

JOB DESCRIPTION

1. JOB DETAILS

Job Title:	New Build & Remodelling Manager
Location:	Hybrid – Glasgow or Edinburgh
Team/Directorate:	Asset Management
Responsible To:	Director of Asset Management
Responsible For:	Clerk of Works & New Build & Remodelling Officer
Indirectly Responsible For:	Not applicable

2. JOB PURPOSE

To deliver the new build and remodelling and adaptations programmes in line with the Corporate Strategy and Asset Management & Sustainability Strategy ensuring that the programme is in accordance with our vision, values and desired outcomes.

3. KEY RESULT AREAS / PRINCIPAL DUTIES AND RESPONSIBILITIES

- 3.1 Support the Director of Asset Management by contributing to the Asset Management & Sustainability Strategy in respect of the new build and remodelling function to meet the strategic objectives of Hanover.
- 3.2 Maintain, monitor, and implement relevant Policies and Procedures to minimise and manage risk relating to our new build, remodelling and adaptations programmes, ensuring these meet the needs of the business at all times.
- 3.3 Develop and implement Hanover's Strategic Asset Management Assessment tool for existing stock ensuring that Hanover is making appropriate investment decisions and ensuring our assets performing in line with the required criteria.
- 3.4 Develop, manage and monitor the new building remodelling and adaptations programmes ensuring effective governance and risk management at all times.
- 3.5 Working with Strategic Finance, manage and report on the programmes for new build and remodelling projects and adaptations, ensuring an effective use of resources, to deliver it on time and within budget, making effective use of external funding opportunities.

- 3.6 Develop an accurate and realistic annual budget submissions for the new build and remodelling programme in conjunction with Strategic Finance.
- 3.7 Develop, manage and monitor relationships with external funders and statutory bodies in relation to meeting strategic housing need, meeting care and supports needs of particularly client groups for both the new build and remodelling programme.
- 3.8 Develop and embed effective liaison with key teams across Hanover to ensure effective collaboration is in place to design and delivery relevant programmes the reflect our strategic objectives, values and culture.
- 3.9 Develop, manage and monitor a fully costed Hanover Standard ensuring the objectives of Hanover are met in relation to the quality of our physical assets. Ensure that this is kept current and reflects our wish to be sector leading in this regard.
- 3.10 Development, implement and monitor a whole life costing model for potential roll out across asset management to ensure that we take a long-term view of specification/ our approach to works.
- 3.10 Significantly contribute to the development and implementation of the Sustainability Plan and Hanover's contribution to net zero.
- 3.11 Promote and Manage a customer co-production approach in respect of the new build and remodelling programmes to meet the required standards as set out the Happy Customer Strategy and our culture and values.
- 3.12 Manage the preparation of accurate KPI reports and statistics in relation to the new build, remodelling and adaptations functions for the Leadership Team and Board to monitor performance in order to manage and mitigate risk and drive a performance culture to ensure delivery of a high-quality service and meet necessary KPIs.
- 3.13 Develop, motivate, and coach direct reports to provide an excellent service suited to current and future organisational needs, as well as their own professional development.

3.2 Key Relationships – Internal & External

- Customer Services
- Strategic Finance
- Business Support and transformation
- Local Authorities
- Scottish Government
- Private funders and banks
- Contractors & Consultants

3.3 Health & Safety

- Ensure that Health and Safety guidelines and fire regulations are strictly adhered to.
- Comply with safe working practices as defined by Hanover.
- Complete online training as and when required.
- Take reasonable care for your own health and safety and that of others who may be affected by acts or omissions at work.
- Report any accidents, incidents or near misses as soon as reasonably practicable.

3.4 General

- Be aware of and always adhere to Hanover's policies and procedures.
- Take part in performance reviews and one to one meetings with your manager throughout the year.
- Cooperate with other Hanover departments to achieve good outcomes for our customers, colleagues, and contractors.
- Attend training courses and complete online training modules as required to meet the requirements of the post.
- Take responsibility for own personal development, seeking out opportunities to learn new skills.
- Undertake any other duties as requested by management which are reasonably deemed to be within the scope of the role or necessary for the smooth running of the business.
- Be an ambassador of Hanover's values and behaviours at all times and demonstrate high levels of integrity in the course of your duties.

3.5 Other

- Always apply Hanover's values and behaviours to every aspect of the role
- Protect and enhance the interests and reputation of Hanover internally and externally.
- Act as a role model and always treat colleagues and customers with integrity and respect.
- Comply with Hanover's Code of Conduct.

New Build & Remodelling Manager Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and specific training		Educated to Degree Level. Construction, Design and Management Regs 2015.
Experience	Extensive experience of generating new business, managing programmes of new build and remodelling. Significant experience of working with customers to conduct remodelling	
Knowledge	Detailed Understanding of the funding framework for social housing. Awareness of design standards for ageing well and dementia. Detailed understanding of good governance frameworks in respect to new build and remodelling.	
Skills	Highly Developed communication and collaboration skills with an ability to develop strong working relationships. Highly developed risk management skills.	
Personal attributes	An outgoing individual with high levels of enthusiasm. Ability to Problem solve. A firm commitment to collaboration and inclusion.	

	Strong interpersonal skills.	
Additional requirements	Driving licence. Ability to work out with normal working hours when required.	

Job Description and Person Specification Agreement:

The above job description is not exhaustive but an indication of the duties the post holder may undertake and will be subject to review.