



Development and Asset Manager

Job description and person specification

Accountable to: Head of Property

Purpose of the role

Working within the Housing team with specific responsibility for Development, Refurbishment and Asset Management for the housing portfolio regardless of tenure.

The role of Development and Asset Manager is a project based one, working as part of a team and taking the lead for individual property matters and asset portfolios across our areas of operation, whilst maintaining strong relationships with colleagues and external stakeholders.

Core duties

- Consult on, evaluate and prioritise regional property development opportunities within the framework of the business plan: in partnership with the Regional Managing Director and the Director of Housing and wider team members.
- To work with people we support to design and deliver custom work packages
- Using a project management approach to deliver Asset Management and Development projects to differentiate us from our competitors.
- Negotiate successfully with stakeholders, internal and external bodies to the benefit of the organization and our tenants.
- Lead on the programme of property works within the region
- Proactively work with commissioners, partners and other stakeholders to bring projects forward to support business and housing stock growth for Dimensions.
- Identify future work programmes, housing development and partnership opportunities within the framework of the Dimensions strategy
- Identify and seek opportunities to promote the Dimensions brand and to advance our Vision and Mission.
- Contribute significantly to the annual business plan for Dimensions
- Report work programmes and development activity to Dimensions group, in line with corporate process and policy, and as required by the Director of Housing
- Work with the Director of Housing to review and deliver updated policies, processes and procedures
- Carry out analysis of data to guide prioritisation and decision making processes

- Provide information to other parts of Dimensions.
- Support the wider work of property maintenance and compliance within the region.
- To work nationally on projects as required by the needs of the service and the work of the team.
- To be able and willing to travel nationally and regionally to support the work of the team and the delivery of the service.

Please note:

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with the role.

In addition to the above you are expected to:

- Undertake other duties from time to time as required by your manager or Head of Department / Director.
- Maintain confidentiality in accordance with our data protection policy and procedure.
- Work on an agile basis between your home and the Company's offices and/or any other locations as is reasonably required

Person specification

Please use this in conjunction with the advertised requirements. The final column indicates how we will tell if you have provided evidence of the required criteria. Criteria considered from the application form will be marked Shortlisting, those reviewed when we meet you will be marked Interview and those considered via assessment at interview will be marked Test.

Qualifications		
Educated to Degree standard or equivalent	Desirable	Shortlisting
Educated to higher national standard (HNC / HND) or equivalent	Essential	Shortlisting
Relevant professional qualification and/or accredited body qualification.	Desirable	Shortlisting
Full driving license	Desirable	Shortlisting

A relevant managerial qualification and evidence of continued professional development.	Essential	Shortlisting
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Experience		
Experience of working with supported living property or a similar sector	Desirable	Shortlisting/ Interview
Management of a remote/dispersed team	Essential	Shortlisting/ Interview
Experience of significant property adaptation specifically designed for people with support needs	Desirable	Shortlisting/ Interview
Experience of negotiating and developing effective partnership working relationships	Essential	Shortlisting/ Interview
Experience of managing and delivering projects on time and within budget	Essential	Shortlisting/ Interview
Experience of managing contractors, advisors and consultants effectively.	Essential	Shortlisting/ Interview
Experience of project management	Essential	Shortlisting/ Interview
Specific knowledge of housing regulation/compliance and the application of that knowledge to property solutions	Essential	Shortlisting/ Interview
Experience of working in the Housing sector	Desirable	Interview

Skills		
Able to network and build positive relations with customer and stakeholders	Essential	Shortlisting/ Interview
Able to work collaboratively and influence colleagues	Essential	Shortlisting/ Interview
Excellent verbal, written and presentational communication skills	Essential	Shortlisting/ Interview/ Test

Good all round IT skills – Word, Excel, PowerPoint	Essential	Shortlisting
Good contract management	Essential	Shortlisting/ Interview
Able to critically evaluate and prioritise opportunities and workload	Essential	Interview/ Test
Able to problem solve and generate creative propositions and solutions	Essential	Interview
Excellent budget management skills	Essential	Interview

Knowledge and understanding		
Knowledge of social care sector	Desirable	Shortlisting/ Interview
Demonstrate transferable skills and how they could be used in delivery of property work programmes for supported living.	Essential	Shortlisting/ Interview
Experience of delivering asset management and development projects	Essential	Shortlisting/ Interview
Proven experience of developing and managing successful contracts to achieve excellent customer driven services	Essential	Interview
Experience and understanding of legal and regulatory frameworks relevant to Assets and Development and the implementation of related Policies.	Desirable	Interview

Attributes		
Sense of urgency / ability to work at a fast pace	Essential	Interview
Quality / target / results driven	Essential	Interview
Can-do attitude and proven ability to motivate others	Essential	Interview
Ability and willingness to travel within the UK and stay overnight when required	Essential	Interview