

## LONDON BOROUGH OF LEWISHAM

### JOB DESCRIPTION

Designation:	Asset Manager	Grade:	SMG1
Reports to (Designation):	Head of Stock Investment and Asset Management	Grade:	
Directorate:	Housing Quality & Investment	Section:	SIAM

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#### **Main Purpose of the job:**

Responsible for the development and delivery of the Asset Management strategy for Housing Quality & Investment.

Developing effective investment programmes and projects in line with strategic priorities and financial budgets.

Reviewing and proposing opportunities for regeneration to improve the effectiveness and returns from our housing stock.

Identify risks and opportunities across our asset base to the Director of Housing Quality & Investment and Head of Stock Investment and Asset Management.

Be responsible for developing and managing partnership relationships with stakeholders and providing input and expertise in asset management policy initiatives.

To deputise for The Head of Stock Investment and Asset Management.

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#### **Summary of Responsibilities and Personal Duties:**

#### **MANAGEMENT ROLES & EXPECTATIONS**

- Have direct responsibility for the completeness, accuracy and integrity of data within and across systems used by Housing Quality & Investment, reporting and analysing that data to enable informed investment decisions to be made.
- Deliver an Asset Service to support the delivery of investment programmes in line with the Asset Management Strategy, whilst applying asset management principles across the infrastructure of the Housing Directorate.
- Based upon accurate data held in systems, draft and model planned works programmes; design option appraisal models; undertake life cycle costing along with energy and sustainability analysis and programme monitoring. Present output for discussion and decision making where required.
- Identify the investment needs of our stock, working with compliance, repairs, housing management and stock investment teams to prioritise works, whilst co-ordinating the annual major works programme.
- Provide clear and accurate reports to Directors, Heads of Service and other stakeholders regarding present and future projects against the Assets of Lewisham Council including costs, priorities and legal requirements.

- Ensure that processes and protocols are in place to manage the performance and risks associated with compliance with statutory requirements including fire, health and safety and building regulations.
- Provide long term information on financial value and the performance of assets, which will enable strategic decisions which align to stock condition data in order to forecast future costs of maintain the stock.
- Work with the ICT department to ensure the Asset Software system is fit for purpose and provides reports to assist with the delivery of Projects and works.
- To identify external funding streams to enhance capacity for investment programmes, sustainability, energy efficiency standards across the stock. Continuously looking for value for money.
- Support and offer guidance to all in relation to stock investment, compliance, special projects and day to day repairs, to enhance our stock for the benefit of our customers ensuring that options appraisals are reflected in all major works that we do as well as supporting projects for our assets.

You will be expected to:

- Maintain excellent customer service in all areas of work and lead the investment program to ensure active community engagement and participation.
- To ensure high quality monthly 121's and annual appraisals are carried out against setting clear objectives and targets.
- To take appropriate action on any grievance, sickness absence, performance issues or disciplinary matters
- Take responsibility for own learning and development
- Actively promote the work of the Housing Directorate and participate fully and effectively in team working and contribute to a culture of continuous performance improvement.
- Comply with all Lewisham Council policies, including contractual standing orders, financial regulations and all HR policies and procedures including Health & Safety and Equality & Diversity
- To use a flexible and engaging coaching style of management to support and develop colleagues for the benefit of the individual, service and organisation.

This job description is not exclusive or exhaustive. It is intended as an outline indication of the areas of activity and can be amended in the light of the changing needs of the organisation.

To carry out the duties of the post with due regard to the Council's relevant codes and procedures.

All employees are required to participate in the Council's appraisal system and to undertake appropriate training and development identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

## PERSON SPECIFICATION

**JOB TITLE: Asset Manager**

**POST NO: 55608**

**DEPARTMENT: Housing Quality & Investment**

**GRADE: SM1**

### **Note to Candidates**

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you have a disability that prevents you from meeting certain job requirements directly due to your disability, please include this information in your application. If you meet all other criteria, you will be shortlisted, and we will work together to explore possible adjustments to the role that would enable you to fulfil the job requirements.

### **Equality & Diversity**

Awareness of and a commitment to Equality of Access and Opportunity in a diverse community **S**

Understanding of how equality and diversity relate to this post

### **Knowledge and Experience**

Degree-level qualification in Asset Management, Construction, Surveying, Housing, Property, Engineering, or a related discipline.

Strong knowledge of asset management principles, stock evaluation methods, lifecycle planning and capital investment planning. **S**

Evidence of continuous professional development relevant to asset management, housing, building safety or investment planning.

Strong awareness of legislation, statutory requirements and compliance duties relating to housing assets (e.g. fire safety, building regulations, HHSRS). **S**

Professional membership: RICS, CIOB, CIH or equivalent.

Additional qualifications in data analytics, sustainability, net-zero retrofit or programme management.

Significant experience in developing and delivering Asset Management strategies, planned works programmes and long-term investment plans. **S**

Proven experience in analysing asset data, stock condition surveys, lifecycle costing, and modelling planned maintenance scenarios. **S**

Experience working in or alongside compliance, building safety, repairs, housing management and major works delivery teams.

Demonstrable ability to produce high-quality reports for Directors, Members, Boards and senior stakeholders.

Experience managing or influencing multi-disciplinary teams, consultants, contractors and internal partners.

Experience coordinating annual major works programmes, option appraisals, risk analysis, and regeneration opportunities. **S**

Experience in local government or large social housing organisations.

Experience identifying and securing external funding streams (e.g., SHDF, sustainability/energy grants).

### **Skills & Abilities**

Excellent analytical and problem-solving skills with the ability to interpret complex data and translate findings into strategic decisions. **S**

Ability to design, model and present investment options, lifecycle plans and financial forecasts.

Strong communication skills, able to present complex information clearly to senior stakeholders, members, residents and partners. **S**

Ability to lead, influence and work collaboratively across SIAM (asset, commercial, delivery, compliance and regeneration teams). **S**

Ability to manage competing priorities, meet deadlines, and maintain high standards of governance and data accuracy.

Ability to deputise effectively for the Head of Stock Investment & Asset Management where required.

### **Desirable**

Knowledge of retrofit zero-carbon planning and sustainability strategies.

Familiarity with asset management IT systems and data validation processes.

Skills in digital tools, Power BI dashboards, and data visualisation.

Strong negotiation and commercial acumen.

Experience of mentoring junior members.

Experience of working in social housing/public sector.

### **Aptitude**

Possess Strong interpersonal skills to liaise with contractors, clients, and stakeholders.

Experience of using Microsoft Office and other computer systems to a high-level.

DBS Disclosure Required?    No        Basic        Enhanced   

**(Tick as appropriate – guidance available from your HR Advisor)**

### **Physical**

Generally, candidates must meet the standard Lewisham requirements for the post