

JOB DESCRIPTION

Job title: Senior Programme and Asset Manager **Reports to:** Deputy Director of Operations

Line Management: 4 Surveyors, 2 PM's and 1 DM

Job summary

- Develop, deliver, assure and protect the HHT services across the UK, including monitoring, ensuring consistent assurance, and compliance to all of HHT's surveyance and building project work.
- To be an active member of the Senior Management Team ensuring that all Housing issues are discussed and acted upon appropriately.
- Co-ordinate and manage the surveyance and project team's outcomes across regional boundaries.
- To construct and manage an appropriate Planned Programme that is robust and funded.
- To Line manage surveyors, PM's and the Development Manager (DM).
- Provide financial projection for both the BP and the following years budget.
- Monitor the budget taking in year action where required to ensure transparency and build trust.
- To ensure all appropriate policies are up to date and legally compliant.
- Take a leading role in the Void process to ensure costs and losses are kept to a minimum whilst outcomes are of a high quality.

Person Specification

	ESSENTIAL	DESIRABLE
Qualifications/Education		
First degree in a relevant subject		x
ECDL or able to demonstrate a high level of competence using Microsoft Office		x
Knowledge, Skills & Experience		
Detailed knowledge and experience of working with the Veterans community		x
Relevant experience in Building Surveyance, Property/Programme, and budget management.		x
3-year experience in an asset management role	x	
Excellent communication skills across all mediums (written/social media/verbal etc)	x	
Proven self-starter with the ability to interpret the bigger picture	x	
Knowledge and experience of working with legal frameworks and legislation	x	
Personal Qualities		
The ability to think, work and communicate at a senior operational level	x	
The ability to influence individuals and groups	x	
Self-motivated, unafraid to challenge and be challenged	x	
Able to build relationships, trust & credibility with diverse audiences	x	
A problem solver, with clear evidence of a proactive, collaborative & agile mindset	x	
Clear identification with charitable purpose and tireless working for beneficiaries		x
The ability to problem solve over a large spectrum of subjects		x

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Be able to empathise with individuals in a sensible and professional way	X	
Ability to deal with confidential information whilst maintaining confidentiality		X
Flexibility to work beyond standard hours to meet the requirements of tenants	X	