



Job Description

Job Title: Director of Property

Responsible to: Chief Executive

Responsible for: Property Services Managers x 2

Purpose of Job:

To ensure the effective leadership and management for our property services teams and contribute to the overall direction, leadership and governance of the business.

Key areas of responsibility:

- To lead on developing and delivering the asset management strategy and ensure all our homes meet the decent homes standard.
- To ensure procurements are well planned and in accordance with good practice and legislation.
- To ensure all contracts, consultants and procurements are in place and managed.
- To ensure all capital projects are planned, managed and delivered with leaseholder consultation complied with to ensure effective recovery of monies.
- To ensure there are the right policies, process, controls and systems in place to support the business deliver effectively with visibility on performance, feedback and quality. Records are all stored in a secure and accessible place.
- To ensure stock data is kept up to date and evaluated to improve the overall performance of the assets and efficiency from the investments we make in the long term.
- To engage customers in the areas that will impact on them and ensure your teams are responsive to customers and learning embedded where necessary.
- To ensure all legislation, regulatory standards, governance and internal policies and procedures are complied with.
- To ensure performance meets or exceeds statutory, regulatory and internal targets.
- To ensure our properties are safe and meet compliance requirement.
- To ensure all your teams are lead, motivated, trained and managed.



- To ensure effective financial planning and budget management.
- As an Executive member to contribute effectively to the wider direction and running of the business.
- Ensure the Board and its Committees receive the information they require to carry out their responsibilities and are properly advised.
- To provide out-of-hours cover as required.
- Willing to attend occasional evening/weekend work activities and travel to meet the business needs.
- Undertake other duties as may be reasonably assigned from time to time, such duties to be compatible with the level of this job description.

Organisational

1. Act at all times within Hastoe Group's rules, policies, procedures, Standing Orders and Financial Regulations.
2. Uphold the Group's values, policies and practices in respect of equality, diversity and inclusion, and act as a champion for these in all dealings with colleagues, customers, partners and other stakeholders.
3. Understand and comply with the organisation's health and safety policies and practices and ensure that these are administered in area of responsibility.
4. Comply with and support the organisation's Anti Fraud and Anti Money Laundering Policies.
5. Comply with and support the organisation's policy on General Data Protection Regulations.
6. Participate in agreed training in all areas of the organisation's work, including e-learning and attendance at internal and external courses.
7. Carry out other duties as may be reasonably assigned from time to time, such duties to be compatible with the level of this job description.

This job description is an accurate reflection of the duties of the post at the time of writing but will be changed from time to time to meet the changing requirements of the Group.



Person Specification

	Attributes
Education and Training	<ul style="list-style-type: none">• Professionally qualified chartered surveyor or equivalent
Skills, knowledge and Experience	<ul style="list-style-type: none">• Proven senior level experience in similar area of expertise• Experience of managing capital projects and financial management• Ability to contribute to the broader strategic leadership of the business• Ability to analyse and apply a range of financial and performance data• Contract management experience• Ability to manage risk and change effectively• Strong project management skills• Excellent written communication skills• Experienced in drafting clear policies and procedures• Up to date on legislation and good practice• A valid driver's licence
Personal Attributes	<ul style="list-style-type: none">• Commitment to our purpose• A motivated person that can motivate others to do a good job• An effective communicator to lead, engage, collaborate and manage people