

## Head of Assets – Fire Safety Programme Management

### Regeneration & Assets

Overview	
<b>Role Purpose</b>	To take overall accountability for delivering NHG's programme of fire safety works to its existing homes, including the management of significant capital programme expenditure.
<b>Responsible for</b>	Working with NHG's Building Safety Director to ensure that building safety is improved through effective expenditure.
<b>Reports to</b>	Building Safety Director within the Regeneration & Assets directorate.
<b>Line management</b>	Project management and surveying staff – specific roles to be confirmed as R&A integration restructuring proceeds.
<b>Date</b>	September 2019

Role relationships	
Internal	<ul style="list-style-type: none"> <li>• Manage relationships with the front-line NHG staff who are accountable to customers for the outcome of fire safety works to their homes.</li> <li>• Manage relationships with colleagues across NHG, who are involved in, or impacted by, the delivery of these works.</li> <li>• Manage relationships with senior managers, up to executive director level, in relation to these works.</li> </ul>
External	<ul style="list-style-type: none"> <li>• Manage NHG's relationships with external parties involved in the delivery of fire safety works, for example funding bodies, solicitors, consultants and contractors.</li> <li>• Represent NHG in providing visible leadership within the sector, in relation to fire safety works, including liaison with Local Authority partners.</li> </ul>

Role accountabilities
<ul style="list-style-type: none"> <li>• Work with your Director, and other stakeholders, to plan and prioritise the delivery of fire safety improvement works to NHG occupied homes.</li> <li>• Develop and seek NHG approval to capital budgets for these works. Manage and report on approved budgets.</li> <li>• Design and build the capability to deliver fire safety works to achieve the required business outcomes as set out in the R&amp;A Service Delivery Plan and the work plan of NHG's Fire Safety Task Force.</li> <li>• Lead and direct your team in delivery of these activities.</li> <li>• Continually monitor performance and instigate appropriate improvements.</li> <li>• Nurture and develop your team, not just as a means of delivery of your services, but as a key asset of NHG as a whole, in accordance with NHG values and staff promise.</li> </ul>

## Role accountabilities

- Deputise for your director, when requested.

### General

- Ensure you follow the financial regulations, policies and procedures at NHG.
- Ensure that you follow relevant Health and Safety policies and related procedures, keeping up to date with changes and taking action to maintain your own personal health and safety and that of others.
- Ensure that you undertake any corporate responsibilities as required, including leading investigations and headings in formal processes across the business.

The tasks and responsibilities outlined above are not exhaustive, the post holder may undertake other duties as is reasonably required.

## How do you meet the role requirements?

To do the job well, we have outlined the key behaviours we'll expect of you, and the knowledge, experience and skills you need to do the job. You'll be assessed on these criteria during the selection process.

## Role behaviours

Customer focus	<ul style="list-style-type: none"> <li>• Commit to providing the best service to customers, set realistic expectations, keep your promises, and act with integrity always.</li> <li>• Commercial awareness / VFM in everything people do</li> </ul>
Accountability and delivery	<ul style="list-style-type: none"> <li>• Be accountable for the accuracy and completeness of your work, remaining calm under pressure, making informed and reasonable decisions.</li> </ul>
Service improvement	<ul style="list-style-type: none"> <li>• Approach your work with rigour, challenging yourself to identify opportunities for service improvement, working in partnership with others to make NHG better for customers and colleagues.</li> </ul>
Communication and inclusion	<ul style="list-style-type: none"> <li>• Communicate clearly and openly, including all and celebrating differences, listening and responding positively to others.</li> </ul>
Management	<ul style="list-style-type: none"> <li>• Lead by example and with empathy, ensuring your team deliver on their promises; getting the best from your staff by offering them appropriate support, guidance, and development.</li> </ul>

As NHG develops a new competency framework, behaviours for individual roles will be aligned as appropriate.

## Essential knowledge, experience and skills

Professional expertise (know how & experience)	<p>You will need to be able to manage and motivate yourself and your team to deliver NHG's programme of fire safety works, which currently encompasses the following activities. This list is not exhaustive, it will flex in response to the emerging regulatory regime, external and financial considerations:</p> <ul style="list-style-type: none"> <li>• Deliver projects of agreed fire safety works to existing homes, in</li> </ul>
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# Role profile

	<p>line with agreed programmes and budgets.</p> <ul style="list-style-type: none"> <li>• Work with Head of Assets – Building Safety to agree which projects move into delivery phase, and when.</li> <li>• Work with Building Safety Director to develop NHG’s fire safety procurement strategies – for consultants and contractors.</li> <li>• Ensure that projects are delivered in accordance with agreed policies and procedures (the Project Management Toolkit).</li> <li>• Analyse completed projects and feed lessons learned back into the process so that continuous learning and improvement is maintained.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Leadership</li> <li>• Drive</li> <li>• Strategic Thinking</li> <li>• Communication</li> <li>• Change Management</li> <li>• Service Management</li> <li>• Commercial Awareness</li> <li>• Project Management</li> <li>• Relationship Management</li> <li>• Risk Management</li> <li>• Data Analysis</li> <li>• Effective IT skills including intermediate MS Office skills</li> </ul>
Qualifications and/or professional membership	<ul style="list-style-type: none"> <li>• As appropriate to demonstrate the required level of professional expertise identified above.</li> </ul>

Role requirements	
DBS	<ul style="list-style-type: none"> <li>• None</li> </ul>
Data and information processing	<ul style="list-style-type: none"> <li>• Information/Data User (all staff)</li> </ul>
Data protection role	<ul style="list-style-type: none"> <li>• Information and Data Administrator</li> </ul>