



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Strategic Assets Manager - Specialist Housing Assets Lead (secondment)
Job Reference	TBC
Service	Housing, Specialist Housing and Community Safety, Place and Growth
Team	Strategic Housing Team
Location	Shute End, Wokingham / Home Working
Reports to	Head of Strategic Housing
Responsible for	Senior Housing Growth and Regeneration Officer Senior Strategy Officer Other roles to be determined
Grade	SM1
Contract Type	Secondment (12 months initially)
Hours	Full Time

Main Accountabilities	
1.	Lead on the identification and delivery of a short-term and longer-term pipeline of specialist accommodation to meet the needs of both Adult Social Care and Children's, primarily from HRA properties. Looking at void stock within the HRA and underutilised assets/sites (including some of the HRA's sheltered schemes), build viable business cases to develop specialist accommodation; identifying funding sources and ensuring necessary approvals are in place ahead of project commencement. Once agreed, to act as programme/project manager ensuring that works take place in a timely and efficient manner and regular reporting is provided for Silver Specialist Accommodation Group and sub-groups under Creating Communities Board.
2.	Lead on the identification of under-utilised sites and assets across all the HRA assets to support wider WBC priorities and housing needs, including specialist accommodation above and the provision of a domestic refuge. To drive forward sites which are currently being explored through the work of the Senior Housing Growth and Regeneration Officer, acting as overall programme manager to ensure that sites become live and feasible schemes are developed and delivered.
3.	Working with the Senior Strategy Officer, explore the potential for longer term pipeline opportunities such as provision of additional affordable and specialist accommodation through joint ventures or





	commercial development agreements on WBC/HRA land with the Council's RP partners (work to be led by Head of Strategic Housing) as a mechanism for delivering more specialist and affordable housing.
4.	Lead on the development of an asset management strategy which reads across to the HRA business plan and is informed by up-to-date information on our stock and stock condition, establishing plans which then translate strategy and priorities into delivery.
5.	Develop a policy position on the Council's approach to voids within the HRA which is then agreed through the normal governance channels, implemented and monitored.
6.	Provide support to the commissioning of housing on general fund sites, such as the development of land to the rear of Bulldog Garage for temporary accommodation.
7.	Support the negotiation of leases within the private rented for use by the housing service. Identify opportunities within the private rented sector to support the Council's housing priorities and needs.
8.	Line management of the Senior Housing Growth and Regeneration Officer, Senior Strategy Officer (and any other staff which are required as part of this specialist housing assets programme).

Person Specification	Essential	Desirable
Education/Qualifications	Developed technical and professional skills and expertise in an assets based role in social housing.	RICS qualified Membership of an appropriate professional body Evidence of commitment to continual professional and management development
Experience	Experience overseeing a programme of complex projects delivering quality outcomes, on time and budget. Breadth and depth of experience of successfully managing finances and resources, providing value for money and ensuring governance and compliance. Experience of leading and delivering housing projects and programmes with substantial individual budgets.	A strong track record in delivering effective asset planning and contract management to a diverse portfolio of properties and associated budgets. Proof of operating at a senior manager level with the ability to influence and negotiate with customers, stakeholders and other partners.
Skills/Knowledge	Developed understanding of building safety legislation, and experience of ensuring compliance and monitoring performance against statutory,	The ability to think strategically and deliver on plans. A solid track record of driving improvements in and across teams to achieve targets and outcomes, fostering a performance culture.





	regulatory and best practise requirements.	
Behaviours/Attributes	<p>Track record of leading by example, building strong networks.</p> <p>Self-starter, team player, highly organised and driven individual, with a strong ability to deliver and achieve results.</p> <p>Excellent, written, oral communication skills and IT literacy.</p>	<p>Positive, supportive and dynamic leader with experience of leading change, managing through uncertainty and collaborating to achieve outcomes.</p> <p>Understanding of the importance of team working and willing to play an active role within the Strategic Housing Team.</p>

Purpose Details	
Service Purpose	<p>The Housing Service sits within the Place and Growth directorate and includes teams for both operational and strategic housing.</p> <p>The Strategic Housing Service covers a range of areas including housing partnerships, community regeneration, housing strategy and policy, housing data, information, analysis and regulatory returns.</p>
Role Purpose	<p>This is an initial 12 month secondment to identify and deliver on specialist accommodation which has been designated as an urgent priority by the Council. The role will look primarily at HRA assets to help meet the housing needs from both Adult Social Care users and Children’s Services. The role will create a short term and longer-term pipeline of specialist accommodation.</p>

Supervision and Relationships	
Supervision Received	<p>The post holder will operate with limited supervision, reporting to the Head of Strategic Housing</p>
Supervision Given	<p>Line management of the Senior Housing Growth and Regeneration Officer, Senior Strategy Officer (and any other staff which are required as part of this specialist housing assets programme).</p>
Contacts	<p>Ensure effective relationships within the Strategic housing team and different teams within the housing service, wider Place Directorate and within the wider Council, specifically Adult Social Care and Children’s Services. Regular reporting at the Council’s Silver Specialist Accommodation Group.</p>





Resources/Budget Management

The postholder will be responsible for overseeing budgets associated with scheme delivery (likely min of £500k per scheme).

The postholder will be responsible for delivering an asset management strategy for 2600 properties currently in the HRA.

Special Requirements

The postholder must be able to attend external or evening meetings if required.

Occupational Health Risk Assessment

Details

Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	N
Hand Arm Vibration	N
Lone Working	N (other than home working)
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role

Details

Healthcare or Hospital Work	N
Working with Children (under 18)	N





Working with Elderly/Disabled Adults	N
Work Environment Details	Shute End, Wokingham / Home Working

Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	N

Disclosure and Barring Service (DBS)	Details
DBS Requirement	N/A
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks
Review of role every 12 - 24 months or following major legislative changes

Evaluation Declaration	
Date of Evaluation:	September 2025
Evaluated by:	HR Team

