



Job Overview

Pathway to Asset Management Officer

- £22,500, per annum, pro rata
- Annual salary increments plus any cost of living increases
- Qualified salary £36,000 circa per annum, pro rata
- V72, St Asaph
- 37 Hours a week

Pathway Entry: Basic maths, english and IT skills and an A Level

Qualifications: HNC Building or equivalent, or relevant experience working towards professional qualification and/or membership to CIOB



Person Specification

Purpose

The Asset Management Officer is integral to helping ClwydAlyn with our mission to beat poverty. By providing good quality homes that people are proud to call home, the Asset Management Officer will lead on ensuring the home meets Welsh Housing Quality Standards by overseeing quality reactive and planned maintenance works

Key responsibilities

- Working within ClwydAlyn and its nominated list of external contractors including the inhouse contracting subsidiaries to provide a comprehensive maintenance service to the Company's residents and clients and being the single point of contact to liaise, monitor, supervise and instruct the contractors in their patch.
- Understanding and identify the needs and requirements of the ClwydAlyn Housing residents in relation to their properties through inspections, technical scheme inspections and resident meetings, consultations and Home Health Check surveys as appropriate.
- To be responsible for the maintenance and improvements for the properties within their geographical zone for the responsive day to day maintenance and other asset management duties inclusive of void property turnaround as appropriate and ensuring they meet Welsh Government and Building Safety legislation requirements.
- Ensure that full consultation takes place at all stages through planned works programmes.
- Identifying the recovery of monies owed to ClwydAlyn on all maintenance matters, including insurance claims, contractors' liabilities, and rechargeable repairs.

Knowledge and abilities

- The Inspection of properties and diagnosing defects specifying repairs and preparing schedules of defects and preliminary estimates.
- The ability to prepare detailed briefs and specifications for repairs, adaptations, and improvements.
- The ability to monitor contractors' performance against pre-determined standards and targets, report thereon, and to provide timely information for the collation of Key Performance Indicators.
- The ability and knowledge to carry out post inspections on reactive maintenance work, as appropriate to the in House Contracting working arrangement agreement, to ensure that works ordered have been completed to an approved standard and timely manner.
- The ability and knowledge to undertake Home Health Checks and prepare compilation reports.
- Knowledge and understanding of The Building Safety Regulations and Disability Discrimination Act and the practical implementation on building works and properties and being able to work with a range of clients with diverse needs.
- Knowledge and understanding of Asbestos Management and the Control of Asbestos at Work Regulations 2012.

Working with others

- Working on a rota system as a "tier 1 contact person" for resolving queries or authorising emergency action if contacted by the "emergency out of hours" reactive repair service agency.
- Provide technical advice, guidance and information, contribute to reports containing relevant information and advice on maintenance services and the performance of the in - house contracting team performance and issues.
- Problem Solving / Decision Making / Innovation
- The ability to work efficiently with emphasis on daily problem solving, decision making and technical knowledge whilst providing value for money service within set budgets, managing feedback and escalating where necessary and prioritising accordingly.
- Understanding and use of mobile working equipment, surveying equipment, keeping systems up to date and managing stock and the stock condition.
- Monitor report and assist the Head of Assets and/or the Asset Lead Officer in managing and controlling the budget on all aspects of maintenance, landscaping, heating, electrical and mechanical servicing and testing on capital and noncapital expenditure on works in the designated geographical area.
- To keep up to date with developments in the relevant fields of work through attendance on courses, seminars and conferences and continuous professional development.

Working at ClwydAlyn

- Providing excellent customer service for both internal and external customers, clients and colleagues.
- Training will be provided to work in line with all health and safety requirements, company procedures and legislation. It is essential to complete any training and development as deemed necessary and compatible with the nature of the post.
- All our teams are expected to work inline with our values and also be responsible for the application of Equality and Diversity practices.
- You may be asked to complete work or tasks reasonable that are outside of your usual work, by your manager, director, executive team or the board, this would be discussed in detail if necessary.
- Barring Service (DBS) check. Staff will need to demonstrate through their DBS check that they have no spent or unspent convictions, cautions, reprimands, or warnings which would impact on their ability to carry out their role.

About ClwydAlyn



ClwydAlyn was formed in 1978 as a non-charitable Registered Social Landlord and now manages over 6,500 homes and employs 760 staff. We deliver a range of housing management related services, which includes care and supported housing, development, and repair and maintenance services across North Wales (Denbighshire, Flintshire, Conwy, Wrexham, Powys, Gwynedd and the Isle of Anglesey).



Our homes and services include social family housing and single person accommodation, supported living accommodation and specialist care and nursing services, low-cost home ownership, leasehold management services and intermediate and market rented housing. The Group's turnover is £64m.

We are an ambitious Housing Association and very driven by our values and mission. We believe that it is wrong that there is still so much inequality and poverty across our region, and we know that this impacts every aspect of people's lives. We took a strong position to end evictions four years ago and we use our money and influence to do all we can to support those experiencing poverty and to champion for change across our country.

Why work for us?

Job Benefits

- Are you looking for an excellent work life balance?
- Would you like 25 days paid holiday (increasing to 30 days), with the opportunity to sell/purchase more annual leave?
- Receive up to 8% employer pension contributions.
- Join a Cycle to Work scheme.
- Receive eye care vouchers.
- Free hot meals provided to staff when working.
- Excellent enhanced maternity package and many other company benefits.



You can apply in a number of ways:

The more traditional approach

Send an up-to-date CV which shows your full career history and a statement explaining why you are interested in this role and the skills and experience you can bring to the role.

Send us a short film

Maximum 3 minutes explaining why you are interested in this role and the skills and experience you can bring with a short accompanying letter/email.

Ffôn/Tel: 0800 1835757
Ebost/Email: help@clwydalyn.co.uk

apply at clwydalyn.co.uk
applications close 14 May

This role has been assessed as requiring an Enhanced Level (without barred list) Disclosure and Barring Service (DBS) check. Staff will need to demonstrate through their DBS check that they have no spent or unspent convictions, cautions, reprimands or warnings which would impact on their ability to carry out their role. Any risks identified through the DBS check will be reviewed by the Group and a Risk Assessment undertaken. The outcome of the Risk Assessment may result in job offers being withdrawn or existing staff member's employment being reviewed. Further information is available in the Group's DBS Policy and Procedure which can be requested from the HR Team.