



**Director of Property Assets**

**Candidate Information Pack**

**August 2022**

Dear Applicant

Thank you for your interest in the position of Director of Property Assets

This post has been newly established as part of a restructure of our Senior Management Team and will have a pivotal role in the running of the Association. The successful candidate will have the responsibility of leading our Property and Development teams ensuring that our housing continues to meet customer expectations and the challenges of future building standards and regulations.

**Responsibilities include:**

- The development and delivery of the Association's Asset Management Strategy and Corporate Sustainability Strategy, including meeting the Association's targets on Net Zero.
- Managing department budgets and maximizing external funding contributions to redevelopment and upgrades of housing assets.
- Ensure compliance with legislative and regulatory requirements.
- Manage reporting to the Management Committee ensuring effective governance.

This is an exciting and challenging time to take on the new role of Director of Property Assets and presents a great opportunity for the right candidate to make their mark.

The Association has achieved and sustained an impressive record of growth and development and now includes two subsidiary organisations - Castlehill Solutions and Castlehill Housing Trust. The community we serve includes Aberdeen, Aberdeenshire and Moray and we work directly and in partnership with others.

I hope the information in this pack and on our website will provide you with sufficient background on the work of the Association to encourage you to apply for this position.

Please complete our application form and equalities monitoring form and return these by 10am on 26<sup>th</sup> August. We plan to hold interviews on Monday 12<sup>th</sup> and Tuesday 13<sup>th</sup> September.

I hope you find the post interesting and look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'D Lappin', is shown within a rectangular box.

David Lappin  
**Chief Executive**

## JOB INFORMATION PACK

Castlehill Housing Association is based in Aberdeen and has over 2,000 properties across Aberdeen City, Aberdeenshire and Moray. Our current housing stock includes general needs properties, amenity, sheltered and very sheltered housing.

In addition to our core activities as a registered social landlord, we also provide Housing Support services at our Sheltered Housing Schemes in Aberdeenshire and enhanced housing management services at our Sheltered Housing Schemes in Moray; as well as managing Aberdeen Care & Repair which provides a range of services for older and disabled people throughout the City.

We have a track record of innovative projects to introduce renewable and sustainable technology to our properties and have recently undertaken a full stock conditions survey to help inform our approach to future maintenance and upgrades to our stock. We are committed to continuing the steady growth of our housing stock in addition to a focus on ensuring our existing housing remains fit for purpose, meeting all carbon reduction targets and energy efficiency standards.

### POST INFORMATION

<b>Post Title</b>	Director of Property Assets
<b>Location</b>	Carden Place, Aberdeen
<b>Hours of Work</b>	35 per week. A flexitime system and remote working opportunities are in place for eligible posts.
<b>Salary</b>	The salary grade for this post is Grade 12, £65,545 - £72,828 per annum
<b>Car Allowance</b>	Essential car users allowance of £1,104 per annum.
<b>Holiday</b>	28 days per annum, plus 9 fixed public holidays
<b>Pension</b>	Castlehill offers a defined contribution pension scheme, our standard contribution rates are: Employee: 5% Employer: 10%
<b>Probation Period</b>	A six-month probation period applies to all new employees. Slightly different terms and conditions of service apply during this probation period in respect of notice period and sickness absence.
<b>Closing Date</b>	26 <sup>th</sup> August 2022
<b>Interview</b>	Interviews will be held on 12 <sup>th</sup> and 13 <sup>th</sup> September 2022 at our office at Waverley Place, Aberdeen.

Please complete an application form and Equal Opportunities form, which are available on the Jobs page of our website. To assist with your application, further information about Castlehill, including our Strategic Plan and Values are available via the “about us” tab on our website.

<https://www.castlehillha.co.uk/>

**Please note that we are unable to accept CVs only.**

Please send complete applications by e-mail to: [jobs@castlehillha.co.uk](mailto:jobs@castlehillha.co.uk)

If you are unable to e-mail your application, or require any further information in relation to the post, please contact [jobs@castlehillha.co.uk](mailto:jobs@castlehillha.co.uk) or 01224 625822.

# JOB PROFILE

## 1. JOB IDENTITY

<b>POST TITLE:</b>	Director of Property Assets	<b>DEPARTMENT:</b>	Property Assets
<b>REPORTS TO:</b>	Chief Executive	<b>GRADE:</b>	12

## 2. JOB PURPOSE

- Responsible for the development and delivery of the Association's Asset Management Strategy and Corporate Sustainability Strategy, including meeting the Association's targets on Net Zero.
- Delivering effective strategic and operational management of the Association's Property Asset & Development functions.
- Lead staff to deliver the Association's front line customer services functions for the comprehensive, efficient and professional delivery of Asset Management Services to tenants & sharing owners.
- Ensure compliance with legislation, health and safety, KPI's and governance in delivering services to customers.
- Ensuring all departmental requirements of the SHR Regulatory Framework are met.
- Co-ordinate reporting on Development & Asset Management for the Management Committee.
- With CE, develop strategy on future new build and redevelopment of existing stock and sites.
- There is a responsibility for the post holder to demonstrate a commitment to Castlehill's aims and objectives.

## 3. MAIN DUTIES

### Organisational Strategy & Management

- Contribute to the overall management of the Association as a member of the Senior Management Team.
- Develop the strategy for future new build and redevelopment of existing stock and sites and identify opportunities for innovation.
- To lead the Association's input to local authority Strategic Housing Investment Plans (SHIP) and Local Housing Strategies as well as relevant Planning policies.
- Representing the Association externally at a senior level.
- Contributing to internal management processes such as internal audit, risk management and strategic planning development.
- Act as a member of the Critical Incident Management Team and Health and Safety Management Group.

### Service Delivery

- Responsible for efficient delivery of a quality and value for money service across all aspects of asset management including development, planned programme, reactive repairs and servicing contracts.
- Oversee the management and delivery of services in accordance with policy and KPIs whilst ensuring high levels of tenant satisfaction and tenant involvement where appropriate.

- Ensuring that the principle of equal opportunity and diversity are built into the delivery of all services.
- Delivering and promoting Castlehill's values in the delivery of all services.
- Promote the use of IT in the delivery of front-line services in accordance with the Association's ICT strategy.

#### **Legislative Compliance & Policy**

- Ensuring department compliance with legislation including all relevant construction, property and health & safety legislation.
- Ensuring service complaints are handled in accordance with the Scottish Public Services Ombudsman's framework and ensuring feedback is used to inform continuous improvement.
- Ensure continuous compliance with current environmental standards relating to property.
- Responsible for compliant procurement of contractors and services relevant to the post.

#### **Corporate Reporting & Finance**

- Managing of departmental budgets.
- Ensuring accurate data on stock condition and attributes is maintained within the department
- Maintenance of life cycle costing system
- Ensuring compliance with the Scottish Social Housing Charter outcomes and standards and meeting published regulatory requirements and good practice.
- Provide reports and data to the Association's Management Committee on all aspects of the work of the department.

#### **Staff Management**

- Motivate staff to engage with CHA's strategic objectives and organisational values, promoting good people management practices to support staff development and ensure high quality service delivery.
- Line management responsibility for directly managed staff.

## **4. QUALIFICATIONS & TRAINING**

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|-------------------|---|
| <b>ESSENTIAL:</b> | <ul style="list-style-type: none"> <li>• Qualified to Degree Level or equivalent.</li> <li>• Relevant Building/Construction or Technical qualification.</li> <li>• Full valid Driving Licence.</li> </ul> |
| <b>DESIRABLE:</b> | <ul style="list-style-type: none"> <li>• Recognised Management or Leadership qualification</li> <li>• Professional body membership e.g. RICS or CIH</li> </ul>  |

## **5. EXPERIENCE**

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| <b>ESSENTIAL:</b> | <ul style="list-style-type: none"> <li>• Significant experience of asset management gained within a building, construction, or maintenance environment.</li> <li>• Considerable experience of leading and managing a diverse team.</li> </ul> |
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**DESIRABLE:**

- Experience of managing budgets.
- Knowledge of the social housing sector

**6. KNOWLEDGE & SKILLS****ESSENTIAL:**

- Sound knowledge of asset management and health & safety policy and legislation.
- Strong leadership skills, with an ability to promote and manage change effectively.
- Ability to liaise effectively with a wide range of staff, external agencies and local authority staff.
- Comprehensive knowledge of procurement legislation.
- Ability to research and develop policy.
- Ability to interpret government and local authority strategies and investigate the relevance to Castlehill.
- Ability to write and present reports to committee, to explain a wide range of asset management issues.
- Enthusiasm and commitment to providing a quality service, meeting performance standards and motivating staff to continuously improve services.
- Strong ICT skills including the ability to use software packages such as Office 365.

**7. ADDITIONAL REQUIREMENTS**

<b>SSSC</b>	Not applicable to this post.
<b>CRIMINAL RECORD CHECKS</b>	<b>Basic Disclosure Check</b> This post requires a Basic Disclosure Check. A confirmed offer of employment will be subject to a satisfactory outcome of this pre-employment check.
<b>DRIVING</b>	<b>Essential Car User</b> It is an essential requirement for this post that the employee holds a current, valid driving licence and has a car available, whenever required, in order to undertake the full range of duties of the post. As such, this post is designated as an essential car user and will be entitled to receive a monthly car user's allowance and mileage payments. Should the employee's driving licence be withdrawn for any reason, it may be necessary to terminate the employee's appointment.

## Castlehill Housing Association – New Structure

