

**Asset Manager (2-Year Fixed Term<sup>1</sup>)**  
**CESSAC & CESSA Housing Association (CESSA HA)**

**Person Specification**

**Essential Criteria**

- Experience of working in a Housing or Asset Management role that demonstrates knowledge and understanding of:
  - Asset Management of Social Housing, including the effective management of Asset-based H&S and component records.
  - Procurement legislation.
  - Housing-related Health & Safety legislation.
  - Housing-related Property Law.
  - External stakeholder management, i.e. local government and other agencies.
  - The wider strategic Housing environment and its implications on the services delivered by the organisation.
  - Housing Repairs and Maintenance.
  - Voids management.
- Experience of procuring and managing Major, Planned and Capital works projects.
- Experience of using data management and analysis to manage business performance.
- Excellent problem-solving skills, especially where solutions are not always transparent.
- Excellent time management skills; able to prioritise and manage a varying and busy workload.
- Effective communication and negotiation skills at all levels of the organisation and with residents.
- Honesty, openness and empathy with older people, particularly those with an ex-Service background.
- Competent use of computerised information and management systems including IT packages. Proficient with Microsoft Word, Excel and Outlook.
- Clean driving licence and access to a car insured for business purposes.
- DBS clearance (or ability to obtain it, i.e. no personal history that would preclude it).
- Candidates will need to be able to highlight how they develop rapport with tenants, and the volunteer tenant and Housing Committee groups.

**Desirable Criteria**

- Relevant Housing or Health & Safety qualification and/or membership of professional housing body e.g. Chartered Institute of Housing, or willingness to obtain.
- Experience of record keeping and data management using a Housing Management System.
- Experience of using Framework Agreements to procure Major, Planned and Capital works programmes.
- Experience of Sheltered Housing.
- Some understanding of the Armed Forces.

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