

JOB DESCRIPTION	
JOB TITLE:	Property Strategic Manager
RESPONSIBLE TO:	Head of Property (Assets)
RESPONSIBLE FOR:	4 direct reports
DEPARTMENT/ SECTION:	Property Services
SALARY (£):	Grade 16

MAIN PURPOSE OF THE JOB
<p>Adra are looking for an experienced strategic leader to join the Property Services team in what is a key position. It is desirable for the successful applicant to possess experience a previous technical, property or housing management role – however we also invite applications from proven leaders who possess strong strategic and team leading skills.</p> <p>Working with the Property Services Management Team delivering key objectives as set out within Adra’s Asset Management Strategy; leading in the planning of the major improvement programme including budget oversight; driving continuous improvement in service delivery standards and in line with Adra’s Decarbonisation strategy you will take a lead role in championing Adra’s ambitious target of decarbonising and retrofitting existing stock by identifying and securing external funding opportunities and, to develop programmes of work to deliver the Associations decarbonisation aspirations. Also responsible for delivering key operational work streams and strategic planning in areas such as land management, garages, commercial properties, asset performance model and related assets.</p> <p>To line manage a small team of 4 – namely Facilities Co-ordinator, Land Management Co-ordinator, Asset & Data Co-ordinator & Graduate Asset Officer</p> <p><u>Asset Management</u></p> <ul style="list-style-type: none"> • To work with the Property directorate management team in the delivery of Adra’s ambitious Asset Management Strategy, monitoring delivery to ensure investment is targeted to maximise the value and efficiency of Adra’s stock, including delivery against decarbonisation targets. • To champion the Associations stock decarbonisation programme, towards Net Zero Carbon homes, ensuring that the decarbonisation strategy is regularly reviewed and relevant. • Provide advice and support of the colleagues disseminating best practice and leading in the identification of external optimised funding to support delivery against the action plan. • Ensuring that Adra seek and apply for any funding opportunities that may become available in relation to the property department and especially decarbonisation. • To lead in the design of the Major Improvement Programme, working closely with the Contracts Manager to ensure that the Programme is designed and delivered to maintain quality homes whilst maximising component lifecycles and achieving programme budget;

keeping under review the compliance of the housing stock against the Welsh Housing Quality Standard, ensuring visibility of all aspects of non-compliance.

- To identify stock for Option Appraisal and lead in the Option Appraisal process providing recommendations to Adra's "Active Asset Management Group" in respect of actions to maximise the efficiency and quality of the Association's stock including stock disposal.
- To manage and maintain the process of collating and updating asset related data held on our data management software systems.
- To act as key stakeholder in the management of our Asset management software systems in co-operation with other key stakeholders within the company and externally.

Facilities Management

That Adra owned Buildings that aren't classified as individual houses/flats meet the needs of Adra staff that work in them, the individuals that lease them, the tenants that use them and the public that visits them. This will include services such as;

- cleaning,
- security and parking,
- make sure the surrounding environment is in a suitable condition to work,
- manage any building maintenance,
- manage cyclical works to prolong the life of our assets, that guarantees are valid, and that repair costs are reduced,
- ensuring contractors and staff are suitably trained and qualified to undertake tasks within our buildings,
- ensuring that our facilities are safe and kept in good working order
- highlight and facilitate resolution of any issues or risks which may impact Adra on achieving its contractual and regulatory compliance obligations.

Additional work that falls outside facilities management will also be the responsibility of the team. This will include:

- Ensuring repair work that involves our insurance company is completed to a high standard and the tenant's health and wellbeing is not affected in any way.
- Ensuring that Adra owned portable equipment are safe to use and tested regularly.
- Ensuring estate management of Adra leasehold properties such as shops is undertaken, and that the leasehold agreement is followed.
- All matters relating to the management of Adra owned garages.

Land Management

That Adra land, related assets and services running through our land are managed to ensure safety to the public, performance of the asset and grounds are maintained to a high standard. This will include;

- Ensuring that the 'Geographical Information System (GIS)' & 'Land Terrier System' is managed and maintained.
- Ensuring that Adra's 'Land Management Strategy' is implemented and followed.

- Ensuring that insurance Claims relating to land issues are managed.
- Ensuring that Land Registry, Boundary Disputes, Easements & Rights of Way are managed.
- Ensuring that allotments are managed and maintained.
- That capital investment works to all Related Assets are managed.
- To develop a prioritisation plan for the disposal of both liabilities and valuable land to reduce liabilities and generate income.
- Ensuring that all Land management related requirements are in place and managed.
- Ensuring ground maintenance contracts are in place and performing to a high satisfaction level.

Those requirements within the essential criteria of the Personal Requirements will be used for shortlisting purposes. However, all the criteria outlined in the Personal Requirements will be considered in the process of making the appointment.

No job description can cover every issue which may arise within the role at various times. In order to maintain an effective service, you may be required to undertake any other reasonable tasks, which is broadly consistent with those in this document as determined by your Director.

PERSON SPECIFICATION

Essential

Demonstrable strategic planning skills, with a track record of developing and implementing long-term plans.

An excellent team player able to demonstrate trust-based leadership skills and with the ability to coach and inspire people in the delivery of service excellence.

Experience in stakeholder management, including engagement with community groups, local authorities, and other key partners.

Problem-solving mindset, with the ability to navigate and resolve complex issues.

High level of organizational and project management skills.

Commitment to continuous improvement and innovation.

Strong decision-making skills with a focus on achieving strategic objectives.

Educated as a minimum to a degree or an equivalent level 6 qualification, or able to demonstrate substantial relevant experience specifically in large scale strategy planning and/or leading large teams delivering diverse workstreams.

Evidence of continuing professional development

Extensive experience of developing, implementing, and presenting management reporting tools / dashboards and key performance indicators
Strong financial acumen, with experience managing budgets and financial forecasting.
To be fully IT literate and proficient in Microsoft packages.
Good interpersonal skills and a proven ability to communicate effectively at all levels.
Ability to lead and inspire a diverse team, fostering a collaborative and productive working environment.
Experience in managing change and driving organizational improvements.
Excellent communication skills, both written and verbal, with the ability to present complex information clearly and concisely on a strategic level.
Desirable
Proven leadership experience in property or facilities management at a senior level.
Membership of a relevant professional body, such as RICS or CIOB
A working knowledge of Welsh Government social housing initiatives, including WHQS and low/zero carbon related funding streams.
Experience of operating in a similar capacity in a housing or related organisation of comparable size, scope and complexity.
Experience of developing service to achieve and maintain high-performance in-service delivery
Proficiency with property management software and data analysis tools.
Knowledge of current trends and best practices in the housing sector.
Strong networking skills with industry contacts and associations.
Experience with property investment and portfolio management.
Familiarity with sustainable and environmentally friendly property practices.
Professional qualification in property management, facilities management, or a related field.
Understanding of land management principles and practices.
Technical knowledge of building maintenance and facilities management.
Experience with risk management and health and safety in property management.
The ability to speak/write in Welsh is desirable, however, the commitment to learn the language is essential.