

**Job Description**

# JOB DETAILS

**Job Title:**  **Investment Programme Manager**

**Location:** **Edinburgh,** **Bellshill or Inverness** **with the closest office to your home being classed as your place of work**

**Team/Directorate:** **Property Services**

**Responsible To:** **Property Investment Coordinator**

**Responsible For:** **Asset Data Officer and Investment Programme Assistant**

# JOB PURPOSE

To lead on investment modelling, stock profiling and energy modelling based on asset data to support strategic investment decisions, business planning and regulatory reporting, directly supporting the Group’s Asset Management and Energy Strategy. To develop and inform programmes of planned investment in the Association’s stock based on asset data and in line with business planning assumptions and investment priorities. To manage and maintain the Cairn Housing Group’s stock condition database and other Asset Management Systems. To integrate the Group’s new build development stock and stock gained through acquisition and transfers, building up stock condition and life cycle information as well as the strategic upgrading of older stock and energy efficiency improvements. To provide strategic direction, risk management and legislative and regulatory accountability of the Association on asset compliance with regulatory requirements.

# PRINCIPLE DUTIES AND RESPONSIBILITIES

## Asset Data Management & Modelling

* Lead on the production, maintenance and overall direction of investment programme information through accurate data analysis to inform and enable project prioritisation decisions to be measured and determined.
* Manage and maintain the asset management system and procedures are fit for purpose and lead responsibility for input to the housing and property elements of the GIS system to support the development and delivery of the Asset Management and Energy Strategy, including add value to the option appraisal process and inform strategic decisions.
* Create and maintain strategic costed plans for SHQS, EESSH, EESSH2, Net Zero Carbon Reductions and other statutory targets as they arise. Provide data, projections, statistical information and analysis for Annual Return on the Charter (ARC) and participate and liaise in audits from internal/external auditors and the Scottish Housing Regulator.
* Report on compliance and delivery outcomes for Scottish Housing Quality Standard (SHQS), Energy Efficiency Standard for Social Housing (EESSH) and other evolving regulatory and non-regulatory compliance obligations are applied and monitored to ensure the housing stock meets milestone targets and requirements.
* Assess and propose Energy Efficiency Initiatives with access to grant support of funding mechanisms through any Energy Company Obligation (ECO), Feed in Tariff (FiT), Net Zero Carbon Reduction Fund or Renewable Heat Incentive (RHI) or their successor funding streams to optimise grant aid for stock improvements in energy efficiency standards and to manage either programmes and income.
* Control and apply systems to manage and maintain annual and cyclical programmes to support the Compliance Supervisor in ensuring they are arranged, contracted and administered so that they meet target timescales, compliance conditions on budget and achieve high levels of customer satisfaction.
* Initiate, promote and develop innovative and creative opportunities and solutions to ensure that elements of the Asset Management Strategy are developed in line with budgets and timescales.
* Support and monitor the data updating and process mapping of the Association’s gas servicing and electrical certification workflows within the asset management system and comply with all procedural actions are carried out in accordance with the Gas Safety and Electrical Safety Procedure so that records meet 100% requirement for annual safety checks and certification.
* Oversee the planning, delivery and analysis of an ongoing programme of stock condition survey’s ensuring high quality, consistent information is obtained. Implement Quality Audit of data for validation and assurance.
* Accountable with others to address procurement, partnering and value for money issues in relation to asset management and investment matters in line with the Group’s Procurement Policy and Strategy.
* Lead and provide a source of technical, contractual, regulatory and legislative consultative advice to Property Services Team, to ensure competent and quality delivery of Property Services projects. Create and deliver training to staff on Asset Data and Digital Asset management software systems.
* Co-ordinate the preparation of tender documentation/specifications for Property Services contracts and assess/evaluate and make recommendations on tender return reports with a view to ensuring value for money is attained.
* Influence and support the Director and Property Investment Coordinator in the negotiation of term contracts to ensure that contracts established represent value for money.
* Accountable with others to participate in budget setting as required and assist in managing budgets within the Service. Develop robust investment programmes enabling the production of 30 year viable costed profiled investment plans.
* Represent the Group and act as an ambassador at Scottish Government and Local Authority working groups, forums and networking events that drive forward property service standards, energy efficiency and improvements. Contribute to relevant technical and design guides and updates such as Firm Foundations in partnership with other.

## Management

* Manage, influence and motivate staff to maximise their role in contributing to the work of the Service and the achievement of the Group’s values, behaviours and objectives.
* Role as a member of the Management Team within Property Services and across the Cairn Group.
* Manage formal processes across the Group by conducting investigations or hearing disciplinary and appeals, where required, to ensure an impartial, prompt and confidential approach is taken and fair outcomes are delivered, in line with employment legislation, best practice, and HR policies and procedures.

## Key Performance Indicators

Maintaining up to date 30-year investment cost model underpinning business plan.

Regular production of regulatory data reporting to satisfy:

* ARC
* EESSH/EESSH2
* SHQS

## Key Contacts – Internal & External

* Executive Team and Board members
* Cairn Group team members at all levels in all Departments
* Local Authorities
* Scottish Government
* Department of Environment and Climate Change
* Scottish Housing Regulator
* Scottish Housing Network
* Partner RSL’s
* Highland Housing Hub
* Highland Housing Alliance
* Contractors
* Consultants
* Lenders and Valuers
* Lawyers
* Registers of Scotland
* Energy Providers
* Energy Savings Trust/Energy Action Scotland
* SPA, PfH, Scotland Excel Frameworks

## Health & Safety

* Ensure that Health and Safety guidelines and fire regulations are strictly adhered to and participate in the Group Health & Safety working group.
* Comply with safe working practices as defined by Cairn Housing Group
* Complete online training as and when required
* Take reasonable care for your own health and safety and that of others who may be affected by acts or omissions at work
* Report any accidents, incidents or near misses as soon as reasonably practicable.

## General

* Be aware of and adhere to Cairn Housing Group policies at all times
* Take part in progress/performance reviews throughout the year
* Cooperate with other Cairn Housing Group departments
* Attend training courses and complete online training modules as required to meet the requirements of the post
* Take responsibility for own personal development, seeking out opportunities to learn new skills
* Undertake any other duties as requested by management which are reasonably deemed to be within the scope of the role

## Other

* Apply the Cairn Housing Group values and behaviours to every aspect of the role at all times
* Promote and maintain the brand standards of Cairn Housing Group

**Investment Programme Manager**

**Person Specification**

| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| --- | --- | --- |
| Qualifications and specific training | Educated to Degree level in a relevant built environment discipline or other relevant professional qualification or 4 years relevant experience. | Membership of a relevant property related professional body (e.g. RICS, RIAS, CIOB, CIBSE) |
| Experience | Significant experience of managing a Corporate Asset Management database and related information systems and software.  Demonstrable experience of creating long term, costed strategic plans to ensure statutory and regulatory compliance within Housing or Property  Demonstrable experience of undertaking financial modelling and able to identify key sensitivities.  Demonstrable experience of energy modelling.  Experience of managing staff  Substantial experience of EU / UK procurement processes and implementation of framework agreements with regard to services, contractors and consultants  Demonstrable experience of partnership working with local authorities and developers.  Significant experience of managing landlord supplies and utilities/service contracts. | Demonstrable experience of a wide range of additional digital asset management systems such as GIS, BIM, sensor technology, and mobile survey apps  Significant experience of construction related project management procedures, including risk management  Significant experience of initiating and managing development, energy or construction related contracts to budget and agreed timescales  Substantial experience of briefing and appointing consultants and contractors including contract responsibilities and supervision.  Demonstrable experience of handling groups/committees  Project Management Practitioner Qualification (APMPrince 2) |
| Knowledge | Advanced theoretical knowledge to manipulate and present data from a wide range of software systems and data sets  Detailed understanding and knowledge of Energy Performance in terms of; Measurement, Suitability of measures and Compliance  Understanding of relevant national legislation and Codes of Practice (e.g. CDM and statutory authority requirements)  Understanding of Planning process, Building Standards and property registration documentation (title deeds, etc.).  Advanced understanding key principles of building contract documentation  Advanced level of ITC skills and excellent working knowledge of Microsoft 365 and Teams. | Knowledge of property law and how to interpret legal titles  Knowledge of the Scottish Housing Regulator’s Performance Standards.  Knowledge of current issues and legislation affecting the housing movement. |
| Skills | Leadership and motivational skills/ability to deliver through others  Possess excellent verbal and written communication skills.  Well-honed critical thinking, analytical and problem-solving skills.  Business case development and report writing.  Ability to represent the Association to a range of outside agencies.  Excellent interpersonal skills to build and maintain working relationships and work as part of a team.  Excellent time management skills and the ability to work under pressure. |  |
| Personal attributes | Teamwork – ability to co-operate with others and where appropriate has the ability to complement the roles of others by being flexible by taking on a leadership, peer or subordinate role.  Compliance – adheres to policies and/or procedures and seeks approval from the appropriate authority before making changes.  Decisiveness – ability to make decisions, render judgements, take action or commit oneself  Ambition – is driven to be successful, effective, achieve goals and progress through the organisation  Innovation – is change oriented and able to generate and/or recognise creative solutions in varying work related situations  Personal Impact – creates a positive first impression, commands attention and respect and is confident in social/networking situations  Oral Communication – expresses thoughts convincingly and effectively using appropriate verbal and non-verbal behaviour to reinforce the content of the message.  Written Communication – ability to express thought in writing in a grammatically correct, well organised and structured manner  Self Confidence – demonstrates a genuine belief in the likelihood of personal success and communicates a positive self-esteem to other |  |
| Additional requirements | Commitment to deliver great homes and great value for money services.  Willingness to travel to attend site visits and meetings, as required.  Full driving license and access to a vehicle.  Flexible to work out with office hours and willingness to travel to attend site visits and meetings, as required. |  |