



November 2023

# Director of Asset Management

Kingdom Housing Association

**Contact:**

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on 0141 212 7555





## **Director of Asset Management Recruitment Pack**

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## **A note from Susan McDonald, Executive Director of Operations**

Thank you for your interest in the Asset Management Director role at Kingdom.

At Kingdom our mission is to provide 'More Than A Home' and, as one of the leaders of our organisation, you will play a key role in helping us achieve that during a really exciting time of change and opportunity for us.

We are looking forward to completing our leadership team with the addition of a values-driven professional to deliver an integrated asset management strategy within Kingdom. We are looking for an individual who can inspire our hard-working teams to be the best they can be, supporting them to deliver the very best service and outcomes for our customers.

If you feel, in reading the information in this pack about the role and about Kingdom, that you share in our vision and align with the experience and values we seek, we would be delighted to receive your application. I am excited to begin the process and look forward to welcoming the next member of Kingdom's leadership team.

Regards,

Susan McDonald

Executive Director of Operations



**KINGDOM HOUSING ASSOCIATION**

**PERSON SPECIFICATION**

Post Director of Asset Management	Department: Asset Management
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	<b>Essential Criteria</b>
E1	Degree in a relevant field or equivalent experience, skills and knowledge
E2	A proven track record of leading a substantial asset management programme including repairs, maintenance, compliance, planned maintenance and in-house operatives team in a senior role.
E3	An innovator who is passionate about continuous improvement and supports their people to deliver best-in-class service and customer delivery
E4	A self-reliant individual who inspires confidence and trust through modelling the highest levels of integrity, honesty, accountability and constructive challenge
E5	A collaborative professional who focuses on achieving the best outcomes for the organisation and our customers above individual or departmental priorities
E6	Proven ability to create and lead collaborative, engaged and productive teams at scale and to create, nurture and maintain strong relationships with colleagues, partners and stakeholders
E7	Good knowledge and understanding of public sector procurement regulations and frameworks
E8	The ability to develop and implement an integrated and holistic asset management strategy for the whole Kingdom Group
E9	An understanding of the compliance requirements for tenant and resident health & safety
E10	A strong affinity for the work of Kingdom and its subsidiaries

	<b>Desirable Criteria</b>
D1	Experience in a senior management role within the housing or property sectors
D2	Knowledge and understanding of carbon net zero and environmental sustainability
D3	Understanding of the Scottish social housing sector and its regulatory requirements and framework provided by the Scottish Housing Regulator.
D4	An understanding of relevant Scottish housing standards
D5	The ability to present and communicate complex information and concepts in a clear and concise manner specific to the audience

# KINGDOM HOUSING ASSOCIATION LIMITED

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Director of Asset Management
<b>JOB GRADE:</b>	Departmental Director Grade;
<b>ACCOUNTABLE TO:</b>	Executive Director of Operations, or such other senior member of staff who may be appointed

### OVERALL AIM OF THE JOB

As a Departmental Director within the Operations Service Area you will work closely with the Executive Director of Operations and other Departmental Directors, to deliver our objectives across the operational area for our customers and our business.

As a member of the Senior Management Team you will be responsible for the development, implementation and achievement of the Kingdom Group strategic objectives and risk management in respect of Asset Management Services.

The Group currently consists of Kingdom Housing Association (KHA). Kingdom Initiatives (KI) and Kingdom Support & Care (KSC).

As Asset Management Director you will have overall responsibility for the delivery of high quality asset management and technical services related to all Kingdom assets, including housing, offices and facilities. Asset Management services include; all reactive, voids, emergency repairs services, technical support services, in-house maintenance, contract procurement, cyclical and planned maintenance, improvement programmes, compliance with standards, including energy efficiency and health and safety related to all housing stock and other property facilities.

You will ensure the Groups governing bodies are provided with concise, meaningful and relevant performance reports as well as appropriate support and guidance on all regulatory and compliance matters related to Asset Management activities.

You will be expected to lead the Asset Management teams to ensure the provision of high quality services and support to tenants, customers and other stakeholders of the Kingdom Group.

Where required the Asset Management Services will be provided across the Kingdom Group and to other organisations or customers who Kingdom provide services to.

### CORPORATE RESPONSIBILITIES

1. To undertake responsibilities identified in our policies, procedures, financial regulations and standing orders applicable at the Departmental Director grade.

2. To be an active and effective member of the Senior Management Team, working with the Group Chief Executive, Executive Directors, other Departmental Directors and Heads of Service, on all corporate matters.
3. To implement the Kingdom culture programme, demonstrate, apply and promote the Kingdom Values and ensure the Group's Performance Management processes are applied consistently across your areas of responsibility.
4. Where required to actively participate in the development, management and implementation of corporate tasks and activities, including the following:
  - Risk Management;
  - Governance;
  - Performance Management;
  - Internal & External Audit Compliance;
  - Business Continuity and Disaster Recovery;
  - Regulatory Compliance.
5. To participate in the development and implementation of the annual Corporate and Business Plans, setting and monitoring strategic and departmental objectives as appropriate.
6. To provide advice, guidance and support to the governing bodies to ensure compliance with both current and future regulatory standards of governance and financial management.
7. To promote the aims, strategies, policies, procedures and values of the Group to all relevant stakeholders and be a role model for our staff.
8. Where required to identify and investigate business development initiatives and prepare business case proposals for approval by the Group Chief Executive, Management Teams and/ or Board of Management/Board of Directors.
9. Ensure that complaints are dealt with timeously and in accordance with the Groups policies and procedures and to ensure that departmental and organisational complaints reports are produced as required.
10. Contribute to the development, review and implementation of all organisational policies.
11. To prepare and present reports to Executive and Senior Management teams, the Board of Management and Board of Directors, and attend Board strategy sessions when required.
12. To develop and maintain partnerships at both a local and national level which promote and further the Group's Strategic aims and objectives.
13. To ensure organisational and departmental compliance with Kingdom's Procurement policy, strategy and current procurement legislation, for your particular areas of responsibility.

## PRINCIPAL DEPARTMENTAL RESPONSIBILITIES

1. Overall Departmental Director responsibilities for ensuring delivery of all aspects of the Asset Management Strategy and the provision of high quality effective customer services related to the Asset Management activities of the Group.
2. Overall responsibility for the development and implementation of a new, fully integrated Asset Management strategy
3. To develop, implement, monitor and review all relevant strategies, policies and procedures, ensuring compliance with current legislation and regulatory requirements and liaising with other departments as appropriate.
4. Ensure compliance with all appropriate legislative, regulatory and performance standards, requirements and guidance , including the Scottish Social Housing Charter, the SHQS and the Energy Efficiency Standards for Social Housing. To monitor future changes to such standards and ensure the Asset Management Department is prepared to meet future compliance requirements.
5. To interpret existing and proposed legislation, guidance and performance standards as they affect the department and to report to the Senior Management Team and the Group's governing bodies, as appropriate.
6. Responsibility for the Health & Safety requirements related to all areas of the Asset Management remit.
7. To be responsible for the strategic planning and overall management in respect of the Asset Management Services functions, including;-
  - Delivery of repairs, maintenance and technical services
  - Programme and Service Management,
  - Risk & Financial Appraisal,
  - Key Performance Indicators,
  - Project Management,
  - Procurement, including all relevant regulatory and legislative compliance
  - Internal Departmental liaison related to the Development Function,
  - Regulatory Compliance,
  - Collaborative Working.
8. Responsible for the Group's Asset Management systems and records and the preparation of relevant information for statutory and regulatory returns, including elements of the Annual Return on the Charter.
9. To be responsible for the preparation and management of the budgets of the Asset Management services.
10. To be responsible for the preparation, monitoring and management of all relevant maintenance programmes and departmental plans.

11. Provide advice, guidance and support to the governing bodies to ensure compliance with the current regulatory performance standards, requirements and guidance related to asset management functions.
12. Responsibility for the identification and provision of appropriate training for staff within the Asset Management services, encouraging staff development and lead all teams of staff providing Asset Management Services.
13. Maintain strong financial and management controls and work closely with the Senior Management Team to identify areas across the business to monitor and improve business performance.
14. Ensure liaison networks are established with external organisations and other members of staff within the Association, to allow efficient and effective communications related to the Asset Management activities.
15. Participation in the work of the Management Teams/Working Groups within the Kingdom Group, as appropriate.
16. Any other duties which may be required from time to time by the Executive Director of Operation, or Chief Executive, or such other senior staff member who may be appointed.

#### **OTHER FEATURES OF THE JOB**

The hours of work are as outlined in the Principal Statement of Terms and Conditions to be worked in accordance with the needs of the Group. We are passionate about flexible working and, while there may be occasions when it is necessary to work evenings or weekends, we can balance that out with working arrangements and times to suit individual needs.

The Group may increase in size in the future; it is likely that the duties listed may need to be varied to suit its changing requirements.

Kingdom gives every encouragement to members of staff to undertake training for approved courses including financial assistance where appropriate.

#### **JOB LOCATION**

The operational base is as outlined in the Principal Statement of Terms and Conditions although the postholder will be required to work and operate at any of the Association's offices to meet the flexibility requirements of the Service. The Association reserves the right to either temporarily or permanently move an employee to another location.



## Director of Asset Management - Summary Terms, Conditions & Benefits

### Hours Worked

Your hours of work will be 36 hours per week. Our normal office hours are 9-5 Monday to Friday

We can facilitate a variety of flexible and agile working arrangements such as flexible working hours, compressed hours, remote working, etc.

### Salary

The salary for this role is £92,667 per annum.

### Method of Payment

Payment of your salary is in equal monthly instalments in arrears, by bank transfer, no later than the last Friday of each month.

### Location

Your operational base will be our Boston View Office, Boston Road, Glenrothes but you will be required to travel to work at a variety of locations including other Kingdom bases, offices of partner organisations and development sites.

### Relocation assistance

If you need to relocate to the local area to take up this role, you may be eligible for financial support to assist with relocation expenses.

### Car user

The salary for this role includes a car user allowance. As the post is designated a business car user, a current, full driving licence, the use of a car for work and business use insurance cover is required. Payment for business mileage incurred is 45 pence per mile (this will be reviewed on a regular basis).

The role also qualifies for our low-interest car loan scheme in which you can borrow up to £30,000 over up to 5 years to buy a car for work use. Interest on the loan will be calculated as the base Bank of England interest rate at the time the loan is agreed plus a margin of 0.75%. The additional 0.75% will be waived if the loan is to purchase a vehicle which is exempt from Road Fund Licence due to low CO2 emissions.

### Private Health Care

You will be eligible for annual private health checks and private health insurance paid for by Kingdom.

## Probationary Period

Your first 3 months will be a probationary period.

We may extend the probationary period if there are any concerns regarding your performance, attendance or conduct. We may end your employment during the probationary period where we believe your performance, attendance or conduct is unsatisfactory.

## Pension

We are a member of the Scottish Housing Associations Defined Contribution Pension Scheme. The employee contribution rate is 4% and the employer contribution rate is 10% with the option to increase your employee contributions.

For employees not in our Defined Contribution Scheme, auto enrolment pension provision is applicable subject to eligibility criteria. You can find out more about workplace pensions and the benefits of staying enrolled by visiting [www.gov.uk/workplacepensions](http://www.gov.uk/workplacepensions).

## Annual Leave

The annual leave year is from 1 April to 31 March. Your full leave entitlement (based on a 5 day working week) will be 37 days, comprising 33 annual leave days and 4 public holidays.

Your annual leave entitlement will increase by 2 additional days after 5 years service and a further 2 days after 10 years service.

There are no enhanced payments made for work on a public holiday other than the two designated public holidays at Christmas and New Year.

For a part year, you will be given a proportion of the full year's entitlement based on the number of complete months worked in the year.

## Offer of Employment is subject to:

- Satisfactory references (one should be from your present/ most recent employer). We do not normally accept references from relatives or friends and we reserve the right to request more than two references.
- Producing documentary evidence under the requirements of the Immigration, Asylum and Nationality Act 2006, to verify that you are eligible to work in the United Kingdom.
- A satisfactory Basic Police Act Disclosure Check.
- Confirmation that you have no conflict of interest in accordance with our Entitlements, Payments and Benefits Policy.
- Verification of qualifications/memberships you have stated in your application which are relevant to the post.
- Verification that you hold a current full UK driving licence, possess a valid MOT certificate (where applicable) and have Business Insurance cover.

*This information is provided for general guidance only and is not intended to be contractual.*



## **Director of Asset Management Recruitment Pack**

40 years of Kingdom

Can be obtained from the following link

<https://www.kingdomhousing.org.uk/wp-content/uploads/2019/11/Kingdom-40th-Anniversary-Book-sml.pdf>



## **Director of Asset Management Recruitment Pack**

### **Corporate Plan**

Can be obtained by clicking on the PDF below



Kingdom-Group-Sum  
mary-Corporate-Plan-

## Living and working in Fife

Fife lies on the east coast of Scotland, between the cities of Edinburgh to the south and Dundee to the north with Perth and Stirling to the west. We have superb transport links with nearby access to Scotland's motorway network, the rail network and Edinburgh International Airport.

We offer beautiful natural scenery, great education, a growing economy and a wide range of leisure and housing choices.

You can choose from a variety of places to live in Fife ranging from small, seaside villages to vibrant, larger towns, all of which have their own character so there's something to suit every preference and lifestyle.

Fife is historically 'the home of golf', and the burial place of kings, queens and saints. But we are a forward looking, diverse population with a proud spirit and a positive attitude.

We celebrate our history in our many festivals, embrace our cultural diversity and take pride in the numerous opportunities for sport, the arts and leisure that Fife has to offer.

Fife is diverse in a number of ways including:

- A diverse population from various ethnicities, various historical backgrounds and varying affluence.
- Modern shopping that sits next to burial sites of ancient kings and queens.
- Wild landscapes that contrast with tamed award winning beaches.
- A national motor racing circuit for the speed lovers and a network of cycleways and a 117 mile path that stretches around the Fife coast for the more leisurely experience.
- A full range of sports and leisure facilities
- The contrast of Scotland's oldest university in St Andrews to brand new schools across Fife.

Discover more about what Fife has to offer - visit <https://www.welcometofife.com/>



## Director of Asset Management Recruitment Pack

### The Process and How to Apply

#### Enquiries

For a confidential discussion about the post please contact Nigel Fortnum, David Currie or Danielle Cairney on 0141 212 7555.

#### Application

To apply please provide a **CV and supporting letter (combined in one document)** and **CLICK HERE** to upload this detail.

Applicants will be shortlisted for interview by matching the detail given in their CV and supporting letter against the Job Description and Person Specification. We would therefore ask applicants to provide clear evidence to show how your experience, skills and knowledge match those requirements, as well as detailing why you are interested in the role. We would be grateful if you could include the following information:

- Current salary / package
- Current notice period
- Details of two referees (they will not be contacted without prior consent)

Applications will receive an automatic acknowledgement. For any process queries please contact Katy Gall on 0141 212 7555.

#### Dates

Closing date for applications: Monday 27<sup>th</sup> November

First interviews: Monday 11<sup>th</sup> December

Second interviews: Monday 18<sup>th</sup> December

# Contact

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