

**JOB DESCRIPTION**

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| **Job Title:** | **Asset Projects Team Leader** |
| **Department** | Asset Services Department |
| **Team:** | Asset Projects Team |
| **Reports to:** | Asset Manager |
| **Direct Reports:** | 3x Project Officers,  1x Projects Administrator |
| **Role Last Evaluated** | November 2021 |
| **JD Last Reviewed** | April 2025 |

**OVERVIEW OF THE ROLE**

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| The primary purpose of the role holder will be to effectively lead and manage a small team of professional staff in line with the organisation’s 21st Century Leadership principles.  The role holder will be expected to show leadership across the organisation, making a positive contribution to the creation and maintenance of an organisational culture in line with the Group’s stated values.  The Team Leader will also be specifically accountable for ensuring the effective delivery by staff and contribute themselves to the delivery of the following technical/specialist functions:   * Asset Management Planning * Procurement Management * Asset Project Management * Common Repair Service Management * Asbestos Management   This will include Major Repairs Contracts including internal and external property refurbishments, insurance claims, cyclical works, mechanical and electrical upgrades and energy efficiency improvements.  The Team Leader is responsible for ensuring all the Asset Management Projects are undertaken in a co-ordinated way, manage interdependencies, resource and conflict issues between projects. Additionally, they will need to manage programme level risks, issues and changes.  All work overseen, and directly managed, must meet contractual, regulatory and legislative requirements. |

**CORE AREAS OF WORK & KEY ACCOUNTABILITIES**

| **Areas of Work** | **Key Accountabilities** (you will be held accountable for) |
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| **Team Leadership and Management** | * Developing, supporting and motivating staff to achieve and maintain high levels of performance in their roles * Ensuring the team/direct reports are delivering to set performance and behavioural standards required * Ensuring direct reports are involved and engaged in the work of their team and are aware of how this relates to organisational plans * Effectively handling any HR issues in line with the organisation’s policies and procedures * Consistently demonstrating behaviour in line with the organisation’s values * Ensuring that relationships within and across teams are healthy and any issues identified and resolved * Ensuring delegation of work to direct reports is effectively done and their workload is effectively controlled * Ensuring all relevant policies and procedures are adhered to |
| **Asset Management Planning** | * Making an effective contribution to the development of the organisation’s asset management plans through the analysis of property data and identification of appropriate technical solutions * Ensuring stock condition data is effectively maintained through regular stock condition, technical and energy efficiency surveys and accurately logged in the organisation’s asset management database * Undertaking property stock condition surveys and feed results into asset management planning process * Ensuring opportunities to obtain grant funding for asset management works is identified and acquired where possible * Developing project budgets, estimates and cash flow models to inform investment plans * The effective scoping and initiation of Major Repairs Projects for procurement and delivery * Developing robust and realistic project budgets estimates and cash flow models to inform investment plans * Be an “expert” user of the organisation’s Core Business System, property database and component registers and be conversant with other such specific asset based software as required. |
| **Procurement Management** | * Carrying out designated procurement exercises in accordance with the organisation’s Procurement Policy and Procedures |
| **Asset Programme & Project Management** | * As a Programme Manager and Project Manager, delivering asset management projects in accordance with the organisation’s Asset Management Project Management Methodology |
| **Common Repair Service Management** | Supporting the Estate & Factoring Team to co-ordinate and manage the consultation and engagement process with private owners and factored owners to ensure that contracts are fully compliant with the Tenement (Scotland) Act 2004 and the Property Factors (Scotland) Act 2011.   * Confirming technical specification and budget information to allow agreement to be reached. * Collecting, reviewing, and commenting on contract progress and performance and preparing reports for management and private owners. * Supporting the Assets Compliance Team Leader to co-ordinate and manage the consultation and engagement process with Commercial Lease Holders and HMO managing agents. |
| **Asbestos Management** | * Undertake the duties required as the organisation’s Asbestos Co-ordinator * Ensure the organisation complies with all relevant asbestos legislation, approved codes of practice, Health and Safety Executive Guidance Notes * Maintain the organisation’s Asbestos Register via the core business system * Ensure that an inspection programme is implemented to monitor the condition of asbestos located within the organisation’s properties and record the current condition of the material. |
| **Budget Management** | * Contributing effectively to the development of the Estates, Factoring, Stair Cleaning and Responsive Maintenance budgets. * Effectively controlling spending of delegated budgets in line with annual projections and the 5 year Major Repairs Programme * Providing, or ensuring, accurate contract cost information as requested for the calculation of service charges and sinking fund contributions |
| **Policy Management** | * Carrying out research and report on technical advances, changes to Building Regulations and regulatory requirements in relation to building standards * Effectively contributing to the development and maintenance of policy and procedures as required to ensure legislation, regulation and good practice standards are set out and adhered to |
| **Partnership Working** | * Effectively participating in and promoting partnership working to resolve issues, improve customer service delivery and develop best practice * Effectively representing the organisation’s at networks, external working groups and forums as required |
| **Health and Safety Management** | * Taking reasonable care of the health and safety of themselves and others, in line with the organisation’s policies and procedures * Ensuring the organisation’s obligations as Client under CDM2015 are discharged for planned works activities * Ensuring that all maintenance, servicing and inspection works are carried out and recorded in accordance with Harbour Group’s statutory requirements as contained within the Health and Safety Policy, sub-policies and safety arrangements |

| **COMPREHENSIVE PERSON SPECIFICATION**  **ASSETS PROJECT TEAM LEADER** | **E** | **D** |
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| **KNOWLEDGE:** |  |  |
| Expert knowledge of the technical aspects of housing construction | E |  |
| Knowledge of relevant Scottish property legislation | E |  |
| Knowledge of procurement legislation and processes including EU compliance requirements | E |  |
| Strong understanding of project management techniques and systems | E |  |
| Knowledge of project risk control techniques | E |  |
| Knowledge of current Health and Safety legislation and the implications for the Harbour Group | E |  |
| Understanding of asset management principles in social housing | E |  |
| Knowledge of consultants and project briefs, building contracts and title issues | E |  |
| **ABILITIES/COMPETENCIES** |  |  |
| ***Leadership & Management and Personal Effectiveness*** |  |  |
| Able to lead, motivate and empower staff | E |  |
| Able to promote a culture of employee engagement and empowerment | E |  |
| Able to manage the performance of people and human resource management issues effectively | E |  |
| Able to train, coach and mentor others in groups or one to one situation | E |  |
| Ability to develop cohesive plans both at operational levels and in project delivery | E |  |
| Highly developed change management skills and able to guide others in effectively leading and managing business change and project delivery | E |  |
| Ability to build and sustain effective working relationships with both internal and external stakeholders | E |  |
| Highly developed communication skills with the ability to present in a positive and persuasive manner | E |  |
| Highly developed negotiating skills with the ability to influence decision makers | E |  |
| Highly developed analytical and report writing skills | E |  |
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| ***Functional/Technical*** |  |  |
| Excellent organisational skills, able to plan own work and deliver to targets | E |  |
| Excellent communication skills (oral and written), able to draft clear, detailed but succinct records and letters | E |  |
| Able to interpret policy/procedures to resolve problems | E |  |
| Able to develop policy and procedure | E |  |
| Able to work as part of a team contributing to team discussion and overall team performance. | E |  |
| Able to carry out process improvement reviews | E |  |
| Able to communicate assertively particularly when in pressured situations | E |  |
| Able to use Microsoft Word, Outlook, Teams and Excel effectively | E |  |
| Able to use MRI Housing, Asset & Repairs Management System | E |  |
| **PERSONAL ATTRIBUTES:** |  |  |
| Passionate about delivery of excellent customer service and follows principle of getting it right first time | E |  |
| Can effectively organise prioritise and manage multiple building projects with different activities, at different stages | E |  |
| Skilled in the analysis of complex problems - technical, financial and logistical with an inquisitive mind that follows problems through to their conclusion | E |  |
| A flexible and adaptable approach interested in continuous improvement of the service. | E |  |
| Skilled in interpreting complex design, technical and specification requirements for properties | E |  |
| Ability to work independently and as part of a team | E |  |
| Self-motivated | E |  |
| Takes personal responsibility for decisions and actions | E |  |
| Committed to living the Groups values | E |  |
| **EXPERIENCE** |  |  |
| Experience (typically 5+ years) of effectively planning, procuring and controlling the delivery of building works projects involving personnel from multi-trade and professional backgrounds | E |  |
| Experience (typically 5+ years) of managing multi skilled construction project teams effectively | E |  |
| Experience (typically 2+ years) of effectively leading and managing others | E |  |
| Experience (typically 2+ years) of analysing data and producing reports for Asset Management Plans and budgets | E |  |
| Experience (typically 2+ year) of contributing to the research and development of policies and procedures |  | D |
| Experience (typically 2+ year) of using a computer based integrated customer management system and asset management systems | E |  |
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| **EDUCATIONAL ATTAINMENT/ QUALIFICATIONS** |  |  |
| Educated to degree level or Scottish Credit & Qualifications Framework Level 8 (HND SVQ Level 4) in a construction related discipline | E |  |
| **PROFESSIONAL BODY MEMBERSHIP** |  |  |
| Holds membership of either the Chartered Institute of Building, Royal Institute of Chartered Surveyors or Association for Project Management |  | D |
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| **OTHER REQUIREMENTS FOR THE ROLE** |  |  |
| Access to a vehicle for work purposes |  | D |
| Full driving licence | E |  |
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