



ClwydAlyn

Department: Assets

Job Overview

Asset Management Officer

- £37,365 per year
- Field Based
- 37 hours per week
- Monday to Friday – 8am – 4pm – hours can be flexible against work pattern.
- Company Vehicle

Vacancy Closing date: 12th of May

Interview date: 21st of May



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ClwydAlyn



Job Overview

Asset Management Officer

Department:	ClwydAlyn Property Assets
Salary	£37,365 per year
Location:	Field based, , North Wales
Hours:	37
Work Pattern:	Monday – Friday 8am – 4.00pm Hours can be flexible against the work pattern.

1. Job purpose:

As an Asset Management Officer within ClwydAlyn, you will work collaboratively with the organisation's internal contracting subsidiaries and a designated list of external contractors to deliver a comprehensive maintenance service to residents and clients. This position requires a deep understanding of the needs and requirements of ClwydAlyn Housing residents, achieved through inspections, technical scheme evaluations, resident meetings, consultations, and stock condition surveys.

Additionally, the role supports the Maintenance Team in providing a high-quality, cost-effective maintenance and cyclical service, and involves working closely with the Asset Manager to define maintenance work requirements, agree on budgets and work programs, and ensure full consultation with Resident Services Managers throughout the planning and implementation stages.

Qualifications:

HNC Building or equivalent, or relevant experience working towards professional qualification and / or membership to CIOB
- It is essential to have a clean full driving licence

This role requires an Enhanced Disclosure & Barring Service (DBS) check which we pay for.



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Job Overview



Asset Management Officer

Working at ClwydAlyn

As an Asset Management Officer at ClwydAlyn Housing Limited, you'll play a key role in delivering comprehensive responsive and cyclical maintenance services to our residents and clients. Working under the Asset Manager, you'll conduct property inspections, specify repairs, and oversee maintenance work within your geographical Sone. Your responsibilities include ensuring high standards of service, managing contractor performance, and providing technical support to various teams. With a focus on customer satisfaction, you'll make daily decisions, solve problems, and maintain compliance with regulatory standards. Embrace our values of trust, hope, and kindness while making a positive impact on our community.

Key/Core Skills for an Asset Management Officer

- 1. Property Inspection and Maintenance Expertise:**
 - Conduct thorough property inspections and diagnose defects.
 - Specify repairs and prepare detailed briefs and specifications for maintenance and improvement works.
- 2. Project and Contractor Management:**
 - Oversee and manage maintenance and improvement projects within designated Sones.
 - Monitor contractor performance to ensure quality, timing, and cost-effectiveness.
- 3. Technical Knowledge:**
 - Apply knowledge of building regulations, construction laws, and health and safety standards.
 - Utilise IT packages and mobile working equipment for maintenance services and asset management.
- 4. Problem Solving and Decision Making:**
 - Make daily decisions and solve problems independently using technical expertise.
 - Ensure value-for-money services within set budgets.
- 5. Customer Service Excellence:**
 - Promote and deliver high standards of customer care and resident satisfaction.
 - Effectively liaise with residents and address their needs and concerns.
- 6. Collaboration and Teamwork:**
 - Work closely with the Asset Manager, Resident Services Managers, and other teams.
 - Provide technical advice and support to colleagues and external partners.
- 7. Adaptability and Flexibility:**
 - Manage a flexible work schedule, including occasional evening and weekend work.
 - Participate in out-of-hours emergency maintenance support and continuous professional development.

Why work for us – Benefits

As well as making sure staff have access to a free meal each day, other benefits include:



Health benefits

We offer a range of health related benefits including a Cycle to Work scheme, Eye Care scheme and Health Care Cash Plan.

We also offer a free and confidential counselling service to all staff.



Annual Leave

We offer 25 days plus bank holidays increasing to 30 days after 5 years' service.

Additional flexibility to buy and sell up to 5 days annual leave (pro rata).



Enhanced sickness pay

Enhanced sickness pay after 1 years service rising to a maximum of 3 months full pay, 3 months half pay.

In serious and life threatening situations we agree support on an individual basis.



Dedicated Wellbeing Support

We know that fostering high levels of wellbeing is good for people, the organisation and the communities we work within. We are committed to creating positive, flexible working environments where individuals and communities can thrive.

We have a dedicated Workplace Wellbeing Team and we provide a wide range of support and wellbeing-related benefits to support good mental, physical and social wellbeing.



Families are important

We offer 4 months full pay and 5 months half pay when on Maternity, Adoption or Shared Parental Leave.

We also offer an agile and flexible working environment to support families and carers.



Pension

Defined Contribution pension scheme with matched contributions (up to 8%) and death in service benefit 3 times your salary.



Financial wellbeing and support

We offer a range of support including access to savings and loans through a credit union, access to support from our in-house Welfare & Money Advice Team and access to a free lunch for all staff.



Learning & Development

Investing in the personal development of staff to reach their potential is our priority.

Through formal training, on the job learning, coaching and mentoring, we provide a learning environment that is supportive for each person to build skills that will help them be great in their job today but also enable them to grow a career with us for the future.

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.





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You can What's app your CV, Audio note or Video by using the number 07881837177

or email your CV to recruitmentca@clwydalyn.co.uk

or visit our website www.clwydalyn.co.uk/work-for-us

Come have a conversation with us, we look forward to hearing from you!

GOOD LUCK