

JOB TITLE: Assets and Planned Maintenance Manager

Post Number: 1897

GRADE: 8

ACCOUNTABLE TO: Service Lead - Property Services (Interim)

MAIN PURPOSE.

This post will lead in ensuring that the Council's housing stock achieves compliance within statutory building regulation. The post will lead, manage, and develop the Council's Housing property and assets services ensuring maximum performance through high quality and cost-effective services, which are accountable to all stakeholders.

The post holder should demonstrate an empowering, open, and engaging leadership style, working across the council to deliver the best outcomes for customers. Providing strong, inspirational, leadership and direction for staff, to facilitate a one-team culture that delivers high performance and ensures customers are at the heart of the service.

The post holder is accountable and responsible for all staff development along with processes, procedures, and work standards within their service area,

POST OBJECTIVE

To effectively lead the allocated portfolio of services and provide customer centric, cost-effective services that accord with the five core principles for delivery - insight, innovation, inspiration, investment and improvement.

To develop short, medium and long-term asset management service plans to deliver the corporate strategy regarding the principles of commerciality, collaboration and partnership.

Motivate and inspire staff to deliver best outcomes for our community, working positively and collaboratively across all council services and ensure staff understand and are accountable for their role & responsibilities in delivering corporate aims and priorities.

To coach, mentor, and develop staff to ensure effective succession planning demonstrating open and visible leadership and modelling the council's values. Ensuring that ownership of the core values is actively monitored with the team members.

Main Responsibilities. (Service Specific)

Responsible for ensuring accurate assessment of investment requirements in the Council's housing stock to inform the Housing Revenue Account Business Plan.

Responsible for ensuring that the Council's stock condition data information is fit for purpose and provides requisite information to satisfy any regulatory requirements.

Responsible for establishing planned maintenance and major repairs programmes of work.

Responsible for procurement of planned maintenance and major repairs works contracts ensuring that the Council's contract standing orders and procurement requirements are met.

Responsible for managing major works and planned maintenance contracts within budget and timetable.

Responsible for ensuring service standard key performance indicators are achieved in relation to planned maintenance and major repairs.

Responsible for producing and delivering service improvement plans.

Responsible for leading the assets and planned maintenance teams.

Responsible for ensuring all necessary compliance work is undertaken in line with regulatory requirements and appropriate programmes of work are commissioned, managed, and implemented.

Responsible for identifying assets that are uneconomic to maintain to achieve other business objectives as part of a coordinated disposals programme.

Responsible for ensuring the Housing Asset Strategy is current, relevant and aligns with corporate objectives.

Responsible for the management of budget monitoring, monthly forecasting, and financial reporting of planned and cyclical programmes.

Responsible for ensuring that all works programmes are fully compliant with all statutory health and safety requirements.

To support and respond to the council's Out of Hours maintenance emergencies service as required.

No job description can be entirely comprehensive, and the post holder will be expected to carry out such duties as may be required that are broadly consistent with the job description and the status of the post within the organisation.

ACCOUNTABILITIES

Lead and manage the allocated services ensuring effective planning and management of resources to deliver excellent customer service through well trained motivated staff while complying with corporate policies.

Develop and implement local plans, policies, and procedures that support and enable achievement of corporate aims and objectives. Actively contribute and seek out the opportunity to develop cross cutting plans and initiatives, working with colleagues across the council and partners.

Recognise achievement of teams and individuals, encourage creativity and autonomy with responsibility.

To work with members to assist their understanding and engagement with services and provide them with appropriate advice and support regarding casework and other council activities including attendance at council or other agency meetings.

Remain abreast of developments and legislative changes in allocated areas of responsibility. Identify external good practice and benchmark services to proactively recommend how the council can implement changes to improve customer services and delivery.

Undertake research and market engagement to identify and evaluate commercialisation opportunities for existing services and developing new services through expansion/diversification to generate additional net income.

Represent and promote the council and its wider activities as required. Actively and positively manage the reputation of the council internally and externally.

Take reasonable care of own health and safety and that of other persons who may be affected by acts or omissions at work.

Actively promote and role model an approach to equality and diversity that supports the council's role as an equal opportunity employer and eliminate any unlawful discrimination or unfair treatment.

Safeguard and promote the welfare of children and vulnerable adults and ensure reporting staff understand and work within the safeguarding policies of the organisation.

Health and Safety

Every employee while at work has a duty to take reasonable care of their own health and safety and that of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

Equality

Winchester City Council bases its employment practices on the concept of equal opportunity. As an equal opportunity employer, the Council opposes all forms of discrimination or unfair treatment on the grounds of gender, marital status, race, colour, nationality, national origin, ethnic origin, religious belief, sexual orientation, disability or age. No employee or job applicant will be disadvantaged by any condition or requirement which cannot be shown to be justifiable.

Safeguarding

Winchester City Council has a responsibility to safeguard and promote the welfare of children and vulnerable adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.



Winchester
City Council

PERSON SPECIFICATION

JOB TITLE

**Assets & Planned
Maintenance Manager**

DATE:

May 2024

QUALIFICATIONS

Degree level qualification or equivalent experience

Membership of relevant professional body - MRICS or MCIOB

Evidence of CPD

SKILLS, KNOWLEDGE, EXPERIENCE, QUALITIES, ATTITUDE AND APPROACH

Strategic leadership experience and style

Evidence of adopting a strategic approach and influencing initiatives to achieve long term improvements in service delivery.

An empowering, enabling, and motivating approach with evidence of visible and supportive leadership with the ability to motivate, enthuse and mentor individuals to create a positive employee culture based on customer service excellence.

Track record of management at a senior level in the relevant service area managing empowering and motivating teams to continuously improve and achieve sustained high performance, value for money and outstanding results.

Takes accountability for decisions and actions and holds others to account for their own.

Proactively shares knowledge and information.

Adopts an explore the 'Art of The Possible' approach and encourages the same from the team.

Specialist / technical knowledge and experience

Sufficient knowledge and experience of applying the legislation, guidelines, regulations, codes of practice and industry standards to the key areas of responsibility to build credibility with staff and Members.

Evidence of successfully developing strategies and policies that deliver high quality customer outcomes, based on customer service excellence.

Customer focus, commercial awareness, and approach

Strong customer focus and commitment to stakeholder engagement

Evidence of developing service provision within the potential challenges and constraints facing the public sector

Knowledge of creating exemplary customer experience exploiting technology and data to improve service delivery.

Commitment to the principles and practices of ensuring excellence in service delivery and its impact on the local community.

Experience of developing policies from first principles that have actively contributed to improved service delivery.

Partnership working

Strong commitment to partnership working.

Proven track record of effective collaborative working and empowering others to achieve outstanding results.

Knowledge of a breadth of service delivery models and the track record of developing and maintaining successful relationships with key stakeholders and partners

Innovation and creativity

Forward looking with a can-do attitude and innovative approach to achieving service improvement.

Demonstrable knowledge and experience of commercially developing services with a proven track record of delivering financial savings; experience of effective service planning, performance monitoring, and project management.

Willing to challenge the status quo, actively seeks innovative approaches and new ideas, and takes measured risks.

Able to analyse and interpret complex information and provide innovative solutions to issues demonstrated in quantitative and qualitative data.

Actively seeks to continuously improve the service.

Personal and inter-personal skills

Demonstrates political acumen and the ability to provide responsive, impartial advice to councillors and other senior managers.

Demonstrates political neutrality and ethical behaviour, strong commitment to equality and diversity.

Evidence of influencing and negotiating skills with the ability to influence decision makers.

Demonstrates energy, determination and tenacity to achieve desired results.

Enthusiastic, determined, robust and resilient enough to cope with the demands of the role.

Ability to work under sustained pressure and manage competing priorities and adapting to changing circumstances to deliver on a range of projects.

Strong written and oral communications skills for a broad range of recipients including experience in the preparation and presentation of strategy and policy documents to non-technical audiences.