

JOB DESCRIPTION

JOB TITLE:	Director of Property Services
DEPARTMENT:	Property Services Directorate
RESPONSIBLE TO:	The Chief Executive
PURPOSE OF THE JOB:	Direct and lead the delivery of the asset management strategy providing a high quality reinvestment, repairs and maintenance, service in line with financial and programme targets.

RESPONSIBILITIES

As a member of the Executive Team, play a key role in strategic business planning and be accountable for the delivery of HFH's corporate objectives, particularly in relation to investment in and maintenance of housing stock

Develop, deliver, monitor and evaluate the investment strategy and programme in line with Decent Homes timescales, using robust risk and project management systems and procedures, securing optimum use of budgets and a high level of customer satisfaction.

Support the Housing Regeneration Manager (HRM) to develop and implement the regeneration strategy including estate renewal, maximising use of community facilities/sites, managing specific regeneration projects and linking employment and training programmes to residents.

Note: HFH have agreed a dotted line management arrangement for the HRM to the AD Regeneration and Housing Strategy within the council who has responsibility for developing and delivering the regeneration strategy.

Direct, monitor and ensure effective management of procurement, strategic partnering arrangements and contract administration, to deliver current and future repairs and investment in managed and leaseholder properties.

Ensure key performance indicators, which add value, are in place, are regularly reviewed, monitored and challenged and show a continuous improvement in performance.

Ensure all investment and repair expenditure is effectively costed, managed and monitored, anticipating and highlighting any variance to budgets, and recommending remedial action.

Direct the development and monitoring of cyclical programmes and proposals to deliver maintenance and remedial works taking account of reinvestment plans.

Continuously evaluate the effectiveness of repairs processes and performance e.g. repairs categories, pre and post inspections, number of visits, communal repairs.

Develop cost-effective partnering arrangements to ensure the delivery of an effective, value for money customer focused service.

Develop, review and maintain a long-term Asset Management Strategy reflecting best practice and Council objectives.

As HFH's leading technical professional provide expertise as necessary consistent with current best practice and leading industry thinking and in particular play a leading role in identifying and implementing IT related performance improvement.

Lead and inspire Technical Services staff to high levels of performance, promoting high personal and professional standards and a culture of teamwork and continuous service improvement to meet current and future customer requirements.

Develop a performance management culture where roles and accountabilities are clear and individual, team and Directorate performance are regularly monitored and under-performance is addressed immediately.

Ensure all staff are supported through regular feedback, both informal and formal (the latter in line with appropriate policies and procedures) to achieve their potential in delivering agreed outcomes.

Deliver high quality reports and management information to a range of forums including the Executive Team, HFH Board and committees/steering groups to ensure effective and timely decision-making.

Keep staffing structures under review to ensure that existing resources are used to maximum effectiveness, and are fit for purpose. Make well-researched business cases as necessary for review to ensure capability exists to deliver objectives.

Act as an ambassador for HFH, promoting its role and achievements internally and externally.

Ensure compliance with the Policies and Procedures, Financial Regulations and all statutory requirements with particular regard to tendering and contract procedures. Promote compliance with and high standards of Health and Safety and Equality and Diversity policies.

Undertake other duties consistent with the level of the post and deputise as required for the Chief Executive.

This Job description is not exclusive and is designed to set out the main areas of accountability.