



## **JOB DESCRIPTION**

### **Asset Manager**

#### **1. Purpose of the job**

The Asset Manager will be responsible for the effective operational management, maintenance and compliance of Turning Lives Around's property portfolio. The role ensures homes are safe, decent, compliant and well maintained through the delivery of repairs, voids, planned and cyclical works, robust compliance systems and accurate asset data. The Asset Manager will also take a lead in property acquisitions, driving forward the governments net zero policy in TLA, the delivery of Leeds Housing Options temporary accommodation scheme and supporting TLA with becoming a Registered Social Landlord.

#### **Reporting and working relationships**

The Asset Manager will report to the Property Services Director and work closely with senior managers, colleagues across TLA, local authorities, Registered Providers, landlords, contractors and external partners. The role includes line management responsibility for the Health & Safety Coordinator and other assigned Property Services staff.

#### **2. Salary**

£40,000 – £44,000 gross per annum

#### **3. Hours**

Full time, 37hrs per week, Monday to Friday. TLA operates an Agile Working Policy which can be discussed with the successful candidate.

#### **4. Location**

The role will be based in our central office at Photon House, Armley, LS12 1EL, however due to the nature of the job there will be regular external visits across our range of services and properties.

## **5. Key responsibilities**

The successful candidate will be required to:

- Manage TLA's property portfolio, ensuring all homes meet the Decent Homes Standard, internal quality standards and contractual requirements.
- Deliver an effective repairs, voids and planned/cyclical maintenance service, ensuring works are completed safely, to a high standard, on time and within budget.
- Maintain and develop the asset register, planned maintenance programme and stock condition information, ensuring data accuracy and audit readiness.
- Oversee statutory compliance across all properties, including gas, electrical, fire, asbestos, water hygiene, legionella and lifts, ensuring robust scheduling, evidence and remedial tracking.
- Lead the operational delivery of the Leeds Housing Options temporary accommodation scheme, ensuring property standards, compliance, throughput and customer experience meet agreed KPIs.
- Manage contractor performance, procurement, variations and invoicing, ensuring value for money, quality and compliance.
- Act as a key point of contact for landlords, Registered Providers, Leeds Housing Options and other partners on day-to-day operational matters.
- Support property acquisitions, leases and portfolio growth, including inspections, suitability assessments and mobilisation of new properties.
- Provide operational management information, compliance dashboards and evidence to support regulatory assurance, Tenant Satisfaction Measures reporting and complaint learning, including contributing to and supporting TLA's application for and achievement of Registered Social Landlord (RSL) status.
- Manage allocated repairs, voids and compliance budgets within delegated authority and provide regular monitoring and forecasting.
- Champion effective use of property, repairs and compliance systems, driving continuous improvement and efficient ways of working.
- Line manage and support Property Services colleagues, providing supervision, appraisals, performance management, training and development.
- Respond to complaints, feedback and service issues, using learning to improve asset performance and service delivery.
- Keep up to date with legislative, regulatory and best practice changes affecting housing, property and health & safety, including new and emerging consumer regulation and legislation impacting social and

supported housing, and lead on embedding required operational changes.

- Undertake any other duties consistent with the scope and responsibilities of the role.

#### Compliance and Health & Safety

- Ensure full statutory and regulatory compliance across TLA's housing and commercial properties.
- Lead on TLA's Environmental Policy to align with the governments net zero policy and ensure all properties across the portfolio are at least EPC C.
- Work closely with the Health & Safety Coordinator to deliver inspections, audits, risk assessments and compliance reporting.
- Promote a strong health, safety and safeguarding culture across Property Services, contractors and partners.

### **6. Experience and expectations**

#### Essential

- Minimum 3 years' experience in asset or property management within social, supported or temporary accommodation housing.
- Strong knowledge of housing repairs, voids, planned works and statutory compliance requirements.
- Experience managing contractors, budgets and operational performance.
- Experience maintaining asset data and producing management information and evidence.
- Proven ability to manage and develop staff and teams.
- Excellent communication, organisational and stakeholder management skills.
- Full UK driving licence and access to a vehicle for business use.

#### Desirable

- Professional qualification such as NEBOSH, IOSH or equivalent.
- Experience working with local authority temporary accommodation schemes.
- Experience working with Registered Providers.
- Knowledge of homelessness supported housing or the voluntary sector.

### **7. General**

- Commitment to TLA's values, equality, diversity and inclusion.
- Ability to work in a trauma-informed and values led environment.

- Commitment to continuous professional development and reflective practice.
- Willingness to undertake training and attend supervision as required.

## **8. What we offer**

The wellbeing of our colleagues is paramount at Turning Lives Around. You will benefit from:

- 25 days annual leave, rising to 30 days after two years
- Free 24/7 employee assistance programme, including access to counselling.
- The opportunity to join employee forums, including inclusion and diversity, wellbeing and trauma-informed practice.
- Weekend working enhancement.
- Opportunities for development
- Work pension scheme

## **TO APPLY**

An application pack can be downloaded on our website at <https://www.turninglivesaround.co.uk/job-vacancies/> or please contact Ian on [iatkinson@turninglivesaround.co.uk](mailto:iatkinson@turninglivesaround.co.uk) to discuss your interest.

TLA requires applicants to disclose all criminal convictions and cautions, no matter how long ago they occurred and regardless of whether the offences were committed as a juvenile or adult, including any overseas cautions or convictions. The organisation undertakes an Enhanced Disclosure and Barring Service (DBS) check for all successful candidates, and a confirmed offer of employment is dependent on a satisfactory response from the DBS.