

Role Profile

Role Title:	Asset Investment Manager
Department:	Asset Management
Role Purpose:	To manage the Asset Management budget including financial control of the Asset Management contract payments, analysis of financial claims and cost analysis and providing budgetary information.
Reporting to:	Head of Commercial and Investment
Responsible for:	Valuation Surveyor Valuation Assistant
Disclosure level:	N/A
Role Level:	Frontline Manager

Key Role Responsibilities	<ul style="list-style-type: none"> • Operational delivery of a financial and budgetary control service that delivers Value for Money, ensuring that all work completed by Midland Heart and its contractors are within budget and within contract terms. • Manage the cost monitoring service identifying any trends and changes to budget and agreeing performance improvement measures. • Responsible for the contract management process in line with EU requirement, developing standard documentation, providing reports and working in partnership with Procurement. • Assist the Commercial Function with financial planning, budget setting, and budget optimisation for the external repairs and maintenance contracts • Develop a highly competent team which can deliver a broad range of services. Maximise the contribution of this team and others through effective leadership. • Manage and coordinate periodic financial verification audits on works. • Continually review procedures across the Assets Directorate to achieve continuous improvement in the way that services are delivered and ensure regulatory compliance. • Ensure that tender and call off procedures are implemented and documentation is in full compliance with Standing Orders and the
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	<p>Association's other requirements.</p> <ul style="list-style-type: none"> • Ensure all relevant insurances are in place and maintained throughout each contract. • Ensure that the Contract Documents, Bonds and Collateral Warranties are prepared for building contracts and that they are signed and sealed and correctly stored for future reference. • Ensure that all statutory and other relevant development control approvals are obtained for the projects. • Provide customers the opportunity to be involved within all areas of the repairs and voids service as defined with the Involvement Strategy. • Provide support to Director of Asset Management and act as deputy in their absence. • Undertake any other duties commensurate with this post, as directed by the Director of Asset Management
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<p>Education, Qualifications and Training</p>	<ul style="list-style-type: none"> • Degree or equivalent in a related discipline. • Membership or study to become a member of a relevant professional body such as RICS or CIOB.
<p>Knowledge and Experience</p>	<ul style="list-style-type: none"> • Experience of managing large multi-discipline teams. • Experience of managing external contractors and consultants. • Experience of interpreting data and identifying areas of concern • Experience of Budget Setting and Forecasting • Experience of driving performance in a changing environment • Thorough knowledge and understanding of financial project management and financial controls including trend analysis and forecasting. • Knowledge of early warning signs from financial data and options to correct. • Thorough understanding of Building Regulations. • Thorough understanding of construction contract law. • Understanding of JCT and other standard forms of contract. • Good working knowledge of Health and Safety Legislation and Statutory Compliance obligations of Registered Providers.
<p>Role Specific Skills & Behaviours</p>	<ul style="list-style-type: none"> • Ability to work effectively with contractors, understand their commercial operations and how their business can be effectively integrated with Midland Heart to achieve mutually beneficial returns financially and in performance. • Ability to motivate and lead teams.

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| | <ul style="list-style-type: none">• Excellent numeracy and IT skills• Ability to write coherent and concise reports.• Ability to implement change and drive service improvement.• A Positive, can do attitude with strong leadership Qualities• High level of initiative• Advocate of continuous improvement.• Professional approach to service delivery.• Understanding of and commitment to the principles of equality and diversity. |
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