Job Description

Job title	Head of Programme and Asset Grading
Profession	Property & Land Development
Band	C
Directorate	CIDO (Investment and Development)
Accountable to	Strategic Asset Management Director

Job Purpose:

The role will lead on the reporting and analysis of the strategic asset management (SAM) strategy, which is to best extract and reinvest some of the value in our assets (Social Capital) so that over the next 30 years our asset base is younger, less costly to maintain, zero carbon and an attractive and desirable place to live.

The role is accountable for the delivery and reporting of all aspects of the strategic asset management strategy and have involvement in strategy development / implementation across the business to ensure alignment with the SAM strategy (e.g. sustainability strategy).

Financial responsibility: No financial responsibility

People responsibility: 3 Direct reports

Autonomy:

Within the broad direction set by the Strategic Asset Management Director, this role will have the autonomy to decide how the team operates, resources are deployed and how work gets done.

Key Accountabilities:

- Responsible for initial reporting and using respective data systems, estimate the likely rate of voids in order to produce forecast cash flows from the expected disposals.
- Report and provide detailed analysis using the asset grading model and support the Head of Disposals to deliver and execute the disposals as set out by the plan across all asset types.
- Work closely with Head of Disposal to have a detailed understanding of the progress of the key deliverables and be able to report up to date progress to the wider business on a regular basis.
- Work closely with finance colleagues to provide respective information for business plans and budgets and monthly forecasting/progress.
- Deliver program analysis to test the strategic asset management strategy is contributing to 1:1 old for new basis and shows a decrease in liabilities and improvement in stock condition.
- Contribute to efficient cost planning and improved operational margin through forecasting and estimating hold/sell/redevelop outcomes as detailed from the program analysis.
- Be a constructive and supportive member of the Strategic Asset Management team.
- Be a visible advocate and ambassador for the Strategic Asset Management team, building great relationships with colleagues across the business.
- Act as a trusted partner to the Investment and Development Senior Leadership team.

- Lead and project manage teams, including matrix managing cross functional project teams; ensuring clear roles, responsibilities and accountabilities within the team are established and delivered.
- Oversee and be accountable for the program information and date required in regular reporting relating to the strategic asset management program and activities, ensuring outputs are timely, accurate and compliant when necessary with relevant accounting standards.
- Ensure a strong focus on the needs of customers and use relevant data, tools and techniques to produce the best possible reporting in the most efficient way.
- Provide comprehensive regular and ad-hoc reporting and insight to the Investment and Development directorate and its departments and regions, bringing asset held data to life by presenting it clearly and using visualisation techniques.
- Be prepared to deploy consultants, valuers, property agents and other industry professionals to support demand and activity when it is approved, appropriate and value for money.
- Consider the impact of the Asset Management activity on colleagues and teams whilst having an appreciation for the confidential nature of some of the larger stock transfer activity undertaken.
- Accountable for creating a positive relationship with all internal and external stakeholders, ensuring a primary contact for the projects. Share and devolve information to regional colleagues as appropriate. Arrange local meetings where necessary to agree practical solutions.
- Responsible for identifying, action planning and escalating project risks, issues and dependencies as appropriate, and for proposing solutions to minimise risks and overcome identified issues.
- Accountable for maintaining key program documentation in line with the established methodology and project/programme requirements. Be able to prepare and submit reports in a timely manner to acquire approval from the relevant board, committee or director.
- Responsible for the preparation of project budgets to meet agreed strategies and monitor expenditure and compliance with procedures, levels of authority and audit requirement.
- Accountable for the checking and validation processes ensuring the project is well governed and is adequately resourced.
- Oversee the maintenance, management and enhancement of our systems and model templates, ensuring they are continuously improved, kept up to date and performing well.
- Routinely review the quality and completeness of data relating to the Strategic Asset Management plan and act to ensure the data is as robust as possible.
- Lead accountability for ensuring our policies, processes and procedures for projects are in place, making sure these are effectively tested, documented, communicated and controlled.
- Work with the Head of Disposals, building relationships with peers at other organisations.
- Widen reach through internal stakeholders to access increased opportunities.
- Prepare, review, and update the stock transfer action plan and footprint strategy in line with SNG's growth strategy.

<u>Leadership</u>

- Manage the strategic asset management team with a focus on articulating a clear vision, providing direction, and fostering a culture of accountability, high performance, and continuous improvement.
- Allocate resources efficiently and effectively within the team, managing workload and priorities.

- Ensure oversight of relevant systems, processes, policies, and resources to ensure that the strategic asset management team provide professional, reliable, and responsive services to the business.
- Implement SNG's corporate plan and objectives within it.
- Promote equality, diversity, and inclusion efforts to ensure an inclusive and supportive work environment in line with SNG's policies and procedures.
- Encourage and support employee wellbeing, engagement, development and mentorship and my performance objectives.
- Take ownership of people related matters and work with the relevant support teams.

General

- Role model SNG's values and leadership behaviours, fostering an environment of trust, transparency, inclusion, and employee wellbeing.
- Proactively promote the Everyone Safe and Well vision and principles, guiding by example to create a positive environment where health, safety and wellbeing are integral values for all colleagues.
- Participate in learning and development opportunities and activities that develop personal effectiveness and assist in improving performance in the role. Ensure all core and mandatory training is completed and kept up to date.
- Undertake any other duties as may reasonably be required in line with the level of responsibility of the post and to meet the changing needs of the organisation.

Knowledge and Skills:

Essential

- Member of the Royal Institution of Chartered Surveyors (MRICS).
- Previous experience in property transactions.
- Previous experience in commercial property and asset management.
- Strong communication and time management skills.
- Ability to offer and receive challenge in a constructive, straightforward, and open manner.
- An appreciation of risk management, including in respect of impacts of decisions on the portfolio performance.
- Commitment to high ethical standards of integrity and honesty, and an understanding of the value and importance of developing a culture that makes an organisation a great place to work.
- Able to network; adept and intuitive at managing a range of external relationships.
- Effective communicator with excellent personal presentation and written skills.
- Ability to exercise good judgement and able to work with tact and diplomacy.

Desirable

- Good commercial acumen.
- Experience of financial and budget management, and managing the risks associated with managing commercial property.

- Awareness of statutory requirements including but not limited to: Landlord and Tenant Act 1954, Money Laundering Regulations 2017, Estate Agents Act 1979, Misrepresentation Act 1967 and MEES 2015.
- Financially literate, with the ability to interpret development funding models.

This is an overview of the job and will be periodically reviewed and updated to ensure that the job description fully reflects the responsibilities required of the post holder.

Version	**Job code**	**Author**	**Date created/modified**	**Effective date**
1.0	1447	Kevin Williamson	01/2021	01/2021
2.0	5121	Ruari Laidlaw	27/05/2026	06/2026