



Care Housing Association provides sustainable, quality accommodation to individuals who require support. The Assets and Compliance Manager (ACM) will have overall responsibility for all aspects of the assets team including responsive repairs, planned maintenance, and ensuring our properties are safe and compliant with all statutory and regulatory expectations.

This is a key role for Care. We expect our homes to be high quality and safe. The ACM will have to have a good understanding of the maintenance needs of buildings both from a technical and functional perspective, as well as an awareness of the health and safety and other statutory requirements relevant in the social housing sector.

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**POSITION:** Asset & Compliance Manager

**RESPONSIBLE TO:** Chief Executive

**RESPONSIBLE FOR:** Property Surveyor, Contracts Manager, Repairs Administrator

**CONTRACTED WORKING HOURS:** 35 hours per week

**LOCATION:** Head Office at Rawtenstall / Agile Working

**SALARY:** £52,000 + £1,300 essential car user allowance

## **PURPOSE OF THE JOB**

Care Housing provides supported living accommodation to adults with learning disabilities, autism or mental health needs. Care's maintenance services are arguably the most important services to our tenants. This role requires a competent, professional and approachable person to manage the delivery of our asset management programmes and oversee asset related health & safety and compliance.

## **Key Responsibilities**

### **Operational**

- Oversee the management of the responsive repairs contracts and ensure performance to agreed service standards is maintained, and report on this to the CEO as requested.
- Carry out cyclical reviews of Value for Money of our service contracts, including responsive repairs, planned maintenance, water treatment & testing, fire risk assessments, PAT testing, specialist equipment, LOLER and any other asset related compliance and health and safety service.

- Providing a compliance overview report to the CEO on a monthly basis, and ensure appropriate overview of all asset related compliance and health & safety issues.
- Review development opportunities for the Association, including surveying new property related opportunities and providing key financial appraisal information to support the viability assessment, e.g. repair and planned maintenance costs.
- Liaise with the Business Development team around new opportunities and identify any areas of asset based financial risk relating to potential new developments.
- Develop and provide oversight of the Associations Planned Maintenance programme.
- Assist the CEO in budgeting appropriately for asset related items, e.g. general maintenance and planned maintenance.
- Provide line management to the Property Surveyor, Contracts Manager and Repairs Administrator.
- Coordinate ongoing site inspections/meetings for pipeline developments.
- Ensure appropriate oversight in relation to pre-lease condition surveys and end of lease dilapidations to ensure the Association meets its obligations.
- Development of asset and compliance related policies

### **Strategic**

- Oversee the continual development and ongoing use of the repairs, planned maintenance and asset management modules of the Active H housing management software system.
- Periodically review Care's employer's requirements, specification and standards for new build and refurbished properties.
- Any other duties commensurate with the responsibilities of the post.
- To operate in accordance with agreed policies, procedures, systems and practices.
- To articulate and personally demonstrate an exemplary set of values and behaviours in line with the Association's values.
- To contribute to the building of a staff culture where every person feels empowered and valued.
- To identify areas of service improvement and report these to the CEO.
- To be part of the Senior Management Team and contribute to organisation wide discussions as directed by the CEO.

### **Personal Development**

- Contribute to the overall development of the Association by using individual skills, strengths and abilities and train support services staff on housing management and standards.
- To actively participate in own annual performance review, objective setting and any training identified as required.
- To fulfil own agreed personal development and training programme.
- To be aware of the policies of the Association and ensure they are carried out and that good practice is maintained.
- It is your responsibility to take care of your own health and safety and that of your colleagues.

### Your experience/skills:

<b>Knowledge / Skills</b>	<b>Essential / Desirable</b>
A good general level of education (GCSE or higher)	E
A Degree/RICS/ONC/HNC/NVQ Level 4 qualification in a relevant housing maintenance / asset management discipline	E
Experience of social housing asset management and compliance (minimum 5 years)	E
A good knowledge of housing maintenance and managements issues	E
Knowledge of the regulatory and legislative framework in social housing, relating to asset management and compliance	E
Experience of personnel management at middle-senior level within social housing	E
Strong organisational and problem solving skills	E
Experience of supported housing	D
Knowledge of MIS Active H – R&M Module	D
A trade background or practical experience of repairs and maintenance	D
Full UK driving license	E
Good written, verbal and communication skills	E
IT literate	E
Good organisational skills	E
Committed to equal opportunities	E
Experience of providing excellent customer service	E

### How to Apply

If you wish to apply for this role, please send your CV along with a supporting statement (no more than 2 sides of A4) detailing how you are suitable for the role. Please email this to [matthew@careha.org.uk](mailto:matthew@careha.org.uk).

Closing date – 6<sup>th</sup> January

Interviews will be held 15<sup>th</sup>-16<sup>th</sup> January