

JOB DESCRIPTION -

Job Title: Senior Property Investment Officer £
Department: Neighbourhood Investment
Reports to: Senior Manager in Property Investment – (dependant on area in which deployed.)

Date: September 2010

1 PURPOSE OF YOUR JOB

To ensure Shoreline deliver a successful and excellent service within a contracting environment for the provision of all aspects of Maintenance and Investment works to Shorelines dwellings and other assets. To be responsible for service delivery in dedicated areas in either the North or South.

To be responsible for all managerial aspects of the section for both staff and service needs.

2 DIMENSIONS of the Post

- To undertake inspections/surveys of all building maintenance work. To prepare work schedules, specifications and competitive estimates/quotations that reflect value for money, service standards and budget availability, where appropriate.
- To record accurately, using latest technology, all such surveys and inspections in the agreed manner.
- Responsible for the supervision of a team of Property Investment Officers, technical assistants and other support according to service demands.
- To manage the delivery of the appropriate and necessary investment programmes across Shorelines 8,000 properties ensuring compliance with all relevant legal and statutory regulations.
- To be responsible for the budget expenditure for the service area, not exceeding (£4 million)
- To work closely with Housing Services ensuring that joint working relationships and initiatives are developed and promoted.

3 PRINCIPAL ACCOUNTABILITIES

1. Lead, manage and motivate the Repairs & Maintenance, and Void teams to ensure that performance targets are met, services are properly planned & resourced and that risks are appropriately managed by means of, among other things, the company's employee performance management framework, formal project management arrangements, and quarterly departmental performance reviews.

1. Responsible for managing the collation of accurate data and information to enable the production and delivery of investment programmes.
2. Monitor and control operational budgets to ensure the most effective use of resources and that expenditure is in line with the business plan.
3. Ensure Shoreline is fully compliant with all relevant statutory responsibilities and obligations across its stock including but not exclusively; the management of asbestos products within the stock, landlords requirements in relation to Gas safety and certification, actions in relation to disrepair, and compliance with various building regulations and planning controls etc.
4. To attend major incidents out of hours and ensure that the Major Incident procedure is followed.
5. To undertake supervisory aspects of the team, ensuring all performance monitoring and personal development of staff is co-ordinated, including the production of appropriate risks assessments.
6. To ensure, that appropriate audit processes and practices are followed in order that costs for all works undertaken by Contractors are accurately reconciled with any income claims for effective financial control and budgetary management.
7. To ensure that all maintenance and investment activity is integrated and coordinated to maximise efficiencies and value for money.
8. Prepare drawings, specifications, scope and schedules of work and produce estimates and quotations by sourcing and collating all relevant costing information to ensure all works are complete to necessary and appropriate standards and budgets.
9. Ensure that contracting partners are effectively engaged via a performance management framework, and compliance with contractual requirements.
10. Ensuring Information systems are updated in an accurate and timely manner to enable Shoreline to monitor, predict and plan all necessary future investment.
11. Provide comprehensive periodic budget information on a timely basis to enable accurate budget reporting, forecasting and planning.
12. To contribute to reviews of service, and assist in the preparation of programmes of work, review management plans as necessary ensuring work will be delivered to the appropriate standards within budgetary constraint and expectations.
13. Ensure that Housing Services are effectively engaged in all maintenance and investment plans as necessary.

14. Ensure that Housing Services are effectively engaged and joint working undertaken to improve and deliver service and performance improvements.
15. Ensure that all duties - including the management of employees, consultants and contractors - are in line with the SHP's policies, procedures, budgets, standing orders and financial regulations to ensure internal and regulatory compliance.

4 KNOWLEDGE AND EXPERIENCE

Qualifications:

HNC/HND or Minimum ONC or equivalent in a building related subject. (Essential)

Experience: (E) Essential (D) Desirable

Experience of using performance management frameworks and staff appraisals **(D)**

Experience within the building industry. **(E)**

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Experience of working in a property maintenance environment. **(E)**

Experience in preparing contractual documentation. **(E)**

Working knowledge of Health & Safety Regulations relating to building maintenance. **(E)**

Ability to produce, and work to risk assessments (E)

Numeracy and literacy skills. **(E)**

Experienced in using latest handheld technology **(E)**

Working in Customer focussed environment and ability to listen, respond and influence customers

Experience of technical issues relating to all aspects of building maintenance. **(E)**

Experience of Communicating and Influencing

Possession of valid full driving licence. **(E)**

Physically mobile **(E)**

Knowledge:

Knowledge or experience in one or more of the following areas of responsibility – e.g. gas servicing and maintenance, asbestos management – contract management – responsive repairs, voids – Investment programmes (E)

Knowledge of construction work, building services and estimating. **(E)**

Effective organisational skills. **(E)**

Verbal and written communication skills. **(E)**

Project Management **(E)**

Customer Focus **(E)**
Working with People **(E)**
Be proficient in the use of estimating/surveying software packages **(D)**
Working knowledge of Computer Aided Design Software **(D)**
Knowledge of sustainable communities' agenda **(D)**
Quality Management **(D)**
Financial Management **(D)**

5 ORGANISATION CHART

See attached

6 ADDITIONAL INFORMATION AND JOB CONTEXT

The post holder will be allocated specific responsibilities for an area of work but will from time to time, cover additional duties relating to other Senior Property Investment Officer roles.

Shoreline Housing Partnership is committed to providing excellent Customer Care to our customer's lives. Customer care is at the forefront of our values and is a key competency that we look for when recruiting new employees.

Shoreline believes that Equality and Diversity is fundamental to all aspects of our business and should be an integral and embedded part of everything we do.

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Employees are expected to comply with the equality and diversity policy and respect and value others in their work.

Shoreline requires that health and safety is considered at the earliest opportunity and that all of its employees adopt a systematic and effective approach to health and safety within their particular area of responsibility. Shoreline Housing Partnership expects every employee to comply with its agreed policies and procedures and to take all possible care for their own health and safety and that of others.