management style to gets the best results depending on the circumstances Takes personal responsibility – owns the challenge and instils ownership in others Sets and monitors high standards for teams and leads by example in personally delivering high standards Puts customers first and ensures others do the same
Enterprising:	<ul style="list-style-type: none"> Is innovative – identifies new and improved ways of doing things and delivering new offers and encourages teams to do the same Actively seeks to learn and develop and supports others to do the same Makes appropriate decisions, fully considering risks and consequences whilst acting in a timely fashion to seize opportunities
Productive:	<ul style="list-style-type: none"> Focuses on what is important and makes sure teams do the same Harnesses new digital technology maximising benefits to the business and the customer Manages others to meet stretching targets and deadlines and implement actions to address performance shortfalls Is resilient, remains professional and deals effectively with setbacks and supports teams to do the same
One Team:	<ul style="list-style-type: none"> Works collaboratively with other managers across team(s) to achieve positive results Develops positive relationships across Livin, with stakeholders and partners and supports teams to do the same Learns from others and shares knowledge across teams and the organisation
Skills	
<ul style="list-style-type: none"> Ability to present complex and often competing business intelligence in a concise and easily understood format, including report preparation Ability to solve complex property related problems Excellent organisation skills Excellent people management skills Excellent programme management skills Meticulous with an eye for detail Ability to lead projects including co-ordinating activities across multiple teams Skilled at tailoring solutions to the diverse needs of customers including older people and those with progressive health conditions Ability to interpret strategy and policy and develop appropriate underlying procedures. The ability to carry out option appraisals utilising yields NPV and demand data 	
Knowledge	
<ul style="list-style-type: none"> Well-developed knowledge of the services provided by Social Housing providers A proven track record of delivering active asset management solutions Knowledge of the latest trends in energy efficiency in construction and property management 	

- Knowledge of cutting edge property and construction technologies and solutions
- Detailed knowledge of the housing health and safety rating system

Experience

- Experience of developing, implementing and auditing quality systems and processes
- Experience of managing multi-disciplinary teams working on Housing and Non Housing projects
- Proven track record of researching and assimilating property, demographic and environmental data to develop the credible management of different asset classes
- Experience of tenant involvement and participation
- Experience of managing the performance of teams, setting targets and meeting performance and service standards
- Experience of leading on the development and implementation of policy, strategy and procedures
- Experience of managing the maintenance and continuous improvement of IT systems to support service delivery
- Experience of forecasting and monitoring budgets and of applying flexible solutions to address cost variations
- Track record of successful project and contract management
- Experience in operational risk management
- Proven track record in performance monitoring including benchmarking and identifying areas of best practice.
- Proven track record of developing high value and complex home improvement programmes over multiple sites and years

Qualifications

- Educated to Degree/Level 6 in Construction/Building related services
- Management/Team Leading qualification at Level 4 or above