

HOME GROUP LIMITED
JOB DESCRIPTION QUESTIONNAIRE

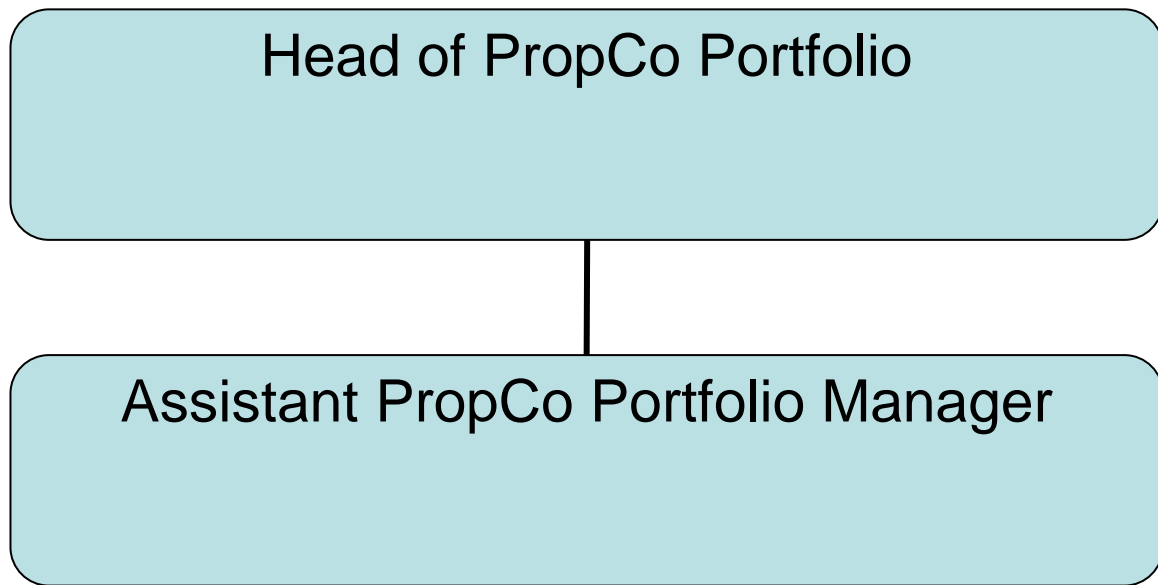
1	JOB DETAILS	
	Job Title: Assistant PropCo Portfolio Manager	Date: 08/02/2016
	Reports to: Head of PropCo Portfolio	Ref: HOMEJD408

2	JOB PURPOSE To contribute to the delivery of an effective commercial property service through the provision of: strategic advice on property options, commercial and residential property valuations, option appraisals and investment planning, surplus stock disposals and general property management services for Home Group.	
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3	DIMENSIONS <ul style="list-style-type: none"> • Assist with property management of Operations – Supported portfolio, including strategic advice and policy implementation • Undertake option appraisals and disposals for surplus commercial and residential property and land including management of dilapidations • Review options for alterations or redevelopment during the options appraisal process. • Direct involvement in property sourcing, including property and agency visits, negotiation with property agents and owners, and validation of property works • Responsibility for project management of new property acquisitions from contract consultation to occupancy • Commercial lease reviews and negotiations affecting supported accommodation • Assist with asset valuation of domestic portfolios for Group Treasury where Asset Management team require information • Travel – Frequent national travel 	
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ORGANISATIONAL CHART



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KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Degree level education or equivalent
- Working toward professional qualification such as CIOB or RICS with proven work related ability
- Excellent knowledge and understanding of stock condition processes and data capture
- Experience in undertaking asset investment options appraisal, forming recommendations and delivering investment plans
- Financial knowledge and demonstrable commercial understanding of the relationship between asset investment and financial and business planning
- Demonstrable understanding of developing asset investment component standards, specifications and renewal programmes
- Demonstrable ability to develop effective partnerships and relationships
- Proven ability in monitoring performance and delivery of KPIs and implementing recommended action for improvement
- Experience of supporting service excellence in an organisation through a

	<p>strong customer focussed approach</p> <ul style="list-style-type: none"> • Evidence of an effective contribution to operational and strategic issues • Evidence of effectively responding to and contributing to organisational change • Ability to think through complex issues, and to work effectively with others at an operational level. • Ability to contribute to the design and effective adoption of housing asset investment processes and procedures and to contribute to and successfully implement service improvements • Excellent influencing, negotiating and presentational skills • Ability to write clear, concise reports, summarising the essence of complex issues and reaching well argued, clear conclusions and recommendations • Ability to prioritise workload in order to achieve targets within agreed timescales • Ability to keep up to date and apply current legislation to assets • Knowledge and experience in monitoring/reporting and delivering on organisational compliance within regulatory and legislative frameworks • Adoption of group wide policy and procedure directions • Robust performance management and regulatory data reporting • Delivery of business objectives and targets
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6	<p>KEY RESULT AREAS</p> <p><i>The outputs of the job include:</i></p> <ul style="list-style-type: none"> • Support the delivery of the asset management plan (PropCo section) and new Group Strategy at a regional and national level • Support the process of stock classification in partnership with key stakeholders identifying assets for investment, disposal and options appraisal • Support delivery of options appraisal recommendations • Work with the Development Operational team to provide advice and help in negotiations with (but not limited to) boundary issues; easements; rights of way; village green issues; party wall. • Achieving customer and commercial performance targets • Liaise with M&CST/Hub Team to ensure property is maintained to agreed standards, influence and contribute to design and specification standards • Support the design of customer and client focused investment component
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	<p>standards and specifications</p> <ul style="list-style-type: none"> • Support the delivery of robust and realistic investment financial planning projections through data analysis and scenario modelling • Investment compliance with legislative and regulatory framework • Improved decision making and reporting to internal and external stakeholders
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7	<p>COMMUNICATIONS AND WORKING RELATIONSHIPS</p> <p><i>Your main contacts will include:</i></p> <p>Internal:</p> <ul style="list-style-type: none"> • Head of PropCo Portfolio • Asset Management Team • Development Management Team • Director of Maintenance and maintenance teams • Members of the Senior Leadership Team • Finance Teams • Legal Services Team • BASS, Live Smart & Portfolio Disposals Teams • IS • Procurement Team <p>External: (to include, but not be limited to)</p> <ul style="list-style-type: none"> • Asset Management profession • Consultants, inc external solicitors • External peer organisations • MoJ, NHS, PCT's and other commissioning bodies
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8	<p>SCOPE FOR IMPACT</p> <p><i>Detailed below are the significant aspects of the job outside of the key results areas</i></p> <ul style="list-style-type: none"> • Professional and customer focussed approach to housing investment strategy development and associated policy and procedures • Business confidence in asset investment planning analysis • Effective use of housing assets • Evidencing regulatory compliance
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9. CORPORATE RESPONSIBILITIES

- Commitment to customer service and the ability to raise standards
- Responsibility for your own health, safety and welfare through adoption of the Group's Health and Safety Policy, Procedures and Safe Systems of Work
- Responsibility for attending organised training and development programmes
- Promote equality and diversity as an integral aspect of working at Home and lead by example.
- To undertake any further duties as requested by your Line Manager

10	JOB DESCRIPTION AGREEMENT	
	Job Holder Signature:	Date:
	Managers Signature:	Date: