

## Job Description

<b>Post</b>	Director of Assets
<b>Directorate</b>	Development
<b>Team</b>	Assets & Fire Safety
<b>Spot Salary</b>	
<b>Responsible to</b>	Chief Development Officer
<b>Responsible for</b>	Building Safety & Asset management

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### Purpose

Strategic and operational lead for Poplar HARCA's stock reinvestment and building safety initiatives, providing essential leadership and oversight to enhance property management outcomes. Through meticulous planning and execution of resident-focused programmes, ensure value for money and achieve compliance with critical regulatory frameworks, including the Building Safety Act, Fire Safety Regulations, and Decent Homes Standard and subsequent legislation.

In collaboration with key stakeholders such as contractors, internal teams, the Local Authority, and the Building Safety Regulator, maintains robust monitoring of property performance. Systematically ensure that all stock consistently remains safe, compliant with current standards, and fit for purpose. By proactively identifying and managing risks, drive continuous improvement in asset management strategies, practices, and processes, ultimately safeguarding the wellbeing and satisfaction of residents while protecting organisational assets.

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### Corporate Responsibilities

#### Financial Oversight

1. Ensure compliant procurement practices, including bids, tenders, contracts, and partnership agreements.
2. Control and accurately forecast multi-million-pound budgets to support corporate financial objectives.
3. Design, implement, and evaluate cost-effective programs, systems, and services to deliver demonstrable value for money.
4. Monitor financial performance, manage expenditure controls, and ensure robust return on investment (ROI) across service areas.
5. Prepare, review, and present multi-million-pound annual and operational budgets in alignment with strategic plans.

#### Governance

1. Ensure full compliance with all applicable legislation, regulatory frameworks, and statutory obligations.

2. Contribute to the organisation's strategic direction and overarching corporate governance through active participation in executive decision-making.
3. Act as organisational lead for compliance with standards.
4. Serve as a core member of the Operational Management Team, influencing service design and delivery.
5. Provide regular reporting and strategic input to the organisation's Board to inform governance and assurance.
6. Champion local resident engagement and ensure effective mechanisms for co-production and accountability.

## **Leadership**

1. Act as a high-profile ambassador for the organisation, upholding its values and public image.
  2. Deputise for the Chief Development Officer as required, providing continuity of leadership.
  3. Lead the design and delivery of the organisation's asset portfolio, ensuring responsiveness to evolving needs.
  4. Develop and execute long-term strategies aligned with the organisation's mission and business objectives.
  5. Cultivate a high-performance culture grounded in accountability, inclusivity, and continuous improvement.
  6. Protect and enhance the organisation's reputation through ethical leadership and stakeholder engagement.
  7. Represent the organisation on key external strategic forums, influencing sector policy and partnerships.
  8. Represent the Directorate on internal strategic forums, ensuring integrated service planning and delivery.
  9. Drive strategic planning and transformation initiatives across the directorate.
  10. Role model leadership behaviours that reflect and reinforce the organisation's core values and cultural aspirations.
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## **Portfolio Responsibilities**

### **Operations**

1. Ensure compliance with fire safety legislation and the Building Safety Act, maintaining high standards of safety and compliance.
2. Oversee the delivery and execution of major building projects and planned maintenance.
3. Ensure systematic maintenance planning and adherence to relevant regulations, industry standards, building codes, and internal governance policies.
4. Direct feasibility assessments, cost-benefit analyses, and risk evaluations for proposed projects and maintenance plans.
5. Lead and manage cross-functional project teams, including internal staff, consultants, contractors, and suppliers, ensuring effective delivery, adherence to schedule, and budget management.
6. Develop and implement robust systems and processes for project performance monitoring, quality assurance, and financial management, ensuring accurate reporting against established KPIs.

7. Provide oversight of contract management, procurement processes, vendor selection, and relationship management to optimize service delivery and value creation.
8. Direct contingency planning and operational risk management for major projects and planned maintenance activities, minimizing disruptions and safeguarding business continuity.
9. Foster collaborative relationships with internal stakeholders and external regulatory bodies, effectively communicating project objectives, schedules, compliance requirements, and outcomes.
10. Ensure meticulous documentation, record-keeping, and reporting practices to maintain audit readiness and facilitate transparent corporate governance.
11. Regularly conduct audits and inspections to verify compliance and operational standards.
12. Manage incident responses, ensuring timely resolution and comprehensive corrective actions.
13. Provide clear, consistent communication to stakeholders on operational statuses, issues, and corrective actions.
14. Conduct regular training and drills to ensure readiness and effectiveness of operational and safety protocols.
15. Oversee operational budgeting, expense tracking, and cost management to ensure fiscal discipline and accountability.

## **Strategy**

1. Develop and implement strategies that align with Poplar HARCA's vision, mission, and long-term goals.
2. Lead strategic planning for asset investment and building safety, ensuring alignment with corporate objectives.
3. Foster an organisational culture of respect, excellence, continuous improvement, and proactive risk management.
4. Champion excellence in data management by establishing robust systems and processes for accurate and timely data collection, analysis, and reporting.
5. Lead the identification, assessment, and mitigation of strategic risks related to asset management and building safety.
6. Oversee preparation of strategic business cases, supported by comprehensive feasibility studies, cost-benefit analyses, and ROI evaluations.
7. Lead strategic initiatives to respond effectively to changes in legislation, regulation, best practice, and the broader operating environment.
8. Act as an ambassador for Poplar HARCA, promoting a positive image and enhancing its reputation.
9. Develop and maintain proactive, collaborative relationships with key stakeholders, ensuring effective communication and engagement.
10. Develop comprehensive strategies for major building projects and planned maintenance, aligning with corporate objectives and long-term facility management goals.
11. Oversee lifecycle management of building assets to ensure sustained asset performance and cost-effective utilization.
12. Lead strategic planning of capital expenditures and operating budgets related to major projects and maintenance activities, optimizing resource allocation and financial performance.

13. Champion sustainability initiatives and innovative technologies in alignment with ESG objectives.
14. Develop workforce planning strategies, training programs, and professional development initiatives for project and maintenance teams.
15. Identify and leverage funding opportunities and partnerships to enhance organisational resources and capabilities.
16. Drive the implementation of digital transformation initiatives to enhance operational efficiency and service delivery.
17. Establish long-term plans for disaster recovery and resilience in asset management and building safety.
18. Monitor industry trends and innovations to ensure strategic competitiveness and continuous improvement.

### **Workforce**

1. Develop and maintain a culture of continuous learning and professional development across the directorate.
2. Manage complex employee relations casework, ensuring legal compliance and organisational integrity.
3. Ensure staff have access to responsive, high-quality therapeutic and wellbeing support.
4. Embed wellbeing as a strategic priority, promoting psychological safety, inclusivity, and resilience.
5. Recruit, develop, and retain a high-performing, multi-disciplinary senior leadership team.
6. Lead strategic workforce planning to ensure the directorate is fit for future challenges and opportunities.

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### **General**

Perform any other duties as reasonably required by a senior officer, in line with the scope and responsibilities of the role.

Undertake out-of-hours work and travel as necessary to meet the operational and strategic needs of the organisation.

Adhere to the organisation's standards of conduct and behaviour, including but not limited to:

- Maintaining awareness of and mitigating operational and strategic risk
- Complying with health and safety requirements
- Upholding data protection and information governance standards
- Using ICT systems responsibly and securely
- Actively promoting and embracing equality, diversity, and inclusion in all aspects of work

**Post:** Director of Assets  
**Team:** Assets

**Spot Salary**  
**Directorate:** Development

All criteria essential unless otherwise stated.

Education	<ol style="list-style-type: none"> <li>1. A recognised housing, construction, or building safety qualification, compliant with statutory requirements (e.g. Chartered status with CIOB, RICS, or equivalent).</li> <li>2. A degree or demonstrable equivalent professional experience at a senior level in a relevant technical or safety discipline.</li> <li>3. Evidence of sustained, role-relevant Continuous Professional Development (CPD), including regulatory or legislative updates related to building safety and compliance.</li> </ol>
Skills	<ol style="list-style-type: none"> <li>1. Interpret and operationalise complex building safety legislation, statutory guidance, and regulatory frameworks with precision.</li> <li>2. Navigate high-risk, high-profile environments, balancing multiple stakeholder interests under intense scrutiny.</li> <li>3. Communicate high-stakes, technical, or legally sensitive information with authority and clarity to diverse audiences.</li> <li>4. Demonstrate sound judgement and independence in safety-critical decision-making.</li> <li>5. Lead collaborative, cross-functional teams to proactively identify, escalate, and resolve safety risks.</li> </ol>
Experience	<ol style="list-style-type: none"> <li>1. Leading multi-disciplinary teams responsible for building safety, compliance, and resident assurance across a portfolio of housing assets.</li> <li>2. Designing and embedding safety-led systems of work and resident engagement strategies in line with legislative duties (e.g. Building Safety Act 2022).</li> <li>3. Translating complex regulatory change into practical policy, procedures, and service delivery models.</li> <li>4. Managing substantial capital and revenue budgets related to asset safety, with clear evidence of driving efficiency and accountability.</li> <li>5. Operating at a senior executive level with demonstrable experience of direct engagement with Boards, statutory regulators, and political stakeholders.</li> </ol>
Knowledge	<ol style="list-style-type: none"> <li>1. Deep understanding of housing, fire, and building safety legislation (including the Building Safety Act, Fire Safety Order, and relevant statutory instruments).</li> <li>2. In-depth awareness of regulatory expectations from the Building Safety Regulator and related compliance obligations.</li> <li>3. Strategic insight into risk management frameworks, safety case methodology, and golden thread principles.</li> <li>4. Ability to convey complex technical, legal, or policy information to non-specialist audiences in a clear, structured manner.</li> </ol>

	5. Knowledge of equality, diversity, and inclusion principles in the context of resident safety and service delivery.
Competencies	1. Achieving Results 2. Problem Solving 3. Putting Others First 4. Open to Change 5. Partnership Working