

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation: Asset Team Leader	Grade: PO4
Reports to Asset Manager	Grade: PO8
Directorate: Housing (Quality & Investment)	Section Stock Investment & Asset Management (SIAM)

Main Purpose of the job:

The Asset Team leader supports the Asset Manager in the development and delivery of the Council's Asset Management Strategy, ensuring that investment programmes, stock performance analysis, and asset planning align with strategic priorities and available resources.

The postholder will deputise for the Asset Manager, contribute to planning effective investment programmes, lead the Asset Officers, and support stakeholder relationships.

They will also help identify risks, opportunities, and regeneration potential across the housing asset base.

The role will be responsible for supporting in developing and managing partnership relationships with all stakeholders and providing input and expertise in asset management policy initiatives.

The role will play a pivotal role in supporting the effective operation of the SIAM service by leading and coordinating the Asset Officers and Graduate Communication Officer.

Summary of responsibilities and personal duties:

- Support delivery of the Council-wide Asset Management Strategy, ensuring investment programmes meet strategic, financial, and regulatory requirements.
- Deputise for the Asset Manager, providing leadership and expert technical input in decision-making.
- Analyse asset data, stock condition information, performance indicators and lifecycle planning data to inform strategic investment decisions.
- Responsible for the Asset Officers, their development and ensuring a high-quality service is offered across the council and external stakeholders.
- To support in delivering 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.
- Supporting draft and model planned works programmes; design option appraisal models; life cycle costing along with energy and sustainability analysis and

programme monitoring. Assist in presenting output for discussion and decision making where required.

- Ensure the accuracy and integrity of data across all systems used by Housing Quality & Investment.
- Produce reports and analytical insights to support asset planning, investment prioritisation, and compliance.
- Maintain and enhance data workflows across asset management systems (including links to stock condition surveys and component data).
- Responsible for supporting in identifying the investment needs of our stock, working with compliance, repairs, housing management, and stock investment teams to prioritise works, whilst coordinating the annual major works programme.
- Responsible for providing 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.
- Support in ensuring 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.
- Assist in providing long term information on financial value and the performance of assets, which will enable strategic decisions which align to stock condition data to forecast future costs of maintaining 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 support in identifying 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.
- Raising SIAM profile by working with communication colleagues and publishing on various platforms.

Generic responsibilities

- Maintain excellent customer service in all areas of work and lead the investment program to ensure active community engagement and participation.
- Comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, and other relevant Council and Government Regulations, Directives and County wide priorities.
- Undertake any other tasks, duties, and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
- Take responsibility for personal learning and development, including completing e-learning, safeguarding training, and retrofit awareness modules.

- Uphold all relevant Council policies including Equality and Diversity, Data Protection, and Code of Conduct.
- Contribute to an effective and flexible working culture and participate in wider departmental and organisational projects where appropriate.

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.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff: 6

Title: Asset Officer	Grade: PO2	No of posts: 3
Title: Graduate Asset Officer	Grade: PO1	No of posts: 2
Title: Graduate Communication Officer	Grade: PO1	No of posts: 1

Number of partially managed staff: N/A

Title:	Grade	No of posts
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PERSON SPECIFICATION

JOB TITLE: Lead Asset Officer	POST NO:
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DEPARTMENT: Housing	GRADE: PO4
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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 are a disabled person but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria, you will be shortlisted, and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the 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	
Degree (or equivalent) in property, surveying, housing, finance, or a related field	
Understanding building safety legislation, and experience of ensuring compliance and monitoring performance against statutory, regulatory, and best practice requirements.	S
Detailed understanding of asset management functions in a housing or related organisation.	S
Good understanding of construction and refurbishment sectors	
Understanding of asset management principles, including the use of data to develop programmes of cyclical, revenue and planned maintenance.	S
Understanding contract types and contract management principles, with experience managing construction contracts.	
Aptitude	
Ability to have or acquire an excellent working knowledge of all elements of asset management, stock management, servicing regimes, and asbestos management.	
Skills	
Skills can only be used as shortlisting criteria if the skill is to be tested	(To Be Tested – T)
Technical and professional skills and expertise in an assets-based role in social housing.	
Possess excellent written and numerical skills or relevant experience.	
Excellent digital/ICT skills and confidence to incorporate digital transformation which supports service improvement and positive impacts for communities.	
Excellent communication skills, both written and verbal, including ability to write clear, evidence-based, and credible reports and communications to support information sharing and decision making across the council.	S
Understanding of relevant legislation (Decent Homes, Building Safety, HHSRS, compliance frameworks)	S
Strong analytical skills, with ability to interpret large and complex datasets	
Experience	
Significant track-record of operating in a technical, property services environment, operating and maintaining detailed asset management and related stock data utilising a purpose developed IT system within a local authority, housing association, government body, private developer, or agency or similar.	S
Experience in asset management within housing or a similar operational environment	S
Experience of supervision or management of a team.	S
Experience using customer feedback and complaints to support and embed service improvements.	
Experience analysing property/asset data and providing strategic insights	
Experience maximising opportunities for meaningful engagement with tenants to enable and embed high quality and accountable housing asset services.	
Experience working on defined operational projects, working on tight deadlines and objectives with minimum supervision.	
Experience using and maintaining an asset management database system for the management of all managed assets and servicing.	

General Education	
Educated to a high general standard.	
A housing qualification to a minimum of CIH Level 4 or equivalent, or a commitment to work towards this is essential.	
Degree and/or post graduate qualification relevant to the role is desirable.	
Membership of an appropriate professional body is desirable.	
Personal Qualities	
Adaptable, resilient, and proactive in solving problems	
Circumstances	
Physical	
Candidates must meet the standard Lewisham requirements for the post	

DBS Disclosure Required? No Basic Enhanced

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