

# ***Asset and Decarbonisation Manager***

## *Recruitment Pack*

Salary	£48,010 - £51,792
Closing Date	10:00am, 30 July 2024
Interviews date	12 August 2024  Bro Myrddin HA reserves the right to close this vacancy early should sufficient applications be received. Therefore, we encourage early applications to ensure consideration.



# INVESTORS IN PEOPLE™

We invest in people Platinum

## We Are Bro Myrddin

Based in the market town of Carmarthen we provide quality affordable homes and housing related services to over 2,000 residents in and around Carmarthenshire.

We do this through our excellent team of over 30 colleagues who care about our people, listen to them and deliver for them.

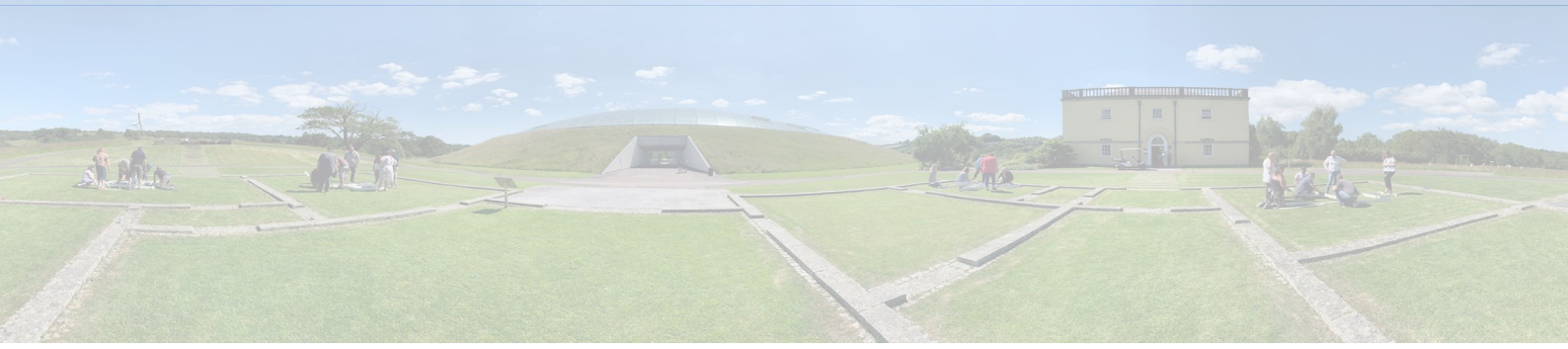
## Our Vision is...

**“To be there for our people.”**

We are driven by a desire to continue to be regarded as an Association that;

## Care, Listen and Deliver

We do this as both a provider of social, affordable homes and services for our residents and as a provider of safe, secure and rewarding place to work for our staff.



## Our Vacancy

Bro Myrddin seeks a dynamic and personable individual who is passionate about improving our homes and to able to effectively lead on the delivery of our Decarbonisation and Asset Management programmes.

This is a new post, the need for which has arisen from the implementation of WHQS 2023 and the Decarbonisation agenda. The postholder will be joining an established, experienced and professional team of property services professionals, who you'll work closely with. As a highly motivated and driven leader you will have a strong desire to really make a difference to our people and their homes whilst ensuring that their voice is heard in the process.

As a member of the operations department, you will take an active role in promoting our culture and behaviours and will have a passion for supporting and building good working relations with colleagues from across the Association

**Check our Job Description and Person Spec for more details.**



# The Package

Salary: £48,010 - £51,792.

Other key highlights are

- ✓ 34.5 working hours per week
- ✓ Office hours 8:30 to 16:30 (16:00 on Fridays)
- ✓ 30 days annual leave (excluding bank holiday)
- ✓ Defined Benefit Pension (CARE 1/80th: 11.2% employers cont)
- ✓ Annual cost of living awards
- ✓ Free (paid for) car parking
- ✓ Simplyhealth corporate health plan (Optimise)
- ✓ Staff investment (supported CPD and professional fees)
- ✓ Company sick pay

As well as many others...



## JOB DESCRIPTION

<b>TITLE:</b>	<b>Asset and Decarbonisation Manager</b>
<b>RESPONSIBLE TO:</b>	<b>Director of Operations</b>
<b>RESPONSIBLE FOR:</b>	<b>Project Surveyor</b>
<b>LOCATION:</b>	<b>Association's Headquarters, Carmarthen</b>
<b>HOURS:</b>	<b>34.5hours/Week</b>

You will aspire to the Associations Mission, Vision and Values in your work and empower your team to do the same. As a highly motivated and driven leader you will have a strong desire to make a real difference to our people (both our staff and residents), by having an adult centric approach and by 'doing what you say you'll do'.

### Objectives of the post:

- To assist the Director of Operations with the provision of all Asset related services.
- To ensure the provision of services are delivered within the ethos of the Associations Mission, Vision and Values.
- To be responsible for the long-term condition of the Association's property to include stock condition surveys, decarbonisation of our homes, planned maintenance programming and WHQS 2023 compliance.
- To be responsible for ensuring the Association's stock is compliant with its health and safety obligations in relation to the delivery of your role.



## Principal Duties:

### Decarbonisation:

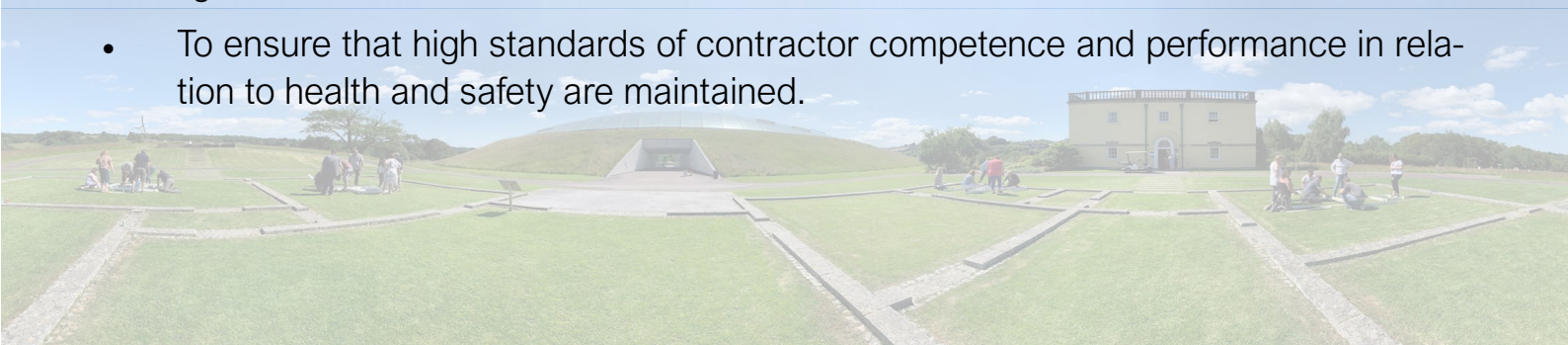
- To develop a decarbonisation roadmap to ensure continual long-term improvement to the energy efficiency of our Assets.
- To lead in the development of initiatives, preparing business cases, investigate applying and manage external funding opportunities, carbon reduction and environmental investment programmes.
- To have day to day responsibility for co-ordination of the delivery of programmes of environmental improvement works, which are resident focused and in-line with PAS2035 methodologies.
- Interrogating, validating, modelling and overall management of energy data, processes and reporting.
- Ensure compliance with legislation and government set targets including meeting EPC C by 2029 and plan to meet EPC A across all assets.
- Keep up to date on decarbonisation best practice, technologies and research by attending relevant events and creating professional networks.
- Manage and build upon our Asset and SAP/Energy data to ensure its accurate, reliable and reportable to assist decision making and assist to develop the Target Energy Pathways (TEP) for all properties.
- Produce the Affordable Warmth and Decarbonisation Plan by 2026/7 and work with Welsh Government on providing reports against progress.

### Capital Improvement, Planned Maintenance and adaptation Works:

- To oversee the delivery of capital improvement, planned maintenance and adaptation works.
- To produce and maintain appropriate programmes of planned maintenance work.
- To be responsible for appointing consultants and contractors and managing programme and quality expectations.

### Health and Safety

- To ensure that works are carried out in accordance with all relevant legislation including compliance with British standards, building regulations, CDM, HHSRS, health and safety, lease and management agreements and landlords statutory obligations.
- To ensure that high standards of contractor competence and performance in relation to health and safety are maintained.



## Stock Condition, WHQS2023:

- To manage and be responsible for the process of meeting the new WHQS 2023 standards.
- To ensure data in relation stock condition is upto date
- To manage the stock condition survey process and maintain accurate records of the condition of the Association's stock.

## Procurement and Approved Contractors:

- To ensure that works are procured in accordance with the Association's procedures and financial regulations.
- To ensure that pre and post works inspections are carried out where appropriate.
- To maintain lists of approved contractors and consultants, monitor insurances and carry out appropriate performance monitoring.

## Miscellaneous

- To line manage your team with a leadership style that will get the best from them by supporting, motivating and empowering them to achieve individual and team goals.
- To ensure our residents voice is heard by monitoring results of resident satisfaction, managing complaints, implementing continuous improvements and attending resident involvement events as appropriate.
- To manage all aspects of Risk Management in relation to Asset Management.
- To lead on the Associations Asset Management Strategy and Asset related Policy and Procedure.
- To monitor spend against budgets, champion value for money and being accountable for our services.
- Checking and authorising invoices received for works completed.
- To comply with and keep up to date with all current and pending legislation.
- To carry out other duties appropriate to the post as necessary or required.
- To be subject to a DBS check (previously CRB check).

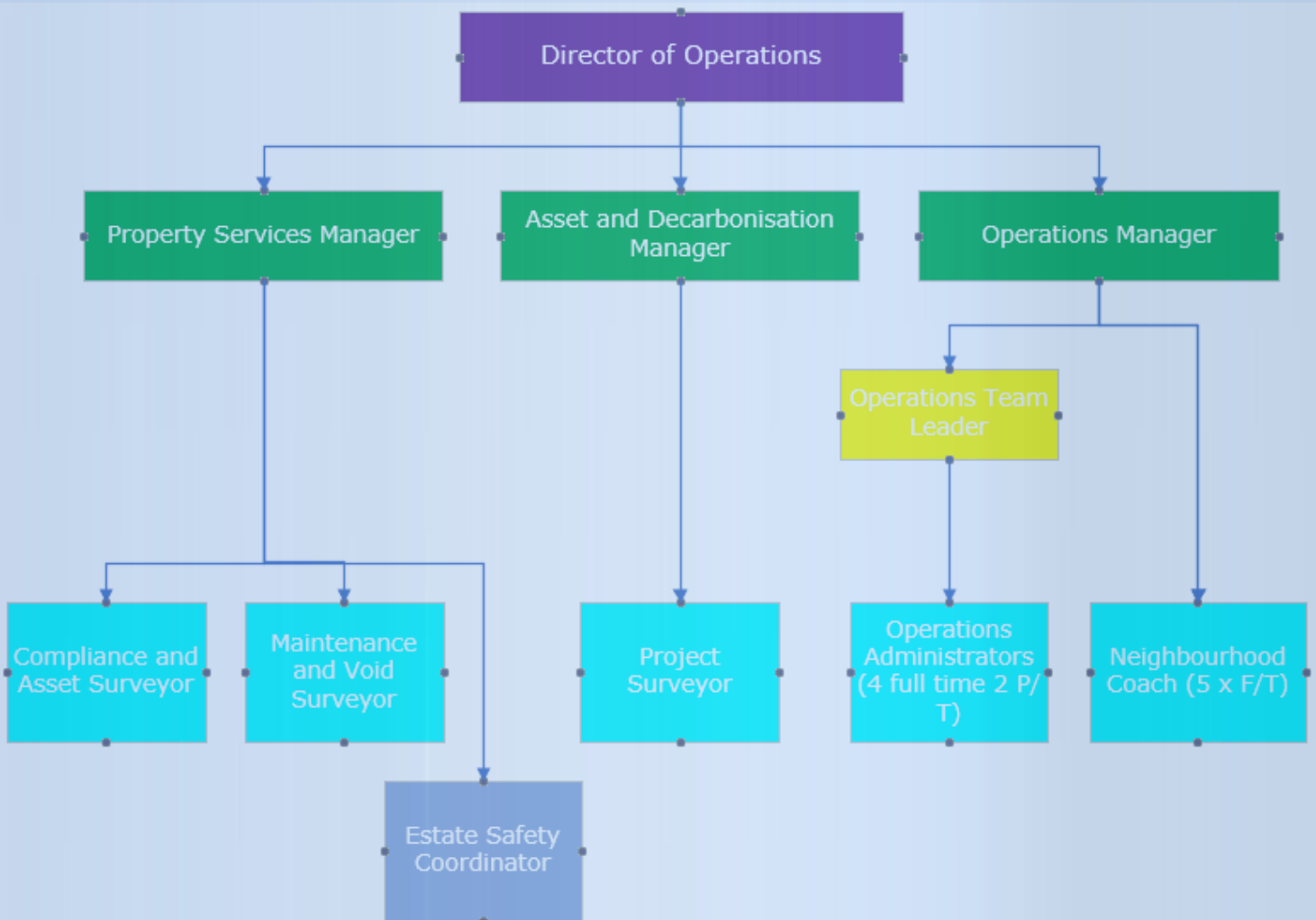
This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change following review and consultation with the Director of Operations.



<b>E: Essential</b>			<b>D: Desirable</b>
<b>Education</b>			
E1	A relevant qualification or working towards a degree appropriate to the role or relevant experience over 10 years of working in a similar environment.	D1	Degree in building related discipline.
		D2	Chartered membership of RICS or CIOB.
		D3	Domestic energy assessment (DEA) / PAS2035 Retrofit Assessor qualification.
<b>Experience</b>			
E2	Experience of managing budgets and programming planned works.	D4	Housing Association experience
E3	Knowledgeable in Decarbonisation and statutory requirements such as Health & Safety, CDM etc.	D5	Knowledge of Local and National government legislation.
E4	Experience of supervising contractors and construction work as well as tendering and administering both standard building contractors and bespoke contracts.	D6	Experience of carrying out decarbonisation retrofit inspections and assessments.
E5	Experience of being a line manager.	D7	Experience of identifying, applying for and managing funding opportunities.
<b>Skills &amp; Abilities</b>			
E5	As a leader you can create a motivating, inspiring and challenging environment whilst achieving results consistent with Bro Myrddin's Vision, Missions and Values.	D8	Ability to work with limited supervision and accept responsibility.
E6	Ability to effectively report write with sound word skills.		
E7	Good organisational and time management skills		
E8	Self-motivated with a proactive approach to service delivery		
	Ability to work under pressure to meet deadlines.		
<b>Other Requirements</b>			
E9	Willingness and ability to work flexible hours when required.	D9	
E10	A willingness to undertake appropriate training.		
E11	Holds a valid driving license and has a car available for business use.		



# Operations Staff Structure



## Interested...?

You like what you read and think you and us are what we are both looking for then apply via our recruitment portal

<https://www.bromyrdin.co.uk/bro-myrddin/recruitment/>

## Want to know more about the role?

Not a problem, give our Director of Operations, Tracy Rees a ring on 01267 232 714 who will be happy to chat through the role.

## Interview process

Interviews will be held at our head office in Carmarthen town. The interview panel will consist of Hilary Jones, Chief Executive and Tracy Rees, Director of Operations.



CYMDEITHAS TAI  
**BRO MYRDDIN**



**BRO MYRDDIN**  
HOUSING ASSOCIATION

