

Asset Manager (AM) CESSAC & CESSA Housing Association (CESSA HA) (2-year Fixed Term)

Based at: Head Office, Portsmouth (but regular travel/occasional overnight absence)

Accountable: To the Director of Housing (DoH) CESSAC & CESSA HA

JOB DESCRIPTION

Preamble

CESSAC & CESSA HA have the same roots, but are financially separate with different accountabilities and regulators. They share some staff, facilities and governance arrangements to benefit from economies of scale and hence facilitate their charitable outputs. Their accounts are kept scrupulously separate, as are those of Greenwich Hospital Sheltered Housing (GHS), which is managed as a third element. The post holder has some responsibilities for all three organisations, principally for all the Sheltered Housing. Whereas CESSA HA is a Registered Provider of (Social) sheltered housing, GHS is wholly owned by its parent charity but is generally managed *as if* it were registered also.

Purpose of the Asset Manager Post

This 2-year Fixed Term¹ post has responsibility for overseeing and managing Housing Property Management functions involving: Health & Safety (H&S) and Major, Planned, Day-to-Day & Voids repairs & maintenance works to time, budget, resident satisfaction and quality. To achieve this, the role will liaise and work closely with the Housing & Services Manager (HSM).

In liaison with CEO and DoH, they will oversee all procurement and will also be responsible for the organisation's asset management strategy, including the development of short, medium and long-term capital and revenue investment programmes to ensure our homes are maintained in a safe, comfortable and aspirational condition for our tenants. With a sector wide growing focus on Decent Homes, Net Zero Carbon (NZC), building safety and procurement, the AM will be critical in guiding the right investment at the right time to help the organisation maintain these standards and great homes for our beneficiaries to live in.

Accountability & Reporting

1. The AM is accountable to the DoH.
2. The AM works closely with the HSM and the Tenant & Services Manager (T&SM).
3. The AM will regularly liaise with the sheltered Scheme Managers, the two Maintainers and external contractors regarding Major and Planned works projects.
4. The AM reports through the DoH to the Housing Committee (which normally meets 2 times a year).
5. The AM may exceptionally be required to report to CESSAC Council and/or CESSA HA Committee of Management and/or to General Meetings.

¹ Although initially for a 2-year fixed term period, the requirement for the role to become permanent will kept under review.

Authority

1. The AM is the 1st Reporting Officer for external Major/Planned works contractors.
2. AM's contractual and other authority (e.g. recruitment) is set out in the relevant Policies (as amended from time to time).

Principle Tasks

1. In liaison with CEO and DoH, the development and management of the organisation's asset management strategy.
2. Optimisation of the organisations' housing assets by working with HSM, DoH and CEO to enable robust decisions to be made about the stock ensuring we are making a difference to the lives of our residents and their communities.
3. Close liaison with the HSM who has operational responsibility for Day-to-Day repairs service delivery and H&S functions.
4. Monitoring of, and keeping abreast of all current legislation and Housing Best Practice and initiatives to ensure the continual improvement of our stock and the wellbeing of tenants living in them.
5. Ensuring that all relevant regulatory registration requirements (e.g. Contract and Heat Network registrations) are complied with and kept in date.
6. Monitoring of the Heat Network Regulations 2024 to ensure compliance as required. Liaising with CEO and DoH to ensure timely implementation of projects to ensure required standards are met within prescribed timescales.
7. Monitoring of H&S legislation (e.g. the Fire Safety Act 2022 and Building Safety Act 2022) to ensure compliance as required, initiating and managing organisational projects to ensure required standards are met with prescribed timescales.
8. Continuous oversight, compilation and review (in liaison with DoH & HSM) of organisational H&S policies and functions, particularly in relation to the management of Fire Safety and delivery of Fire Risk Assessments (FRAs).
9. Ensuring that all property information on the Housing Management System Asset database is regularly reviewed and updated to reflect Day-to-Day, Major and Capital work completions (monthly).
10. Monitoring and ensuring that property attribute information; H&S file; Regulation 38 information and O&M files are regularly reviewed and updated and are available as required (e.g. hard copy, electronically, or on the Housing Management System).
11. Compiling and running analysis reports on Major, Planned and Capital works on a quarterly basis to inform business decisions and to ensure senior management overview when required. Providing the same for Regulatory reporting purposes as necessary.
12. Managing and overseeing the implementation of recommendations from H&S Reports (e.g. Lift Insurance and inspection reports, FRAs and electrical surveys). Liaising with DoH and HSM to ensure that all actions are carried out efficiently and effectively so as to achieve best VfM at all times.
13. Oversight, programming and management of the organisations' 5-yearly electrical and structural stock condition surveys to gather real data, regarding the physical attributes and

condition of the housing portfolio and use this to compile relevant work programmes spanning 5, 10 and 30-year modelling and to calculate the Net Present Value (NPV) of each scheme.

14. Programming and monitoring lead for relevant actions arising from the structural survey programme to ensure all risks are addressed in suitable timeframes by delivery teams; compiling, maintaining and updating an Asset Structural Risk Register and annually reviewing the same with the DoH. Taking responsibility from inception to completion.
15. Annual production of the 30-year plans, reviewing and updating Asset attribute information, life expectancy and replacement cost as required. Annually reviewing the same with the DoH to facilitate, in coordination with the HSM, the identification of opportunities and seeking approval for stock improvement.
16. Procurement of bulk bi/triennial energy contracts to meet Best Practice requirements and performance monitoring of same.
17. Monitoring and management of organisational procurement procedures, ensuring that relevant legislation and company policy is followed at times to ensure effective, efficient procurement methodology that meets Social Housing and Procurement Best Practice. This to include participating in Framework Agreements as and when required by business needs.
18. Compiling, monitoring and updating an organisational Contracts Register, annually reviewing the same with DoH.
19. Project leading the pricing, tendering and management of Major works projects from inception to completion, following procurement policies and procedures to ensure Best Practice compliance.
20. As approved by the Committee of Management (COM), in liaison with the T&SM, assisting the HSM with undertaking resident engagement and consultation to engage with and gain resident input, feedback and challenge into proposed Major Works projects.
21. Seeking and compiling cost feasibilities, estimates, specifications, and pricing from external contractors and sub-contractors for Major improvement projects; and with the assistance of the HSM, ensuring the same for Day-to-Day reactive maintenance and repairs.
22. Continually identifying areas to improve the building services delivered to tenants.

Secondary Tasks

1. Jointly with HSM & T&SM provide cover and act on behalf of the DoH, wherever the need arises, i.e. during their leave or when out of the office on business.
2. To provide in-house advice and support to CEO and CESSAC in the development (but not oversight) of Head Office and CESSAC projects and procurements, and their management of physical assets.
3. The DoH and/or the CEO, may allocate other reasonable duties from time to time as required.

This is written - and is to be read - in the broader context of other formal instructions and guidance issued from time to time by or on behalf of the Council of CESSAC and the Committee of Management (COM) of CESSA HA. All employees are expected to be flexible in their working routines with a collective aim of providing an efficient service throughout the activities of CESSAC and CESSA HA.