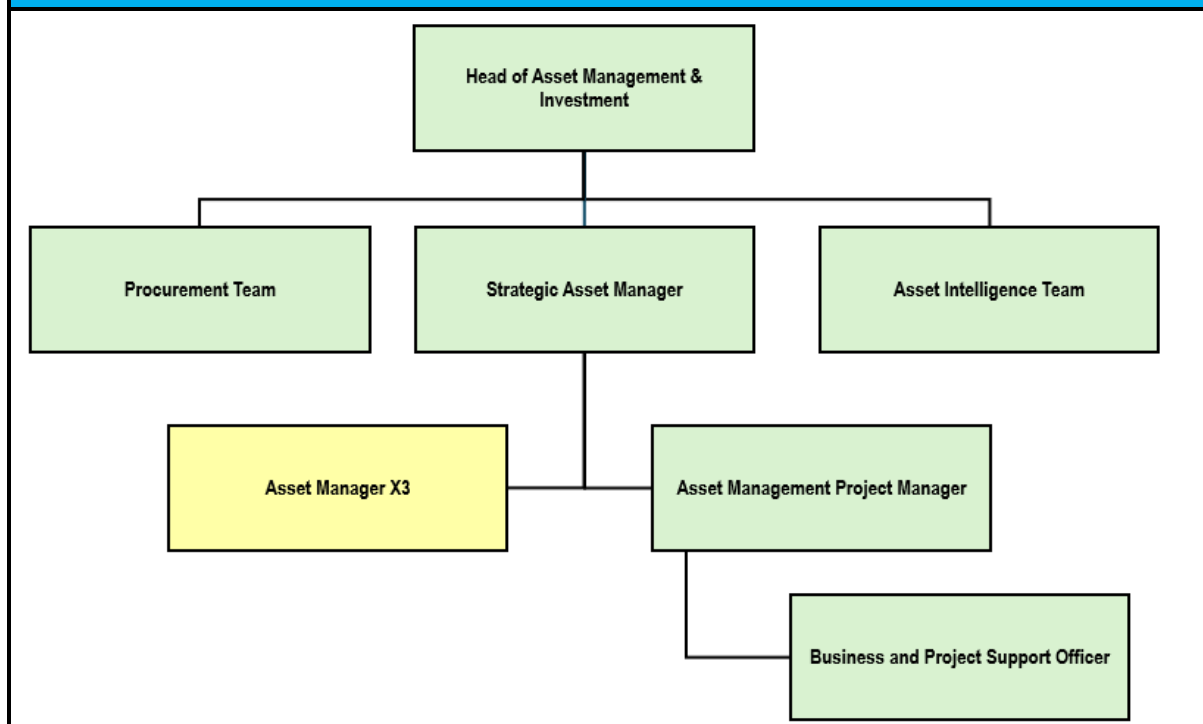


JOB DESCRIPTION

Job Title	Asset Manager
Directorate	Housing Management
Service	Property Services, Asset Management
Grade	Grade G

Responsible to:	Strategic Asset Manager
Employees directly supervised (if applicable):	None

Family Tree (job titles only, no employee names)



1. JOB PURPOSE:

- Deliver effective asset management across the Council's residential and commercial portfolio, implementing the Asset Management Strategy.
- Provide expert technical and compliance contributions for capital programmes and asset-related projects, ensuring regulatory standards are met and asset performance is optimised.
- Lead the implementation of design, technical and compliance standards across programmes and projects, driving consistency, quality and value for money.
- Undertake asset reviews, option appraisals, and help create programmes in collaboration with internal teams to embed Decent Homes, safety, sustainability, and financial asset considerations into technical delivery.

2. DESCRIPTION OF DUTIES:

- Develop, implement, and monitor a framework of technical and design standards that align with strategic asset objectives and regulatory requirements.
- Coordinate the delivery of asset-related projects and programmes with internal teams, contractors and consultants, ensuring quality, compliance and value for money.
- Analyse stock condition and asset performance data to inform lifecycle planning, component replacement strategies, and investment decisions.
- Work with the Strategic Asset Manager to provide accurate inputs into asset reviews, investment planning, financial modelling and scenario testing.
- Produce performance and compliance reports to support strategic decision-making and statutory reporting.
- Integrate requirements from internal teams (e.g. Energy, Sustainability, Fire Safety, Resident Safety) into technical standards and project specifications.
- Ensure technical standards and KPIs are embedded in procurement documentation and evaluate bidder responses to technical questions.
- Act as departmental advisor, resolving design issues, focussing on asset lifecycle performance and ensuring consistency across new build and refurbishment programmes.
- Research and apply innovative technologies and materials to improve asset performance and project efficiency.
- Build and maintain effective relationships with residents, tenants, contractors and consultants, ensuring asset management services are resident-focused and responsive.
- Contribute to the development and implementation of asset management policies, procedures and strategies.
- Manage compliance and remedial works within the commercial property portfolio, ensuring these feed into wider asset management reporting and decisions.

SELECTION CRITERIA / PERSON SPECIFICATION

Job Title:	Asset Manager
-------------------	---------------

Conditions to Note:

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours.

A	Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.
B	Qualifications
C	Skills, Experience and Attitude • Experience in supporting strategic management of built assets and development of investment programmes. • Experience in data driven programme management. • Experience interrogating and translating asset information and using this to support the creation of investment plans or projects. • Previous experience feeding into strategies, policies, plans and reports. • Experience of working with a variety of stakeholders • Proven ability to deliver technical and compliance aspects of housing and commercial property projects. • Good understanding of statutory requirements for social housing such as the Social Housing Regulation Act and Building Safety Act. • Ability to interpret stock condition data and translate findings into actionable recommendations. • Experience collaborating across departments to achieve desired outcomes. • Proficiency coordinating asset-related projects with internal teams and contractors. • Strong communication, negotiation and stakeholder engagement skills. • Experience using asset databases and modelling tools to support investment planning.

	• Capacity to lead projects and deliver high-quality outcomes. • Strong problem-solving skills and attention to detail. • Ability to manage workload, meet deadlines, and adapt to changing priorities. • Ability to work across multiple asset management areas including housing, commercial property and other assets. • Ability to balance technical expertise, operational delivery with strategic asset planning and stakeholder engagement. • Experience embedding technical and compliance standards into projects. • Familiarity with contract types and principles of construction contract management. • Familiarity with Building Information Modelling (BIM), data-driven asset tools and sensor technologies.
Our Values & Behaviours	
D	PUTTING COMMUNITIES FIRST • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. The following examples are indicators of effective behaviour: • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. Our residents will feel that: • I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input
E	RESPECT • We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair, and involving approach regardless of any way in which an individual is different to us. The following examples are indicators of effective behaviour: • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people's needs.

	Our residents will feel that: • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
F	INTEGRITY • We act with openness, honesty, compassion, responsibility and humility. • We let people know what we are doing and communicate why and how decisions have been made. The following examples are indicators of effective behaviour: • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. Our residents will feel that: • I am told when something is not possible and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued
G	WORKING TOGETHER • We work together and in partnership with everyone that has an impact on the lives of our residents. • We want to understand, learn from each other and continually adapt. The following examples are indicators of effective behaviour: • I work with others to provide an effective service for residents, local communities and other departments within the Council. • I seek ways to work with other departments to deliver a seamless service and find opportunities to improve. • I seek out opportunities to learn from my colleagues and build on good practice. Our residents will feel that: • I can get my issue resolved without being passed around departments. • I find it easy to access the services that I need. • I feel the Council is open to new ideas.