

## Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
<b>Job Title</b>	Asset Manager
<b>Job Reference</b>	LHL - AM
<b>Service</b>	Loddon Homes and Berry Brook Homes
<b>Team</b>	As above
<b>Location</b>	Shute End
<b>Reports to</b>	Managing Director
<b>Responsible for</b>	N/A
<b>Grade</b>	G10 – NL46
<b>Contract Type</b>	Permanent
<b>Hours</b>	Full Time

Main Accountabilities	
1.	To develop and implement an effective asset management strategy which best meets the requirements of Loddon Homes & Berry Brook Homes strategic plans
2.	To provide contract oversight and performance monitoring of appointed managing agent and other partnership organisations including measuring service delivery against contract terms and KPIs
3.	To be the designated stock “expert” the role requires a thorough knowledge about our stock, its users and its condition to drive maintenance and property condition improvements. This will be delivered, in part, through the creation and implementation of a planned maintenance and capital improvement programmes.
4.	Contribute to the preparation and management of organisational Business Plan, ensuring coherence with the Asset Management Plan to support effective service delivery and annual budget setting.

5.	Oversee major repairs, refurbishments and upgrades
6.	Ensure regulatory compliance with all current and future safety regulations. Paying particular attention to staying compliant with housing standards, building codes, environmental laws, and government housing policies. Ensuring continued adherence to Decent Homes Standard for 100% of homes.
7.	Ensure thorough stock condition oversight, data analysis, and cost forecasting to guide future investment. Align the housing portfolio with the organisation's long-term goals i.e financial sustainability, steady growth and investment and legislative adherence
8.	To manage property related budgets for repairs, improvements and lifecycle costs. With specified responsibility of up to £500k
9.	Identify financial risks and make recommendations for cost-effective asset strategies.
10.	Prepare and present business reports as required
11.	As required report to the company Boards including Shareholder, senior Council colleagues and Elected Members on key programmes of work and performance
12.	Lead the development and implementation of relevant policies, procedures and service standards to ensure compliance and best practice

Person Specification	Essential	Desirable
<b>Qualifications</b>	Degree and/or post graduate qualification relevant to the role.	Membership of relevant professional body
	A housing qualification to a minimum of CIH Level 4 or equivalent, or a commitment to work towards this is essential.	
	Commitment to ongoing professional development in self and others.	
<b>Technical Skills.</b>	Excellent digital/ICT skills and confidence to incorporate digital transformation which supports service improvement and positive impacts for communities	
	Developed technical and professional skills and expertise in an asset based role in social housing	

	Developed understanding of building safety legislation, and experience of ensuring compliance and monitoring performance against statutory, regulatory and best practise requirements	
<b>Knowledge</b>	Developed understanding of legislative and regulatory requirements and their significance in achieving positive outcomes for tenants, and ability to ensure effective levels of compliance, performance and assurance in a high profile and complex regulatory context	Experience of working within local government and a political environment would be desirable
	Developed understanding of asset management principles, including the use of data to develop programmes of cyclical, revenue and planned maintenance over a thirty year period	
<b>Experience</b>	Experience of maximising opportunities for meaningful engagement with tenants to enable and embed high quality and accountable housing asset services.	Positive, supportive and dynamic leader with experience of leading change, managing through uncertainty and collaborating to achieve outcomes
	Experience of using customer feedback and complaints to support and embed service improvements	
	Breadth and depth of experience of successfully managing finances and resources, providing value for money and ensuring governance and compliance. Including annual setting of evidence led revenue and capital budgets	
	Developed understanding of contract types and contract management principles, with experience of managing construction contracts	
	Experience of leading and delivering housing projects and programmes with substantial individual budgets in excess of £500k	
	Excellent communication skills, both written and verbal including ability to write clear, evidence based and credible reports and communications	

	to support information sharing and decision making across the council	
	Experience overseeing a programme of complex projects delivering quality outcomes, on time and budget	

Purpose Details	
<b>Service Purpose</b>	Loddon Homes and Berry Brook Homes is committed to providing high quality homes and services to all our residents. Having a detailed and up to date knowledge of our stock, and the needs of our residents, and using data to drive quality and service outcomes is more than just a property focussed role. As small, local housing companies, with 300 homes in our combined portfolio, largely constructed in the last 10 years, we are at a critical point in creating and managing our longer term asset management plan.
<b>Role Purpose</b>	<p>Forming a key part of the Loddon Homes and Berry Brook Homes Leadership Team, this role will work in tandem with our Managing Agent's Asset Team and has specific responsibility for providing high quality, good value, compliant and safe homes for residents. This will involve:</p> <ul style="list-style-type: none"> <li>- Being the responsible officer for a property portfolio comprising £55million in assets</li> <li>- Creating, executing and managing the Loddon Homes and Berry Brook Homes asset management strategy including planning for investment and projects to enhance our assets.</li> <li>- Managing contract relationships with Wokingham Borough Council's asset team and other contracting partners that have responsibility for responsive repairs and maintenance, planned maintenance and health and safety compliance</li> <li>- Deliver a resident focussed asset service that truly considers the needs and wants of residents. Delivering the right outcomes for tenants, listening to feedback and acting on it are important parts of this role</li> </ul>
<b>Resident responsibility</b>	<p>Our focus on our residents can not be compromised. A clear, effective and structured approach to asset management plays an integral part in delivering tangible results for our residents, after all, who knows about the condition of their homes better than our residents do?</p> <p>Fundamental to this role is an understanding and a commitment to making our residents feel heard, respected and empowered about the home they live in. This will be achieved through:</p> <ul style="list-style-type: none"> <li>• Ensuring homes are suitable and safe for tenants</li> <li>• Working with tenant engagement teams to respond to feedback and concerns about housing conditions.</li> </ul>

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|  | <ul style="list-style-type: none"> <li>Involving residents in the decisions we make about their homes and giving them an opportunity to contribute and have choices.</li> </ul> |
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Evaluation Declaration	
Date of Evaluation:	25.05.25
Evaluated by:	Karen Howick