

**ALBYN HOUSING SOCIETY LIMITED
JOB DESCRIPTION**

1. IDENTIFYING FACTS

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| Title of Job: | Interim Director of Asset Management and Subsidiaries |
| Location: | Invergordon |
| Number of Jobholders: | 1 |
| Title of Line Manager: | Chief Executive |

2. JOB PURPOSE

Provide interim senior management in the areas of asset management including capital development programmes, planned and cyclical maintenance, and component replacement programmes.

To lead the Society's development and implementation of a comprehensive Asset Management Strategy that matches tenant and business aspirations.

Support the Leadership Team and the Chief Executive to maintain high performance standards while operating in a dynamic environment of business transformation.

3. MAJOR TASKS

1. Manage the performance of the Assets and Investment Team to ensure high quality asset management and customer service.
2. Embed a process of routine performance management across the team and use accurate, up-to-date data to analyse and resolve quality issues
3. Implement, monitor, and improve a framework of project and programme management relevant to the needs of the team, the Leadership Team and the Society's Board
4. Manage and support the process of change as the Asset and Investment Team embraces new ways of working through Project Phoenix (transition to a new housing management system) as well as the outcomes relating to post COVID 19 business operations.
5. Provide line management to the Assets and Investment Team Manager and the Highland Residential (Inverness) Ltd Team
6. Provide line management for Albyn Enterprises Limited staff and sponsor its projects including the City Region Deal and technology work
7. To ensure the effective delivery of significant works procurement exercises, designed to deliver the outputs of the investment strategy.
8. Chair and coordinate weekly and monthly meetings of the Asset and Investment Team and Highland Residential

9. Assist the Group Chief Executive in the production of departmental strategies (asset management strategy, green energy strategy and operational plans and ensure their effective delivery) that fit the business's strategic objectives and take account of tenant feedback.
10. Identify risks and apply appropriate risk management controls.
11. Responsible for managing development and maintenance budgets
12. Carry out any other duties to the standards set as may reasonable be required by the business needs of the Society.

4. Person Specification

| Criteria | Essential | Desirable |
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| Education & Training | Relevant professional qualification such as RICS | Chartered MRICS |
| | Evidence of Continued Professional Development | Post-graduate level in leadership and management/ people management/ PPMO or equivalent |
| Skills | Able to respond quickly and effectively to the demands of an interim role | Skilled in the use of management information systems |
| | Management skills with an ability to set standards of performance, conduct and support for staff based on Albyn's values | |
| | A clear and open communicator with excellent written and verbal communication skills | |
| | Able to produce management reports to a high standard of content, accuracy, and presentation. | |
| | Able to forward-plan effectively and to identify well-thought through management solutions | |
| | Able to handle the demands of a changing business setting | |
| | Finance and budget management skills | |
| Experience | Experience of asset management at a senior level | Ideally in a similar sized or larger organisation (Albyn has approx. 3,700 units across the Highlands) |
| | Evidence of implementing asset management and green energy strategies | Experience of third sector or housing association environments and reporting to non-executive boards |
| | Experience of managing multiple programmes concurrently | Has experience of tenant/user-focused services |

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| | Experience of operating in a regulated environment | Experience of working under the requirements of the Scottish Housing Regulator |
| | Proven strong leadership and management experience including complex management issues | |
| | Experience of budget management | |
| Personal Qualities | Flexible to meet business demands | |
| | Able to motivate and manage business change | |
| | Resilient and determined | |
| | Enjoys delivering results through people; staff and customers | |
| | Naturally collaborative with the will and skill to integrate quickly into the senior team | |