



Application Pack

January 2025

Dear Applicant

Post of Director of Asset Management

Please find attached the application pack for the above post.

The **closing date** for the return of the completed applications and equality monitoring form is: Monday 27th January 2025

Please submit a **CV with cover letter**. Guidance notes for applicants be found on page 11.

If you have any questions or, would like further information, please do not hesitate to contact Nigel Fortnum or David Currie at Aspen People on 0141 212 7555 or enquiries@aspenpeople.co.uk

Thank you for your interest and we look forward to receiving your application.

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Welcome to Elderpark

Dear Candidate

Thank you for your interest in working with Elderpark Housing Association.



We are an organisation based within the local community and see the role of a Housing Association as much more than just providing homes for our tenants to live within.

Elderpark Housing is an organisation that seeks to recruit excellent and high potential employees and provide them with the support to flourish and have a thriving and successful long term career with the association and the sector. We believe this will be an exciting and interesting role working for an organisation that values our employees placing a significant emphasis on them achieving their full potential. We will support you to develop your skills, undertake any training and education which benefits your professional development and provide you with the tools to be successful in the position.

Within a sector where there is a set grading structure, the monetary offer doesn't differ considerably but what we offer is an outstanding modern working environment which is caring and friendly. You will have the opportunity to contribute to our ongoing success as an award winning, well respected and prominent housing association both within the community and the sector.

I hope the opportunity to work with Elderpark Housing is something that interests you and look forward to receiving your completed application.

Gary Dalziel

Gary Dalziel
Chief Executive

About Elderpark

Elderpark Housing was established in 1975 and currently owns approximately 1260 homes with majority being in Central Govan although we have a number of properties within the areas of Ibrox, Kinning Park and Cessnock.

In addition to being a landlord we provide factoring services to approximately 240 owners. The vast majority of our homes are tenemental flats which account for over 80% of the stock the Association provides for rent.

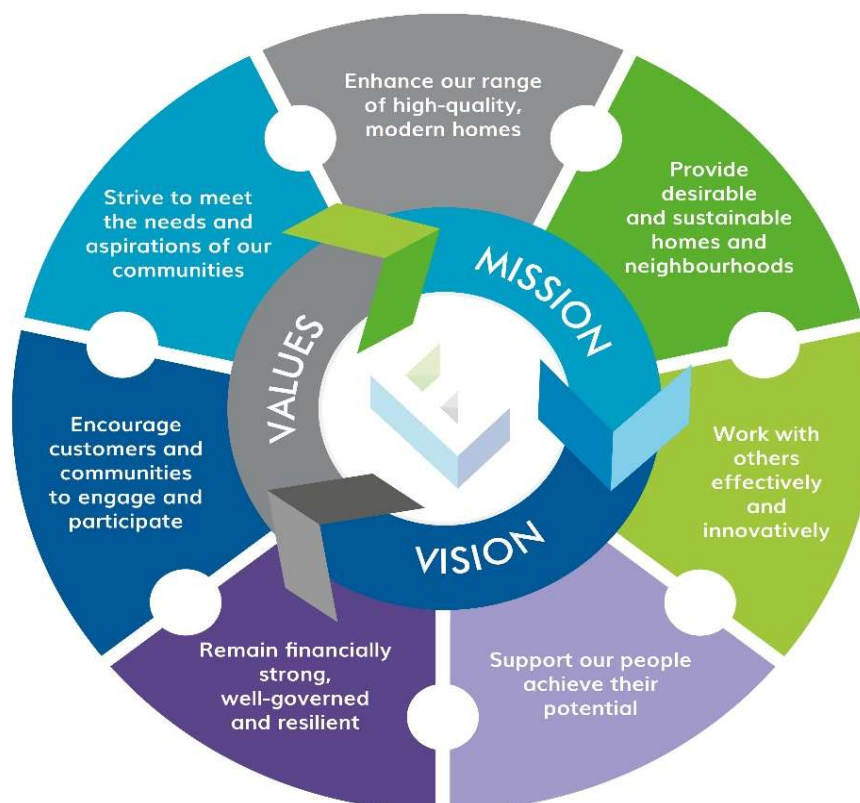
The Association is a 'not for profit' organisation, registered and regulated by the Scottish Housing Regulator and is governed by a Voluntary Management Committee of up to 15 people and currently employ around 34 staff.

Our Vision

A Vibrant neighbourhood where everyone can prosper.

Our Values

Adaptable, Caring, Fair, Reliable, Open



Job Description

Job Title: Director of Asset Management

Grade: EVH Grade SM11-13

Responsible To: Chief Executive Officer (CEO)

1.0 Role Purpose

The purpose of the role is to be responsible for the delivery of Elderpark Housing's reactive repairs service, component replacement and tenant safety compliance services to ensure that our property assets are effectively maintained, safe and of a high quality. To lead the department to ensure effective management, controls and reporting, and the highest levels of performance, compliance and accountability.

2.0 Main Duties and Responsibilities

- Provide strategic leadership, direction and support on asset and property matters to the Senior Management Team, the Management Committee and colleagues across Elderpark Housing
- Be accountable for the overall delivery of the reactive repairs service including ensuring excellent performance in relation to the ARC indicators, high customer satisfaction performance and excellent service quality with a focus on meeting tenants needs and requirements
- Provide the CEO and Management Committee with advice and guidance on asset management to ensure the Association's long term viability is maintained
- Work with the CEO and other Directors to provide support to the Management Committee to deliver excellent governance
- Lead and promote a culture which delivers Elderpark's vision, value and strategic objectives, promoting continuous improvement and equality and diversity across the Associations activities
- Manage risks associated with our properties through a clear framework of evaluation and mitigation, meeting statutory and regulatory standards and lead on reporting asset activities
- Promote a culture committed to wellbeing and health & safety of our staff and customers, evidenced and compliant with Health and Safety legislation
- Participate in development of strategic documents including the Business Plan, and in the preparation of documents, plans and other communications
- Effective member of the Senior Leadership Team, working collaboratively with colleagues
- Lead and have overall management responsibility for the team

3.0 Asset Management

- Lead on the development and delivery of Elderpark's Asset Management Strategy, including working towards net zero
- Ensure effective collection and maintenance of stock condition data, and its use, including systems for data and cost analysis, and development of investment programmes
- Lead on effective procurement of asset activities, to ensure compliance with legislation, best practice and Elderpark's policies
- Lead on property and resident Health & Safety, ensuring compliance with statutory and regulatory requirements
- Develop and ensure delivery of a compliant contract management framework for asset activities
- Ensure effective contract and financial controls are met in the asset activities – planned and cyclical maintenance, health and safety compliance, repairs and maintenance, estates management and mixed tenure, medical adaptations, new build development
- Work with the development agent in progressing the new build programme
- Maintain policies, procedures and systems to provide effective management of Elderpark's assets
- Ensure the Association maximises value for money in its asset activities.

4.0 Performance

- Provide effective reports and information to the Management Committee to ensure informed decision making and regulatory compliance
- Maintain an evidence based assurance framework on the Associations asset activities
- Develop and deliver a performance management framework, including reporting and benchmarking, for asset activities and teams
- Ensure and report on compliance with the procurement regulations across the asset activities
- Ensure and report on compliance with resident health and safety across the activities across the asset activities
- Lead on Risk Management specific to property assets
- Promoting a culture of continuous improvement to ensure that services are planned and delivered to ensure value for money.

5.0 People and Relationship Management

- Lead the team in delivering excellent services in line with the Associations aims and objectives
- Maintain the performance management and review framework for the Asset Department, at both individual and departmental levels, encouraging celebration of

successes, setting clear goals and supporting personal development to achieve the Associations aims

- Ensure the staff team are supported through learning and development and completion of agreed training plans
- Develop, with the Leadership Team, and maintain effective public relations and communication approaches to tenants, customers and wider stakeholders
- Promote effective partnership working and manage relationships with external stakeholders to ensure business objectives are met.

6.0 General

- Maintain professional development, and report on relevant sector changes, threats, opportunities and innovation
- Attend evening Committee meetings and other occasional meetings
- Any other relevant tasks reasonably required to meet the duties of the post

Director of Asset Management Person Specification

Education/Qualifications & Professional Membership	Essential	Desirable
Educated to degree level in a relevant technical/building discipline or able to demonstrate working at an equivalent level	x	
Membership of a relevant professional body (eg RICS, RIAS, CIOB)		x
Evidence of continued professional development	x	
Experience and Knowledge		
Experience at senior management level in asset management	x	
Experience in financial management and controls	x	
Experience of working with and reporting to Boards of Management	x	
Significant Procurement experience	x	
Experience of leading teams to deliver effective, high quality services	x	
Experience of stock condition surveys, analysis of data and costs and business planning	x	
Experience of developing and delivering maintenance programmes	x	
Experience of delivering a repairs service	x	
Experience of new build development		x
Experience of developing strategies and services	x	
Experience of construction and maintenance	x	
Experience of the Social Housing Sector		x
Skills and Abilities		
Excellent leadership skills with ability to develop, motivate and inspire staff teams	x	
Strategic thinker with business acumen	x	
Effective communication and presentation skills with the ability to communicate across a range of formats and audiences	x	
Analytical, with the ability to appraise risk and make informed judgements	x	

Ability to develop strategies and implement effectively	x	
Ability to negotiate effectively	x	
Sound project management skills		
Other		
Demonstrate a commitment to the Elderpark values	x	
Customer focus and commitment to continuous improvement	x	
Understanding of Data Protection and Freedom of Information	x	
Committed, flexible and adaptable approach to work requirements	x	
Prepared to attend meetings out of office hours	x	
Possession of a full and current driving license	x	

Summary of Principle Terms and Conditions of Employment

Job Title:	Director of Asset Management
Salary:	£67,295 - £70,521 per annum EVH Grade 9, SM11-SM13
Contract:	Full Time, Permanent
Hours of Work:	35 per week, Monday to Friday 9am to 5pm (also a requirement to work out with office hours).
Leave Entitlement:	Up to 30 days annual and 13 public holidays.
Place of Work:	65 Golspie Street, Govan, G51 3AX (or any other location as necessary)
Notice Period:	4 weeks
Salary Payment Date:	27 th of each month
Pension:	The association offers a SHAPS Defined Contribution Scheme with the employer contributing a maximum of 12%
Professional Fees:	One set of relevant professional fees paid annually

This summary is for guidance only and will not form part of the contract of employment.

All offers of appointment are subject to two satisfactory references, proof of identity to work in the UK, a Basic Disclosure Scotland Certificate and proof of qualifications where necessary.

People Benefits



Why work with us?

- Flexible Working Environment
- Learning and Development Culture
- Family Friendly Policies
- Teambuilding Days Annually
- Health & Wellbeing initiatives
- Counselling Services
- Professional Membership Fees (annually)
- Employee voice channels including an Employee Forum
- Pension scheme with a maximum contribution of 12% employer provided employees pay 6%
Winning the CIH award for 'Excellence in Learning and Development' November 2023.

Our Values

- Caring** We demonstrate a caring, kind and compassionate nature.
- Reliable** We are honest, trustworthy and reliable in everything we say and do.
- Fair** We are fair and non-discriminatory at all times, treating each individual with the utmost respect.
- Open** We display strong integrity, ensuring everything we do is carried out in an open and transparent manner.
- Adaptable** We are adaptable and responsive to change in order to meet the needs of our customers and organisation.

Our Culture

- Care Giver** Seeks to provide help to others and make people a priority be it tenants, colleagues or the wider community
- Magician** A desire to be a visionary, modern and innovative, creating an an element of magic and seeking bigger things.
- Lover** An emotional connection between people, creating and forming relationships across the organisation and having strong bonds with each other



Guidance Notes for Applications

Please read these notes carefully

We are inviting candidates to submit a **CV with cover letter** (as one combined document) for this role, along with a completed **Equal Opportunities Monitoring Form**.

It is important that your application highlights supporting evidence of how your previous experience and skills relate to the criteria outlined in the job description and person specification, also why you want this role and what you will bring to our organisation.

An Equal Opportunities Monitoring Form can be [downloaded here](#). Please email your completed copy to kbettoli@aspenpeople.co.uk

Please upload your CV and cover letter (as one combined document) via the [Aspen People website – click here](#).

Your application will be treated in the strictest of confidence.

If you wish to post a hard copy of your application, the full postal address is as follows:

Aspen People
177 West George Street
Glasgow
G2 2LB

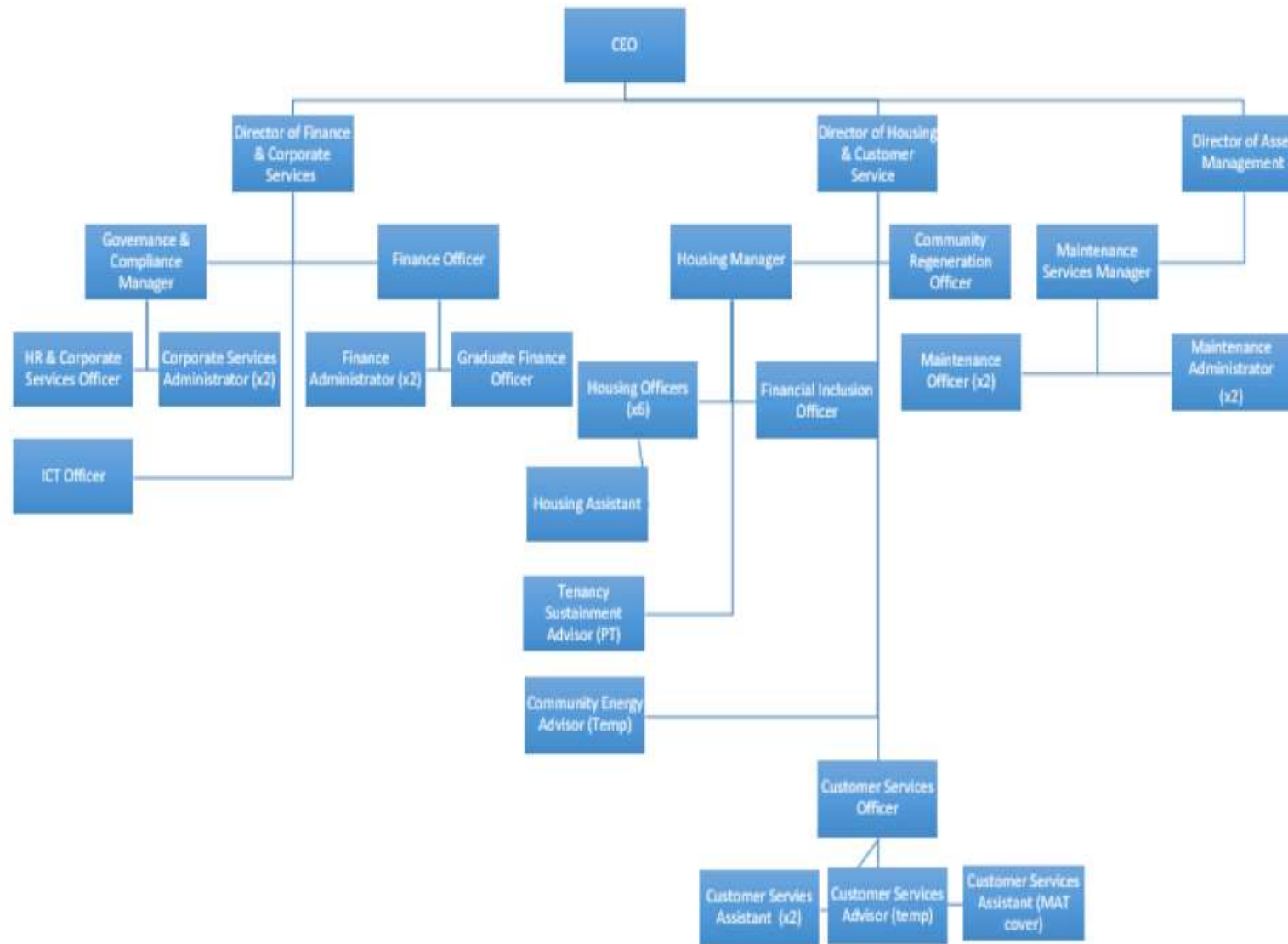
Applications will be considered and assessed against the requirements of the person specification in order to select the candidates for interview stage. If you are successful at this stage, you will receive an email inviting you to attend an interview. If you are unsuccessful, you will be notified by email.

The **closing date** for the return of the completed applications and equality monitoring form is: Monday 27th January 2025

If you are invited to interview, it will last for approximately 45 minutes to 1 hour. All information will be provided to you in an invite to interview email. If you require any adjustments to support your attendance at an interview, please let us know.



If you have any queries about the position or the selection process please contact Nigel Fortnum or David Currie at Aspen People on 0141 212 7555 or enquiries@aspenpeople.co.uk





Elderpark Housing Association

65 Golspie Street

Glasgow

G51 3AX

Driving directions to our office:

<https://www.youtube.com/watch?v=z566yYSscZg>