

Recruitment pack

LEWISHAM HOMES



**Lewisham
Homes**



PHONE

0800 028 2 028 or
020 8613 4000



ONLINE

[lewishamhomes.org.uk/
careers](http://lewishamhomes.org.uk/careers)



EMAIL

hr@lewishamhomes.org.uk



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[#lewishamhomes](https://twitter.com/lewishamhomes)



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Hello

Lewisham Homes is an ambitious organisation set up to improve housing in the borough, currently managing 18,000 homes on behalf of Lewisham Council. We are a not-for-profit organisation undertaking a major local investment programme, operating our own maintenance company, and building new homes through a partnership with the local authority.

We work in London's third largest borough where diversity is both a defining characteristic and strength. We're committed to delivering great customer service, investing in Lewisham neighbourhoods, and growing our business to shape a bright future.

At Lewisham Homes we get things done through collaboration and challenge. We're passionate and proud of what we do; and we have a strong ethos in developing careers and recognising individual contributions to our success.

We seek ambitious and dedicated people who share our values and are excited about the opportunity to work in an innovative, challenging and customer focused organisation.

We are Lewisham Homes – are you?



A MESSAGE from the Board Chair

Lewisham Homes exists to deliver quality housing, great services and thriving neighbourhoods. We've achieved a huge amount over the past 10 years but we have an ambition to do much more.

While housing management is our core business we also want to make a difference to Lewisham people and housing in the borough. We're proud to be 100% focused on Lewisham and we want to play a part in preparing for future generations through investing time and resources in developing our communities and neighbourhoods.

We are ambitious for Lewisham, for our residents and for us. To achieve our goals we employ great people to join us. We want all of our employees to understand their role in our mission and be collaborative, passionate and challenging in their work. We want to see people succeed during their time with us and take up opportunities to be involved and have a say.

Ainsley Forbes
Board Chair,
Lewisham Homes

Our mission

To deliver great housing services
for thriving neighbourhoods

OUR CORPORATE OBJECTIVES ARE:

Excellent services • Quality Homes • Sustainable
business • Community focus • Employer of choice

We value

RECOGNITION

We recognise and value success, and a diverse range of talents. We take time to praise good work, and value each other and our customers.

TRUST

We do as we say and lead by example. Our managers empower and trust staff, are open and inclusive and as an organisation we are committed to involving staff in decision making.

PASSION

We have a positive attitude and take pride in our work. We try to break down barriers and aim to be the best at what we do.

COLLABORATION

We build good relationships with each other and aim to understand pressures on others. We work together to solve problems and take responsibility for this.

EMPATHY

We treat people as individuals, show respect to each other and take time to listen. We are customer-focused and think about things from the other person's perspective

CHALLENGE

We tackle cynicism and challenge the status quo. We remind each other of our values, are proactive and never give up in pursuit of our goals.

Head of Strategic Asset Management

The role of Head of Strategic Asset Management is:

- To be responsible for the LH Asset Management Strategy including its strategic approach to housing investment
- To lead on the identification and initial feasibility assessment of the company's regeneration opportunities
- Lead and motivate staff to provide an efficient, professional and high quality service to residents and customers
- To lead on any strategic discussions between LH and Lewisham Council regarding asset management decisions and prepare any required policy and feasibility supporting material
- To commission resident, community and stakeholder consultation in relation to asset management strategy and investment decisions
- To be responsible for the LH asset management database, and in consultation with stakeholders set the annual, 5 yearly and 30 year investment programmes

Timetable and Application

Closing Date: Wednesday 9 May 2018

Interviews: Weeks commencing Monday 21 and Monday 28 May 2018

To apply you will be asked to submit a CV and supporting statement. Within your supporting statement please ensure you address the key requirements identified in the attached person specification with examples where relevant.

Please attach your CV and supporting statement to your online application.

For further information about this role please contact:

Retained consultant

Phil Foster at Ocean Edge Executive Search on
07881 784 997
023 8000 1153
phillipfoster@oceanedge.biz

Or

Steve Coleman, Director of Development and
Investment 020 3889 0640 ext. 2605.

Salary and Benefits

Salary: £60,135 -
£62,145

Annual Leave: up to 36 days

Family friendly policies and benefits including:

Childcare vouchers

Career average final salary pension
scheme Discounts for local eateries

Job Description

Job Title:	Head of Strategic Asset Management
Grade:	SM3
Reports To:	Director of Development and Investment
Direct Reports:	Programme & Planning Manager, Asset Data Manager and Strategic Asset Management Manager

The Main Purpose of the role:

- To be responsible for the LH Asset Management Strategy including its strategic approach to housing investment
- To lead on the identification and initial feasibility assessment of the company's regeneration opportunities
- Lead and motivate staff to provide an efficient, professional and high quality service to residents and customers
- To lead on any strategic discussions between LH and Lewisham Council regarding asset management decisions and prepare any required policy and feasibility supporting material
- To commission resident, community and stakeholder consultation in relation to asset management strategy and investment decisions
- To be responsible for the LH asset management database, and in consultation with stakeholders set the annual, 5 yearly and 30 year investment programmes

Responsibilities

- Provide a strategic overview for housing investment, the development of a comprehensive LH Asset Investment Strategy and associated policies and delivery plans to ensure best use of the organisation's assets
- Be responsible for establishing the overall Asset Management Plan and developing the annual programmes of work, working with the Heads of Finance, Delivery, Health & Safety, Homeownership, Procurement, Technical and Repairs
- Assist the Director of Development in the formulation, monitoring and review of the organisation's regeneration and property investment strategy, including identifying options for growth
- Prepare submissions for investment and regeneration opportunities including longer term partnerships, large scales programmes and one off schemes
- Keep informed of legislative developments and best practice requirements in respect of regeneration and investment activities
- Develop and manage relationships with public and private sector partners and stakeholders to identify regeneration and investment opportunities
- To identify new and innovative funding and procurement solutions
- Build, establish and maintain effective working relationships with local authorities and other external stakeholders

- To provide regularly performance reports in accordance with the performance management system as required by the Director of Development, the Executive, the Regeneration and Investment Committee and the Board of Management
- To prepare statistical, financial and written reports on regeneration and investment, and to produce relevant policies, procedures, and technical briefs
- To lead and manage consultation with residents, the wider community including community groups, partners and key stakeholders involved with regeneration and investment programmes and projects to ensure active community engagement and participation
- To recommend, appoint, brief and manage consultants to achieve programme targets, cost control, and maintain agreed standards to ensure a lettable and / or marketable product is provided

General

- Complete work in accordance with agreed targets and timescales
- Ensure all work reflects Lewisham Homes' corporate objectives and values
- Actively promote the work of Lewisham Homes
- Participate fully and effectively in team working and contribute to a culture of continuous performance improvement
- Comply with the requirements of the PDR process and undertake such development activities as are required to improve performance and ensure that service objectives are met, undertake specific projects as part of individual development
- Comply with all Lewisham Homes policies, including contractual standing orders, financial regulations and all HR policies and procedures in particular Health & Safety and Equality & Diversity
- This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation

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Person Specification

This details the key competencies (knowledge, skills and abilities) required to complete this role. For the purposes of recruitment and selection the indicators below will be used in the shortlisting and assessment process for this role. You should therefore address these areas fully in your application.

<p>Leading</p> <ul style="list-style-type: none"> Proactively builds good relationships with staff, colleagues and partners, to achieve Lewisham Homes goals
<p>Planning and Delivering Customer Satisfaction</p> <ul style="list-style-type: none"> Understands the political environment, and able to deal with a range of stakeholders sensitively and assertively
<p>Communicating, Collaborating and Influencing</p> <ul style="list-style-type: none"> Demonstrates a professional approach which generates credibility and confidence amongst Lewisham Homes Board, Senior Management, and external partners
<p>Adapting and Responding to Change</p> <ul style="list-style-type: none"> Introduces good practice and innovation to drive performance
<p>Analysing and Interpreting</p> <ul style="list-style-type: none"> Able to analyse complex data in order to make investment decisions, recommendations and/or opinions
<p>Innovating, Learning and Strategic Commercial Thinking</p> <ul style="list-style-type: none"> Develops and implements effective Development strategies, fostering effective risk management in their teams and throughout the organisation
<p>Experience</p> <ul style="list-style-type: none"> Significant experience of leading investment, service development and change projects within a large organisation, including experience of implementing new and creative solutions to maximise performance Experience working at a senior level within a public sector housing or regeneration organisation Experience of managing capital investment programmes Track record in leading and delivering large-scale long term housing and regeneration projects, setting objectives and service performance, meeting required deadlines, quality outputs and targets
<p>Education and Qualifications</p> <ul style="list-style-type: none"> Preferably educated to degree standard or equivalent relevant experience Social policy, housing or property based qualification desirable

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