

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation: Stock Investment Manager

Grade: SM1

Reports to: Head of Asset Management and
Capital Programme

Grade: SM3

(Designation):
Directorate: Housing

Section: Quality & Investment

Main Purpose of the job:

To lead and be responsible for design, procure and delivery of Planned, Cyclical and Major Work refurbishment and maintenance projects on behalf of Lewisham Council, as directed by the Head of Asset Management and Capital Programme.

Responsible for ensuring that the team deliver programmed improvement works using capital and revenue expenditure managing external contractors and consultants and being responsible for the Health and safety management of the works.

The role needs to combine a strong business focus and structured approach with a can-do mind set along with an open approach and the encouragement of new and innovative ideas.

To deputise for Head of Asset Management and Capital Programme as required.

Summary of Responsibilities and Personal Duties:

To enable the design, construction, maintenance, repair and refurbishment of all properties which are the responsibility of Lewisham Council. Procuring external and creating internal expertise and resources in order to procure major refurbishments projects.

Lead projects from inception to completion and ensure that all team members work together for successful outcomes. Ensuring buildings and project works conform to the latest building regulations and technical standards.

Management of a team of Contract Managers and Clerk of Works ensuring that projects are delivered successfully to programme and budget in-line with Health and safety compliance. Ensure that internal and external stakeholders are consulted, in particular, residents and Home

Ownership team in order to carry out statutory notifications of projects in a timely manner and in accordance with LBL procedural documents.

Contribute to the delivery of the department's operational budget, ensuring that value for money for all works and assets are managed proactively within a commercial environment.

Be the overall Contract Administrator Projects as well as assessing and certifying contract payments including the settlement of final accounts as well as any disputes.

Oversee with the team, all necessary statutory applications such as planning applications and building control ensuring the Contract and Project Managers provide practical advice in order

to solve technical and customer related problems.

Offer expert advice on Contract Management. Attend contractor and/or consultant meetings. Ensure that risk management is undertaken for all projects.

Ensure that statistical, financial and written reports are produced for all projects as required. Assist in the production of policies, procedures and technical briefs as required.

Develop and implement strategies to maximise the value and potential value of current and future housing assets and project works.

Review with the Head of Asset Management and Capital Programme, investment options appraisals and consideration of non-traditional solutions that increase quality and value.

Proactively keep abreast of new products and building techniques in order to inform future works programmes.

Attend meetings with residents and stakeholders as required, which may be after office hours.

Build, establish and maintain effective working relationships with local authorities and other external stakeholders.

Provide information as required by the Director and Head of Asset Management and Capital Programme regarding individual project performance for the purpose of answering specific requests.

MANAGEMENT ROLES & EXPECTATIONS

As a Senior Team Manager, you will:

- Lead and promote a positive working environment where the team provides responsive and professional advice to achieve excellence in service delivery.
- Provide leadership and effective performance management to develop and maximise individual, team and organisational capabilities.
- To directly line manage reports ensuring regular supervision and professional development takes place in line with the People Management Framework.
- Fully support the management team in the development and delivery of cultural change plans and interventions within Lewisham
- Ensure all activities in designated areas of responsibility are managed in accordance with best practice, with appropriate strategies, policies and monitoring in place in order to manage and minimise risk and maximise the use of resources.
- Be responsible for the management of relevant budgets and compliance with financial procedures.
- Comply with all processes and policies, including but not limited to contractual standing orders, financial regulations and all HR policies and procedures including Health & Safety and Equality & Diversity. Ensure compliance with employment law and regulatory requirements at all times.

Generic responsibilities

- Take responsibility for own learning and development to ensure an effective value added
- contribution to the Service and organisation's objectives are maintained
- Ensure all work reflects Lewisham's corporate objectives and values
- Comply with the requirements of the Performance review process and undertake such development activities as are required to improve performance and ensure that service objectives are met.

- Undertake specific projects as part of individual development
- 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.

Internal Contacts:

External Contacts:

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.

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

Number of fully managed staff: Minimum 5

Title:

Number of partially managed staff:

Title:

Grade

No of posts

PERSON SPECIFICATION

JOB TITLE: Stock Investment Manager

POST NO:

DEPARTMENT: Housing

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 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.

Knowledge	Criteria
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<u>Innovating, Learning and Strategic Commercial Thinking</u>	
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| <ul style="list-style-type: none">• Demonstrates financial awareness, delivers efficiencies, controls cost and thinks in terms of added value. | S |
| <ul style="list-style-type: none">• Sets clear expectations and actively manages Contractors and third parties through monitoring performance against set goals and KPI's as well as leading on meetings. | S |
| <ul style="list-style-type: none">• Contributes relevant additional information and knowledge from external networking and or research. | |
| <ul style="list-style-type: none">• Creatively and logically solves problems, giving consideration for financial and risk implications as well as turnaround of projects. | |
| <ul style="list-style-type: none">• Recognizes, gathers or gains access to important information using appropriate resources. | |
| <ul style="list-style-type: none">• Looks to develop project management skills within the business along with strategies and courses for the wider team to ensure that improvements and development takes place. | |

<u>Analysing and Interpreting</u>	
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| <ul style="list-style-type: none">• Shows evidence of clear analytical thinking, gets to the heart of complex problems and issues; applies own expertise effectively and communicates well in writing. | |
| <ul style="list-style-type: none">• Identifies and manages operational/front line issues that have impact on business performance, manages risk and escalates issues where necessary. | |
| <ul style="list-style-type: none">• Provides evidence of value for money; Considers budgetary and financial constraints as well as business constraints when reviewing and recommending improvements within the Directorship and the business. | S |
| <ul style="list-style-type: none">• Adapts short term operational work priorities in line with business requirements and strategic objectives | |

Skills

Planning and Delivering Customer Satisfaction

- Meets, maintains and enhances relationships with internal/external customers relating to day-to-day operations. S
- Delivers a good quality service to all customers, understanding and anticipating the needs of customers.
- Checks customer satisfaction and addresses areas of poor service, proactively seeking to find new ways to involve customers/end users. S
- Implements/conducts structured feedback from customers internal/external to highlight problem areas and action improvements e.g. customer satisfaction.

Communicating, Collaborating and Influencing

- Conveys/presents messages clearly and effectively S
- Probes for further information or greater understanding
- Expresses and handles opinions, information and arguments clearly and confidently
- Gains agreement when discussing or explaining difficult issues with their work area.
- Prepares and provides accurate and timely written and verbal communication, adapting styles of communications to different audiences S
- Is decisive and articulates a clear agenda that guides the work of others across the stock investment team

Adapting and Responding to Change

- Works productively in a high pressure environment S
- Provides the team an understanding of organizational change, including drivers and repeatedly encourages the team to embrace change management. S
- Supports the implementation of change effectively; initiates actions that need to be taken by the team. S
- Holds regular meetings to communicate change, give updates and provides support in managing change. S

Experience

- Experience of working at managerial level or equivalent in a similar environment S
- Experience of managing a team of contract managers S
- Extensive experience of overseeing a program of improvement works and contracts S
- Experience of overseeing the lifecycle of investment projects from planning and building control to contractor sign off. S

Professional Qualification and Education

- A relevant subject matter qualification S
- Preferably educated to A-level/Degree standard or equivalent
- Up-to-date knowledge of industry innovations/challenges and regulations

Equality & Diversity

- Commitment to implement the Council's Equal Opportunities policies
- Awareness of Equal Opportunities issues

- Awareness of and a commitment to Equality of Access and Opportunity in a diverse community
- Understanding of how equality and diversity relates to this post

Personal Qualities

- Self-motivated; and energizes others sets goals inspiring confidence in others by role modelling appropriate behavior.
- Is open, honest and respectful and approachable to customers and staff
- Seeks, encourages and values the ideas and expertise of team

Circumstances

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