

# Recruitment Pack

Property Assets Manager



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# Join the NB Housing Team & get the following rewards

- Salary is £50,000 - £55,000 per annum
- Generous optional contributory **pension scheme** currently at employer contribution of 19% (£9,500 pa)
- **Hybrid working** arrangement
- **23 days** annual leave pa rising to 28 after 5 years' service
- **12** customary holidays
- Occupational sickness scheme
- Private **Healthcare** option
- Excellent work and family friendly policies
- Employee assistance programme
- Flexitime scheme
- 37 hours per week: Mon-Thurs 9-5, Fri 9-4.30pm

The closing date for this post is 20th May 2025 at 12 noon and CVs should be returned via post to Gatelodge Office, 8 Flax Street, Belfast, BT14 7EQ, or by email to [info@nb-housing.org](mailto:info@nb-housing.org). CVs received after this time will not be considered.

Again, we would like to thank you for your interest in NB Housing and wish you every success.

NB Housing is an equal opportunity employer

**INVESTORS IN PEOPLE®**  
We invest in people Gold

Investors in People Gold  
Award recipient



Member of the Belfast  
Business Promise

# About NB Housing

NB Housing is a registered social housing provider created in 2014 after the merger of two community-based housing associations in North Belfast. We currently manage approximately 1,100 homes and our portfolio extends to supported housing, housing for the elderly and general family accommodation.

We are a not for profit business with charitable status led by a voluntary Management Board. We employ 46 staff including support staff within our supported housing schemes, caretaking service staff and head office staff. Our main area of operation is North Belfast but we have extended our activity to seek development opportunities across Northern Ireland. At NB Housing we are passionate about the role we play in society and believe our Vision, Mission and Values is what makes us.

## Vision

To provide quality, affordable, sustainable homes and support to all NB Housing tenants.

## Mission

To provide homes where people feel safe, supported and respected.



## Values



### Respect

We act with fairness and integrity in all our interactions with others, treating employees, customers, and stakeholders with dignity and worth. Everyone will take ownership of their actions, do the right thing, and foster a culture of trust and positive employee morale.



### Impactful

We achieve sustainable quality of life improvements for our tenants. We are proactive in achieving positive impacts for individuals and lasting positive changes for people and places. Opportunities to innovate and to have greater impact are welcomed.



### Togetherness

We are proactive in providing opportunities for people to engage with us and help us improve our services. We will collaborate effectively with each other internally and externally to provide safe, sustainable homes that meet the needs of our tenants.

# Our Governance and Senior Executive Structure

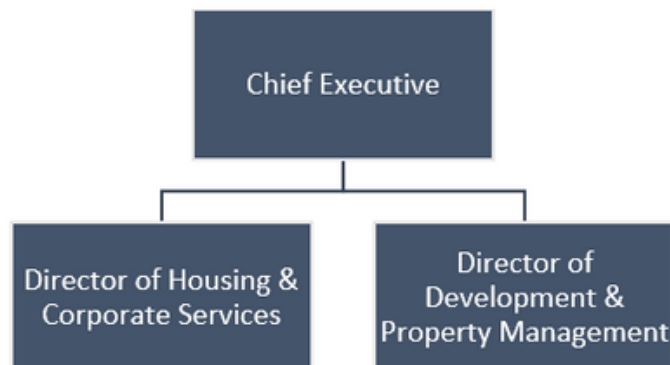
Our aim is to ensure that the governance of NB Housing complies with the requirements of the law, relevant regulators, and best practice. NB Housing is managed by 13 Voluntary Board Members from various professional and social backgrounds who meet regularly to govern the affairs of the Association.

The Board is supported by the Senior Management Team who is led by the Chief Executive.

## Board & Subcommittee Structure



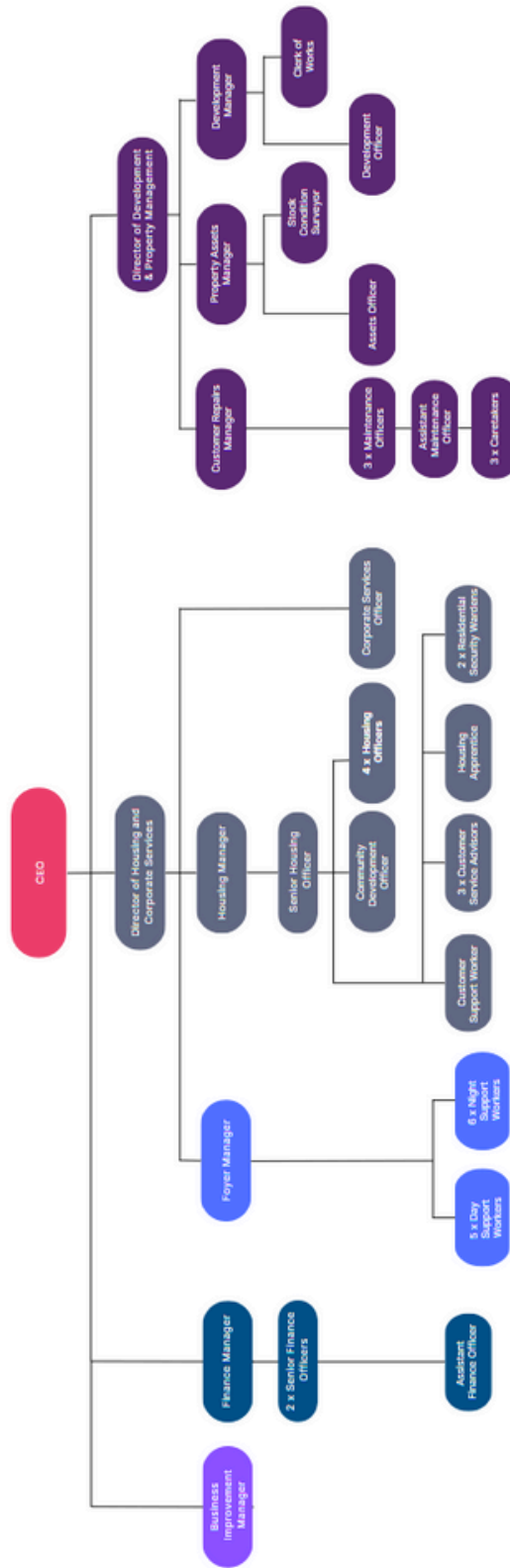
## Senior Management Team Structure



# Our Staff Structure



## Staff Structure



# Job Description

## Job Summary

The Property Assets Manager is responsible for ensuring that the Housing Association's property portfolio is maintained to high standards, remains compliant with relevant regulations, and aligns with our investment and sustainability strategies. This role involves overseeing planned maintenance, driving investment decisions for long-term asset management, and playing a key role in progressing the organisation's Net Zero carbon strategy. The Property Assets Manager ensures compliance with health and safety standards, building regulations, and environmental targets, while also optimizing the performance and lifespan of the housing stock.

## Key Tasks

### Planned Maintenance and Asset Management

- **Planned Maintenance Programmes:** Develop and manage comprehensive planned & cyclical maintenance schedules, ensuring efficient delivery of maintenance works across the housing stock.
- **Asset Lifecycle Management:** Monitor the condition of properties and components, forecasting future maintenance needs and ensuring cost-effective lifecycle management.
- **Capital Investment Decisions:** Lead on investment planning, including managing and maintaining up to date stock condition data and surveys to prioritize areas for improvement, refurbishment, or redevelopment and to develop annual planned delivery programmes and future year programmes (1-30 years).
- **Contractor Management:** Oversee the performance of contractors and service providers to ensure high-quality delivery of planned works and compliance with contract specifications.
- **Aids & Adaptations:** Manage/Undertake property inspections and prepare schedules of work in accordance with OT recommendations and to facilitate clients' needs, ensuring cost effective work solutions are provided and in line with NIHE and DfC Guidance requirements
- **Annual Servicing Contracts:** Assume responsibility for the management and implementation of the Association's annual service contracts, ensuring that all legislative, health & safety and regulatory matters are complied with and that the contracts are delivered within the planned budget and programme timescales. Review performance and financial outturn associated with the annual contracts and prepare future annual programmes and budgets.
- **Oversee estate inspections**



## Compliance and Risk Management

- Ensure the housing portfolio complies with relevant legislation and regulations, including fire safety, gas safety, asbestos management, electrical testing, and other building compliance standards.
- Oversee all health and safety inspections, ensuring that statutory duties are fulfilled and that corrective actions are taken promptly when necessary.
- Conduct regular audits and inspections, providing reports to senior management and regulatory bodies on the state of compliance and necessary remedial actions.
- Identify and mitigate risks related to property management, compliance, and resident safety.

## Investment and Budgeting

- Develop Long-term Asset Investment Plans: Create strategic investment plans that optimize the value and performance of the housing stock, aligned with the organization's financial objectives.
- Prepare & Manage budgets for planned maintenance, compliance activities, and capital investments, ensuring efficient use of resources and financial control.
- Utilize asset data, condition surveys, and performance metrics to inform investment decisions and ensure that resources are allocated effectively.
- Assist in the procurement, tendering and selection of contractors and consultants.

## Net Zero Strategy and Sustainability

- Lead on Net Zero Initiatives, playing a key role in delivering the organisation's Net Zero carbon strategy, ensuring sustainability goals are integrated into planned maintenance and investment projects.
- Energy Efficiency Improvements: Identify and implement energy efficiency measures across the housing stock, including insulation upgrades, heating system improvements, and renewable energy solutions.
- Carbon Reduction Planning: Develop and manage programmes aimed at reducing the environmental impact of the housing portfolio, tracking progress towards Net Zero targets.

## Team Leadership and Collaboration

- Lead, manage and appraise the asset and compliance team, ensuring high performance and accountability in delivering objectives.
- Work closely with internal teams, such as housing management, finance, development and customer service teams, to align asset management activities with the broader goals of the housing association.
- Engage with external stakeholders, including contractors, regulatory bodies, and residents, to ensure effective communication and collaboration in the delivery of asset management services.
- Provide and present monthly performance reports to SMT and quarterly reports to board. Provide reports as required





## General

- Ensure all activities are conducted in accordance with the Company's Health and Safety and Equal Opportunities Policy
- Adhere to the rules of NB Housing in relation to Section 75 and equality of opportunity
- To promote the organisations Vision, Mission, Values (Respect, Impactful, Togetherness) aims and Objectives.
- To maintain professional boundaries and confidentiality within the Association
- To attend staff meetings, training, forums, which may occur outside normal working hours
- To participate in Performance Reviews and supervision sessions
- Actively promote the operations of the Association and maintain and develop links with outside agencies, ensuring the best interests of the Association are promoted at all times
- Adhere to policies and procedures as contained within Staff Handbook
- Conduct all activities with confidentiality and in accordance with the requirements of Data Protection Legislation.
- Carry out any other duties as may be reasonably expected from time to time that are within the competence of the post holder and conducive to the effective delivery of the role and success of the Association.

Please be advised that this list is not meant to be exhaustive and may be added to or amended as and when deemed necessary.

# Personnel Specification

Specification	Essential	Desirable
Physical Make up	Professional tidy appearance	
Qualifications	Degree or professional qualification in Asset Management, Building Surveying, Property Management, or a related field	Certifications in compliance and health & safety (e.g., NEBOSH, IOSH) Professional Membership of CIOB/RIBA/RICS/MCIH
Job Experience And Training	A minimum of 2 years' experience in a similar role	Experience of asset management for a housing association
Specialist Knowledge	<p><b>Technical Skills</b></p> <p>Deep understanding of compliance requirements in the housing sector, including building safety regulations, gas safety, fire safety, and environmental standards.</p> <p>Knowledge of planned maintenance programmes, property condition surveys, and asset data management.</p> <p>Experience with sustainability practices and energy efficiency initiatives in property management.</p> <p>Project Management: Strong project management skills, with experience leading large-scale maintenance or investment programmes.</p>	

Specification	Essential	Desirable
Specialist Knowledge	<p>Financial Acumen: Ability to prepare and manage budgets effectively, forecast costs, and make strategic investment decisions.</p> <p>IT Proficiency: Experience using asset management software, compliance tracking systems, and data analysis tools.</p> <p><b>Key Attributes</b></p> <p>Analytical and Strategic Thinking: Ability to analyse data, identify trends, and develop long-term asset management strategies.</p> <p>Leadership and Team Management: Strong leadership skills with the ability to motivate and manage a team, while collaborating across departments.</p> <p>Attention to Detail: Highly organised, with an eye for ensuring compliance and risk management are meticulously handled.</p> <p>Communication: Excellent written and verbal communication skills, with the ability to present complex information clearly to both technical and non-technical audiences.</p> <p>Sustainability Focus: A strong commitment to driving sustainability and achieving Net Zero goals within the housing portfolio.</p>	
Special Skills / Aptitudes	<p>Computer Literacy: A good working knowledge of Microsoft Office packages including Word, Excel and Outlook</p> <p>Excellent interpersonal and communication skills.</p>	<p>Knowledge of preparing budgets, managing work contracts, and leading a team.</p>

Specification	Essential	Desirable
Special Skills / Aptitudes	<p>Good organisational skills</p> <p>Good customer service skills</p>	
Disposition	<p>Approachable</p> <p>Shows common sense and initiative</p> <p>Vigilant</p> <p>Good team player and leader</p> <p>Good decision maker</p>	
Personal Circumstances	<p>Accessible to location</p> <p>Flexibility to work outside normal working hours when required (however this will be limited)</p>	
Others (specified)	<p>Clean Driving License</p> <p>Access to transport</p>	<p>General awareness of health and safety regulations (including fire).</p> <p>Awareness of confidentiality, GDPR/Data Protection Rules</p> <p>Awareness of legislation</p>



## Contact Us



**Website**

[www.nb-housing.org](http://www.nb-housing.org)



**Phone**

028 9059 2110



**E-mail**

[info@nb-housing.org](mailto:info@nb-housing.org)



**Social Media**

@nbhousing



**Address**

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Belfast  
BT14 7EQ