

ROLE PROFILE

Job Title: Property Investment Manager	Role Reports to: Property Services Manager	Business Function: Asset Management	Grade: D
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Job Purpose: Lead the effective management and delivery of Your Housing Group's investment programme encompassing a wide range of project types and sizes inclusive of planned investment, major works, capital compliance works and cyclical maintenance.	Key Competencies: <ul style="list-style-type: none"> • Flexibility and Resilience • Results Focus • Commercial Focus • Meeting Customer Needs • Personal Learning and Growth • Innovation • Problem Solving and Decision Making • Interpersonal Understanding • Leadership • Developing Others
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Key Responsibilities:

1. Lead and co-ordinate YHG's regional property investment works programme, and leadership of the regional Property Services Team.
2. Lead the delivery YHG's investment programme inclusive of planned investment, capital compliance, major projects and cyclical investment projects to ensure statutory obligations/regulatory undertakings are met.
3. Project manage and contract administer planned and major works programmes, along with agreeing any variations to the scope of works, managing contract costs and programme budgets.
4. Undertake building surveys, inspections, defect diagnostics, preparation of design documents, interim and final account reports and report writing.
5. Advising on construction design, and the management and supervision of maintenance of buildings, dealing with building warrants and advising on property legislation and building regulations.
6. Act as a key point of contact for programme investment projects, lead customer engagement on property related investment functions and liaise with internal and external stakeholders.
7. Overall health and safety responsibility and compliance with legislative requirements including CDM for all compliance related activities within the investment programme
8. Management of performance, resources and budgets of the regional Property Services Team ensuring effective use of resources to deliver agreed performance targets and customer
9. Support the delivery of the Asset Management Strategy and investment plans contributing to the improvement of stock Net Present Value, Neighbourhood Plans and stock/option appraisal of properties.
10. Undertake additional duties appropriate to the role and/or grade.

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Knowledge and track record in investment planning and delivering investment programmes. • Commercial management experience and understanding construction contracts. • Strong knowledge of building legislation and maintenance management best practice. • Knowledge of performance and budget management. • Good understanding and management of compliance, health safety and risk 	<ul style="list-style-type: none"> • Awareness of the requirements and regulations facing social housing providers relating to asset management
Skills	<ul style="list-style-type: none"> • Strong interpersonal communication skills. • Ability to solve problems – to be flexible and adaptable and able to respond to situations creatively. • Good IT skills. 	<ul style="list-style-type: none"> • Proven planning, co-ordinating and organisational skills.
Experience	<ul style="list-style-type: none"> • Experience of performing role of ‘principle designer’ and knowledge of the requirement of CDM. • Experience of managing relationships with internal and external stakeholders. 	<ul style="list-style-type: none"> • Experience of leading and managing property services teams to high levels of performance. • Experience of supporting the delivery of Asset Maintenance Strategies. • Experience of analysing management information to identify improvements required.

	Essential	Desirable
Qualifications/Education	<ul style="list-style-type: none">Building related Degree standard or equivalent and/or relevant technical qualification or experience.	<ul style="list-style-type: none">Professional qualification in a property/building related specialism MCIOB (Member Chartered Institute of Builders), MRICS, (Member Royal Institute of Chartered Surveyors) MICE (Member Institute of Civil Engineers) etc. or equivalent qualification/experience.Recognised Health & Safety qualification.Relevant technical qualification (or working towards) e.g. RICS or CIOB accredited HND or degree level qualification;
People Management Responsibility?	Line management responsibility, including coaching, development and performance management.	
Budgetary Responsibility?	Responsibility for managing a budget	
Key Relationships (internal/external)	Working with a wide range of partners and stakeholders to achieve business results.	
Safeguarding of Children Young people and Vulnerable Adults Your Housing Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. As a Your Housing Group employee, it is your responsibility to attend safeguarding training in accordance with YHG safeguarding training strategy and to be aware of and work in accordance with the YHG safeguarding policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.		

Key Role Performance Indicators
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| <ol style="list-style-type: none"> 1. Site Control – Ensure a minimum of 10% of handovers are inspected prior to practical completion. 2. Cost Estimating & Control - Ensure all allocated Investment Programme Project variations are in line with the contract requirements. 3. Predictability – Ensure that all completed site works are completed within 5% of original programme requirements. 4. Risk Management – Ensure all project are 100% compliant, i.e. CDM regulations, Building Control, Planning, Fire Regulations, Financial Standing Orders etc. 5. Stakeholder Management - Deliver all allocated Investment Programme Projects with a customer satisfaction score of 95% or better. |
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Date Role Profile Created/Updated:	November 2018
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