

TAFF

We deliver great homes and services
and support communities to thrive.

Taff is responsible for over 1,500 homes across Cardiff and we provide support services to people across four local authorities in South East Wales.

We develop and deliver reliable services. Building and maintaining quality homes, working with local communities and building long-term partnerships.

As we continue to grow, we'll continue to use our position of influence to create positive change.

Our Values

We inspire
Trust



We are
Ambitious



We are always
Learning



We are
Kind





Advert

We are looking to recruit an Asset and Decarbonisation Manager. This is an exciting opportunity to join an established team. You will lead a team of specialist surveyors in the implementation of WHQS 2023 and the decarbonisation agenda.

We are looking for an experienced leader to manage Taff's retrofit and planned maintenance programmes, to improve the energy efficiency and quality of the homes we provide.

You will need an extensive background in maintenance related work, have a clear eye for detail and be comfortable working with data and numbers. You will also need to be comfortable working with people from different backgrounds and cultures.

We welcome any questions in advance of an application, or if there is something which matters to you, and we haven't covered this in the job pack then please get in touch with our Head of Property, David Pettitt at david.pettitt@taffhousing.co.uk

THE ROLE

Role title: Asset and Decarbonisation Manager

Responsible to: Head of Property

Team: Property Services

What you'll do...

You will be leading a team of specialist surveyors to deliver excellent maintenance related services to our tenants, and you will also be passionate about the difference a good quality home can make to people's lives.

You'll manage Taff's programme of energy efficiency retrofit to meet the annual targets for improving the energy efficiency of the homes we provide.

You'll also ensure effective procurement, delivery and project management of planned & major works across our homes. You will also be comfortable managing and analysing data to enable effective planning and decision making.

What you will be responsible for?

- Managing and mentoring a team of specialist surveyors
- Management of Taff's programmes of planned and major works including monitoring costs, work quality and tenant satisfaction. Ensure actions to remedy any underperformance are implemented
- Managing the performance of contractors and delivering effective, value for money and compliant procurement of services
- Ensuring data on the homes we provide is as complete and accurate as possible. This will include managing a programme of condition surveys and incorporating further data as appropriate
- Reporting on the data we hold including demonstrating compliance with the Welsh Housing Quality Standard (WHQS)
- Preparing a 30-year profile of planned work requirements to enable effective business planning
- Preparing a five-year programme of planned works to enable budgeting and procurement

- Ensuring delivery of annual work programmes that are within budget, meet the required work standards, contractors are managed effectively and achieve high levels of tenant satisfaction
- Providing advice on option appraisals, disrepair claims, project management and other property professional matters
- Project management for pathway to Affordable Warmth and Decarbonisation
- Preparing, overseeing, modifying, maintaining specifications, schedules of works and contract documents for tendering and pricing by contractors to meet the major planned projects programme
- Ensuring all major works are Health and Safety compliant. Ensuring residents, contractors and employees are kept safe while complying with relevant legislation and best practice
- Investigating and responding to complaints, disrepair and insurance claims
- Working positively and in partnership with colleagues across all areas of the business, by providing advice and support as required

THE PERSON

Essential Skills, Experience and Qualifications:

- Minimum of HNC in Building Surveying or a relevant subject and experience working in a Property Management field
- Ability to manage and analyse complex datasets and provide meaningful reports
- Understanding of the Welsh Housing Quality Standard and the Housing Health and Safety Rating System
- Knowledge of CDM 2015
- Knowledge of the principles of energy efficiency retrofit
- A track record of effective contract management and procurement
- Experience of managing planned programmes of work and associated budgets
- Experience of inspecting and solving building defects and providing technical guidance to others
- Ability to prepare and present reports with clear recommendations
- Full UK driving license and access to your own vehicle

Desirable

- Membership to a professional body, such as CIOB or RICS
- Knowledge of the housing association sector in Wales
- Working knowledge of Lifespan asset management software
- Level 5 Diploma in Retrofit Coordination and Risk Management
- Knowledge of the requirements of PAS 2035
- Ability to communicate in Welsh or a relevant community language

We'd also love you to be

- Digitally savvy, able to use Taff's latest technology/kit
- Comfortable to work in an agile environment, with a focus on 'getting the job done'
- Actively anti-racist and tackle all types of discrimination, not just for our customers, but for our colleagues too, welcoming and celebrating difference
- Possess a positive 'can do' attitude and actively contribute to creating an awesome Taff culture.

*This job description is indicative of the range of current duties and responsibilities for the post. It is not comprehensive. This post is expected to develop over time with the skills and knowledge of the post holder and it is essential therefore, that it is regarded with a degree of flexibility, so that changing needs and circumstances can be met. All changes will be discussed with the post holder.

CONDITIONS OF SERVICE

Salary: £47,883 per annum

Contract type: Permanent

Working Week: 35 hours a week - Monday - Friday

Location: We work in an agile way, with a focus on outcomes. Homeworking is available, but you will also need to spend a significant part of your time guiding your team from our head office

Colleague Benefits:

- ▶ 25 days annual leave (extra 1 day leave after 5 & 10 years' service – total of 27 days)
- ▶ 4 extra concessionary days and public bank holidays.
- ▶ Defined Contribution SHPS Pension scheme with a maximum contribution of up to 9.25%.
- ▶ Enhanced sick and maternity pay
- ▶ Simplyhealth cash plan covering optical, dental, chiropractic treatment and more.
- ▶ Permanent Health Insurance through Canada Life.
- ▶ 'WeCare' service through Canada Life for employees and their household giving access to GP consultations, specialist counselling and many other services
- ▶ Employee Assistance Programme through LifeWorks
- ▶ Discounts at major retailers via Telus

Checks: DBS and reference checks required. Appointment will be confirmed only upon satisfactory response.

To apply for this post please send your CV to careers@taffhousing.co.uk stating the job reference number. Please also ensure you complete the [Equal Opportunities Form](#) by [clicking here](#).

Closing date: Friday 2nd August @ 10am

Interview date: Friday 9th August 2024