

Role Profile

Role Title:	Head of Portfolio Management
Department:	Portfolio Management and Customer Experience
Role Purpose:	<p>Develop a stronger and more sustainable property portfolio through a managed programme of divestment and selective acquisitions that will deliver maximum return on investment.</p> <p>Deliver an effective stock condition survey program to collect and maintain good quality, consistent stock condition data for 100% of our portfolio that will strengthen our investment approach in maintaining safety and asset quality.</p> <p>Deliver strategic options appraisals to prioritise asset investment and divestment activities in line with our corporate objectives.</p>
Reporting to:	Director of Portfolio Management & Service Improvement
Responsible for:	Stock Intelligence Manager, Asset Portfolio Manager
Disclosure level:	Basic DBS check, Negative Media, Watch list and Credit Check
Role Level:	Operational Leader

Key Role Responsibilities	<ul style="list-style-type: none"> • Lead, develop and manage the Portfolio Management team, acting as a role model for team members and leading by example to enhance skills and capability to maximise their behaviors and performance. • Further develop and fully implement a strategic approach to portfolio investment and divestment activities to align to Midland Hearts Assets Strategy and 5 year Corporate Plan (2019-24). • Ensure completeness and quality of stock intelligence data is obtained and retained to ensure good quality, consistent stock condition, and asset and housing data for 100% of our portfolio so that performance is optimised and informed decisions can be made • Research, source, analyse, evaluate acquisition and disposal opportunities, and prepare recommendations to Midland Hearts (MH) Strategic Asset Management Group (SAMG). • Working with the Asset Delivery Team plan, prepare and deliver Options Appraisals and Interventions for cyclical and capital investment programmes and life cycles to enable optimal asset value, delivery of regulatory standards and individual investments across MH stock. • Support the assessment of the energy performance of our stock to meet carbon reduction commitments.
----------------------------------	--

	<ul style="list-style-type: none"> • Develop a suite of Asset tools and KPI's to inform tactical and strategic plans for MH property portfolio. • Contribute to the management and financial planning of the Portfolio Team • Develop and document policies and procedures relating to Portfolio Management where required. • Advise and provide information on relevant property matters and policies • To ensure all approvals (internal and external) are obtained in a timely manner in line with project plans. • Support the Asset Delivery Team to plan future spend requirements. • Formulate and monitor budgets and deliver value for money for customers and the organisation. • Identify customer priorities and ensure that these are addressed within planned programmes of work alongside financial objectives in order to provide a service that customer's value highly. • To provide, maintain, and monitor risk registers and appropriate records as required. • Work with third parties and statutory bodies to represent Midland hearts interest in respect of major national, regional and local initiatives. • To be responsible for the health, safety and welfare of yourself, customers and others at work and to undertake the health and safety duties outlined in the Midland Health & Safety Policy.
--	---

<p>Education, Qualifications and Training</p>	<ul style="list-style-type: none"> • Appropriate qualification in Building Construction e.g. MCIQB, MRICS or significant experience of developing Asset Investment Strategies in a property based environment.
<p>Knowledge and Experience</p>	<ul style="list-style-type: none"> • Experience of strategic Asset Management. • Experience of working with a wide range of people (internally and externally) to gain co-operation and support. • Experience of successfully managing and leading projects. Must demonstrate the ability to deliver work on time and to a high standard. • Experience of appointing, working with and managing consultants. • Excellent commercial understanding in the context of property management and communication skills. • Demonstrate experience of strategic thinking / planning. • Demonstrable ability to synthesise complex sets of property data to formulate asset investment plans, including experience of working with a suite of IT systems to achieve this. • Excellent understanding of the regulatory framework surrounding building

	<p>construction and associated best practice.</p> <ul style="list-style-type: none"> • Experience of working within a regulated environment. • Proven competence in managing and controlling budgets to meet financial targets.
<p>Role Specific Skills & Behaviours</p>	<ul style="list-style-type: none"> • Customer focused with a commitment to respecting dignity and pursuing an excellent customer experience. • High degree of personal drive, capable of delivering results to tight timeframes and under pressure. • Committed to the aims and ambitions of the organisation and the broader issues of the housing and care sector. • Skilled at motivating large teams of people and able to communicate the values of the organisation. • Able to work under own initiative. • Apply strategic thinking and effective problem solving. • Excellent communications skills sufficient to explain complex issues easily. • Excellent report writing skills sufficient for Boards of Management. • Able to develop demanding performance standards that successfully deliver service and financial objectives. • Able to work collaboratively through excellent negotiating and influencing skills. • Committed to eliminating discrimination and inequality as well as embracing diversity.