

JOB DESCRIPTION

JOB TITLE	Programme Lead (Asset Strategy & Development)
Salary grade	5C £38,186 - £41,181
Department	Asset Strategy & Development
Hours	37 hours/week
Responsible to	Head of Asset Strategy and Development
Responsible for	Project Co-ordinators & Project Officers

1. MAIN AIMS OF THE POST

Provide strong leadership to a team of Project Co-ordinators and Project Officers to maximise outcomes for our customers and deliver quality homes where people are proud to live.

Develop project & programme management processes that drive collaboration, innovation, efficiency and a culture of continuous improvement.

Oversee the delivery of the Active Asset Management Plan and the Development Plan. Ensure quality, contractual and financial performance & compliance.

Collaborate with a network of professionals to ensure the very best homes are offered to our customers.

Use asset and development data to drive improvements and quality in our delivery programmes.

Lead on the relationship management attached to the programmes, including Homes England, and ensure regulatory compliance.

2 SPECIFIC DUTIES

1. Provide exceptional leadership to a team of Project Coordinators responsible for the project management of development schemes, refurbishments and disposals to maximise outcomes for customers and constantly improve the quality of our homes and neighbourhoods.
2. Help other departments within SYHA be fantastic clients, helping them scope and submit briefs enabling the team to deliver exceptional results for our customers.
3. Ensure strong partnerships are formed and sustained with internal clients and wider stakeholders, including Homes England, developers, designers, construction partners, public, voluntary & health sectors. The post holder should also collaborate and coordinate with other initiatives in the Sheffield City Region.
4. Work with the Head of Asset Strategy & Development to identify business opportunities and assist in the management of bids and competition submissions.
5. Oversee effective management of budgets in line with SYHA policies and the requirements of our funders.
6. Implement and develop systems and processes alongside the Data and Analytics Coordinator to support the delivery of SYHA's plans and strategies.
7. Oversee quality assurance processes across SYHA's Asset Strategy and Development Plans, including ensuring all audit requirements are met and submission claims on IMS are submitted.
8. Lead evaluations of programmes, promoting continual improvement
9. Ensure that all contracts operate in line with legal and regulatory requirements
10. Act as an ambassador for SYHA and an advocate for quality, well designed buildings.

3. OTHER DUTIES

1. Work within the policies of SYHA and participate in the development of policies and procedures.
2. Participate in regular supervision sessions and appraisals with line manager. Attend training and development activities as identified and participate in team meetings.
3. Promote SYHA's Values and Diversity policy and practices in all aspects of service delivery and contribute to the development of future plans and strategies.
4. Maintain a good working knowledge of new work procedures, Health and Safety procedures and fire precautions, and operate the correct procedures and participate in policy development and quality improvement project initiatives where appropriate.
5. Undertake any other duties appropriate to the grade and purpose of the job as may be agreed by the post holder, management and trade union.

CONDITIONS OF SERVICE

JOB TITLE	Programme Lead (Asset Strategy and Development)
Salary grade	5C £38,186 - £41,181
Hours	37 hours/week
Leave	27 days annual leave, plus 8 statutory Bank Holidays and 4 SYHA days at Christmas, Easter, Spring and August Bank Holiday (all pro rata). The leave year runs from 1 April to 31 March.
Pension	You are eligible for membership of the Association's contributory pension scheme which is the Social Housing Pension Scheme (SHPS) subject to the trust deed and rules of SHPS from time to time in force. For more details please contact the HR Department
Unions	SYHA recognises Unite and UNISON, with whom the Association has entered into an agreement where union members have negotiating rights in relation to conditions of service.
Car Allowance	This post attracts Essential Car User Allowance
Car Parking	The post holder will be issued with a permit for the Wellington Street Car Park.
Job Share	The post is open to job share.
Location	Based at Wellington Street office.
No smoking	SYHA operates a no smoking policy within all our offices.

PERSON SPECIFICATION

JOB TITLE Programme Lead (Asset Strategy and Development)

	We're looking for somebody who
Impact on Others	<ul style="list-style-type: none"> ✓ Proven track record of leading a team and delivering results ✓ Outstanding interpersonal skills ✓ Strong collaborative skills and sees the value others can bring ✓ Can inspire others to deliver great things for customers ✓ Keen to share learning and to learn from others ✓ Understands the importance of building reciprocal relationships ✓ Is committed to personal wellbeing and the wellbeing of others ✓ Can influence others and implement change
Motivation	<ul style="list-style-type: none"> ✓ Can bring energy and enthusiasm to the role ✓ Is passionate about learning and solving problems ✓ Is curious and strives for improvement
Values	<ul style="list-style-type: none"> ✓ Is committed to the principles of co-design ✓ Is driven to deliver great homes for our customers and understands the power of brilliantly designed homes and places for individuals, for neighbourhoods, SYHA and SCR. ✓ Invites challenge and can challenge effectively to drive improvement ✓ Is reflective and able to identify areas for their own and others' development ✓ Understands the importance of employee engagement and is able to foster engagement with a broad range of stakeholders ✓ Has a passion for improving the lives of others ✓ Is committed to promoting equality and diversity
Professional Know-how & Qualifications	<ul style="list-style-type: none"> ✓ Track record of delivering large programmes with complexity including strong financial management and budget control ✓ Exceptional team leadership ✓ Understands processes for the development of new homes ✓ Experience of strategic asset management, preferably in a housing setting ✓ Excellent IT skills & the ability to work with Microsoft Office applications ✓ Up to date knowledge and research in the field of Housing, Development and/or Asset Management.

	<ul style="list-style-type: none"> ✓ Understands the principles of coproduction ✓ Excellent working knowledge of funding regulations
Problem Solving	<ul style="list-style-type: none"> ✓ Has an understanding and commitment to the test and learn approach ✓ Has an excellent attention to detail ✓ Has strong data capture and analysis skills ✓ Can deliver high quality services on time and on budget
Work Related Circumstance	<ul style="list-style-type: none"> ✓ Is able to travel as required around South Yorkshire and further afield as and when needed ✓ Has excellent written and verbal communication skills ✓ Is well organised and able to manage a complex workload effectively.