

Head of Asset Management - Recruitment Pack

Dear Candidate,

Thank you for your interest in the position of Head of Asset Management with Portsmouth City Council. This recruitment pack provides information on the structure of the service, the Job Profile, and the application process.

The Head of Asset Management role is located within Building Services, part of the Housing, Neighbourhood and Building Services Directorate. The service is responsible for the repair, maintenance, and statutory compliance of our portfolio, which includes more than 15,000 council homes, 2,000 leasehold properties, and nearly 900 corporate assets across Portsmouth and the surrounding area.

We are currently undergoing a period of significant transformation following the introduction of the Social Housing Regulation Act and the receipt of our [Regulatory Judgement](#) in January 2025. In response, we have established [Portsmouth Homes – Buildings Project 2030](#), a strategic programme bringing together multiple workstreams to ensure we meet current regulatory requirements, deliver a major capital investment programme, and proactively prepare for emerging legislation.

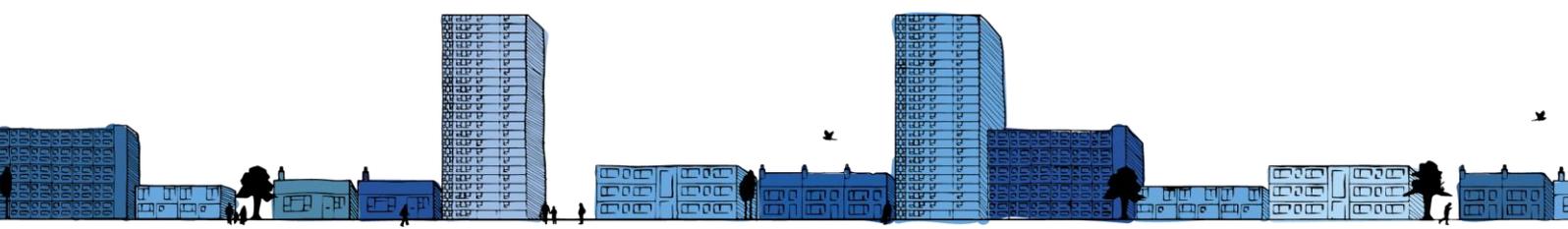
At the centre of Buildings Project 2030 is the development of a new Asset Management Strategy for Portsmouth Homes. Work is already underway on this important piece of strategic planning, which will articulate our priorities and objectives, inform long-term capital investment decisions, and guide how our stock is managed, maintained, or renewed. The successful candidate will play a pivotal role in shaping this strategy, providing strategic leadership, developing and implementing new policies, and supporting the service through a period of substantial change.

Our housing stock is diverse: while the majority of properties were constructed during the 1950s and 1960s, our portfolio also includes Victorian-era homes, modern developments, and an active pipeline of more than 500 new homes. Nearly one-third of our stock is of non-traditional construction, and we currently manage 22 taller buildings as defined under the Building Safety Act.

Given the age, condition, and construction types within our portfolio—combined with increasing regulatory demands and limited opportunities to expand financial resources—we are at a pivotal moment in the strategic management of our assets. Ensuring efficiency and value in how our stock is maintained and invested in will be essential.

As Head of Asset Management, you will make a vital contribution to the development and delivery of the new Asset Management Strategy. You will support the creation of a financially viable and environmentally sustainable Housing Revenue Account (HRA), ensuring the provision of homes that are safe, decent, and compliant. The strategy will outline our approach to meeting the obligations set out in the Social Housing (Regulation) Act 2023, including the Safety and Quality Consumer Standard and requirements of the Decent Homes Standard.

You will report to the Assistant Director of Building Services and play an important part within the senior management team. Collaboration with fellow Heads of Service across the Directorate will be essential. You will also lead meaningful consultation with residents, Members, and key stakeholders



to ensure a shared understanding of the strategic principles and broad support for the strategy's objectives.

The core functions within the Head of Asset Management service area include:

Asset Management

Responsible for the collection, management, and analysis of stock data, including stock condition surveys, Housing Health and Safety Rating System (HHSRS) assessments, and the production of Energy Performance Certificates (EPCs). The team includes data analysts who interrogate datasets and generate compliance and performance measures to inform decision-making.

Strategic Stock Analysis

Analysis of property condition and performance to support the development of the Asset Management Strategy, informing budget setting, investment priorities, and strategic decisions about repair, refurbishment, acquisition, disposal, and estate renewal.

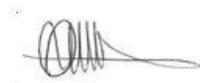
Building Procurement and Framework Management

Responsible for leading the procurement of major strategic contracts across Building Services, and for establishing and managing a range of consultant and construction frameworks to enable effective service delivery and implementation of the Asset Management Strategy.

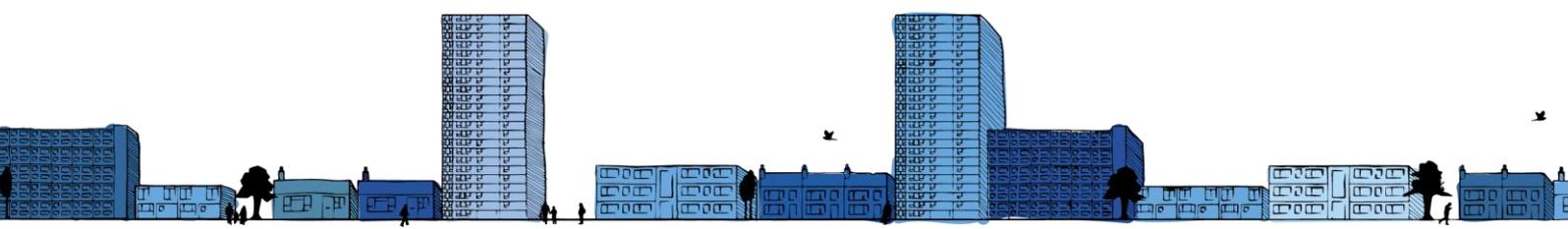
This role represents an exceptional opportunity to shape the future direction of Portsmouth City Council's housing stock and to support the modernisation and long-term sustainability of our service.

If you would like an informal discussion about the role with Adam Hardwick - Assistant Director Buildings, please contact Jasmine Vaughan on 02392 688904 or at jasmine.vaughan@portsmouthcc.gov.uk, who will be pleased to arrange a suitable time for a conversation.

Thank you once again for your interest. I look forward to receiving your application.



Adam Hardwick
Assistant Director - Buildings



Job Profile - Head of Asset Management

- Job family Head of Service
 - Pay range Band 15 - £76,335 - £85,316
 - Line manager Assistant Director Buildings - HNB
 - Directorate Housing, Neighbourhoods and Building Services
 - Location Civic Offices, Portsmouth
- Role is office based however you will need to travel as required between PCC Assets in Portsmouth, Havant, Gosport, Fareham and Winchester

Job purpose

We are seeking an individual to lead our Asset Management service within Building Services of the Housing, Neighbourhood and Building Services Directorate.

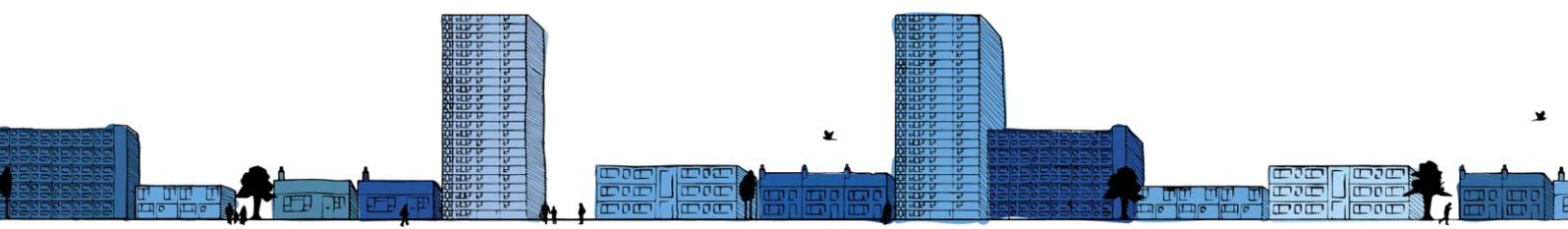
The role will have responsibility for the development, implementation, management and ongoing review of our HRA Asset Management Strategy to ensure that we are maximising the effectiveness of our Council Housing stock to ensure that it is economically sustainable whilst providing high quality homes for our residents.

The role will play a key role in understanding the condition of stock, demand and future maintenance needs to be able to inform budget setting and strategic decisions regarding the HRA portfolio, including advising around acquisitions, disposals, investment, remodelling and changes of use of assets.

The role will need to ensure that stock data is collected, accurate and regularly reviewed to inform adherence to the requirements of Social Housing (Regulation) Act 2023, specifically the Safety and Quality Standard, Consumer Standard and Decent Homes.

What is the role?

- To lead the development and implementation of an effective Asset Management strategy for the HRA housing stock of nearly 17,000 assets.
- Be responsible for undertaking regular reviews of the Asset Management Strategy and service plans to ensure that it is relevant and responds to service or legislative changes.
- To ensure that robust, accurate data is held for all assets to ensure that effective decisions can be made.
- To analyse and report on the financial and operational performance of the portfolio and make recommendations about acquisitions, disposals, investment, remodelling and changes of use by being the responsible lead for accurate asset data, the development and application of stock appraisal tools and processes.
- To lead on the management and development of the Asset Management property database/s and information links to other systems. This includes stock condition data, capital project data, compliance data, and energy data.

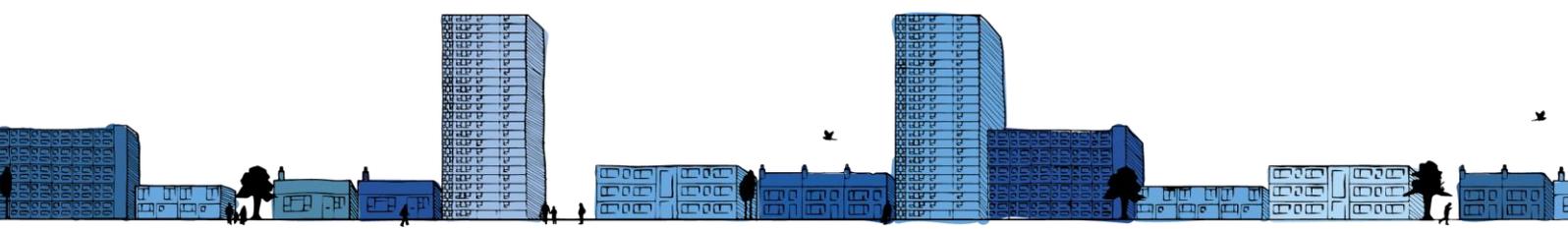


- To ensure that both HRA assets are meeting service and customer needs whilst being economically sustainable.
- Keep up to date with changes in the industry and stock to be able to effectively horizon scan to identify emergent issues and ensure a suitable response.
- To develop and implement strategies, policies and guidance in relation to legislative requirements.
- To support the procurement of strategic service contracts and frameworks to ensure suitable contractor and consultant resources are in place to meet the operational needs of the service.
- To review building condition information, stock data and repair demand to inform HRA budget setting of both revenue and capital budgets.
- To support the setting of longer-term strategic budgets and investment programmes linked to the asset management strategy.
- To work with Assistant Directors and other Heads of Service to ensure that effective asset management is undertaken to support their service delivery needs.
- To work with the Head of Building Repairs to ensure the delivery of an effective repairs service, whilst developing a sustainable scope of service.
- To work with the Head of Capital Projects to develop effective capital investment programmes.
- To work with the Head of Compliance to ensure statutory compliance obligations are met across the HRA portfolio.
- To work with the Head of Energy to develop decarbonisation strategies and to improve the energy efficiency of the housing stock.
- The role will form part of the Directorates Out of Hours escalation process and will be required to be on a rota to respond to Building Services issues that may arise of out of hours when on the rota.

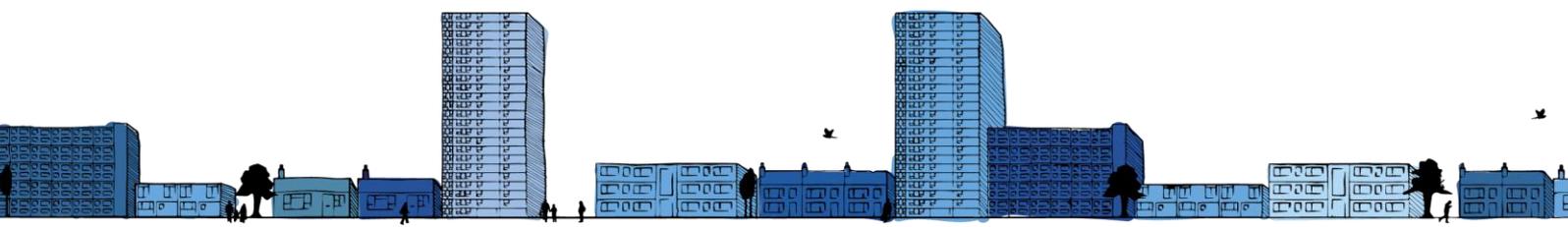
Who is the person?

The ideal candidate is someone who will:

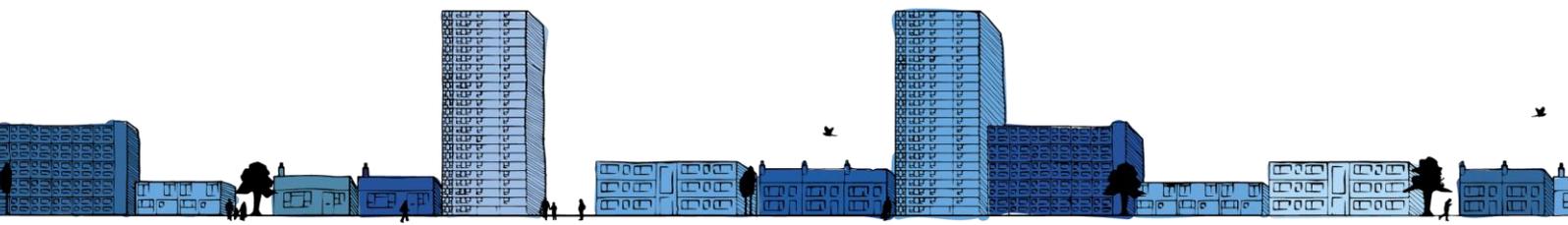
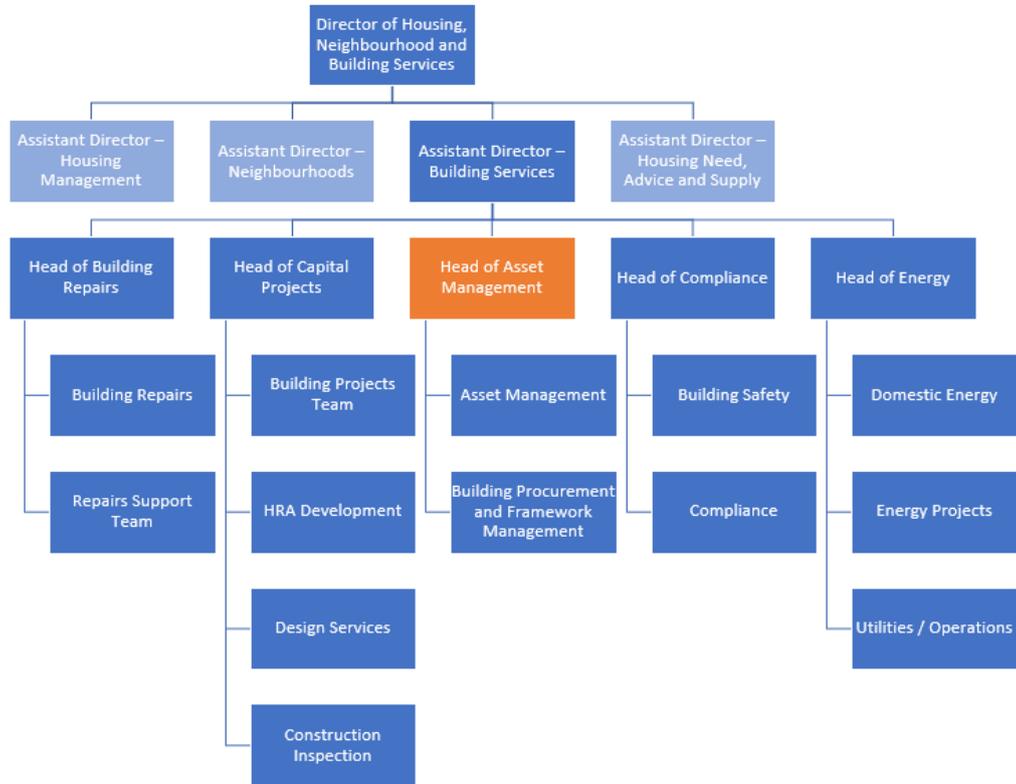
- 1 Have a relevant property or housing related degree and preferably be a Chartered Member of a relevant professional body. Where candidates are not Chartered, they should be able to demonstrate substantial relevant experience in a similar role.
- 2 Have or be willing to work towards a CIH level 5 Diploma in Housing.
- 3 Have experience of working for a housing provider, local authority or housing association at a similar level of seniority.
- 4 Have an excellent working knowledge of Asset Management principles and experience of developing Asset Management strategies, including the drafting of strategies, successful implementation and ongoing review.
- 5 Have knowledge and experience utilising Asset Management IT systems and undertaking data analysis to be able to monitor and review asset performance using measures to inform decisions.

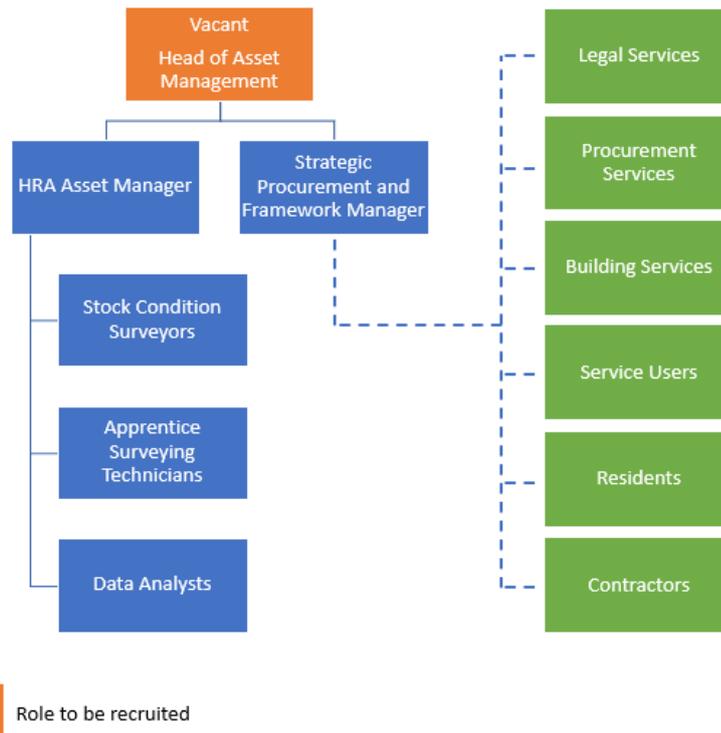


- 6 Have an excellent understanding of asset management lifecycle cost analysis to inform future resource planning and budget setting, developing strategies around the repair, refurbishment, renewal or disposal of assets to ensure the aims of the Asset Management Strategy are delivered.
- 7 Have experience of preparing and developing strategies, policies and guidance documents to ensure compliance with statutory functions.
- 8 Have excellent knowledge of legalisation impacting asset management and compliance within your service area, to be able to advise and support managers within your control, with detailed knowledge of the Social Housing (Regulation) Act 2023.
- 9 Have experience of strategic leadership being an existing Head of Service or holding another comparable service management role, ensuring ongoing service improvement and development of staff.
- 10 Have experience of managing significant budgets including monitoring and cost control techniques to inform a long-term capital investment programme.
- 11 Experience of managing significant change within an organisation, ensuring that adequate resources are in place and that plans are clearly communicated with staff and key stakeholders to ensure understanding and successful implementation.
- 12 Experience of working with and communicating with a wide range of stakeholders including Directors, Assistant Directors, and other senior staff across the council and external organisations, undertaking presentations and leading meetings as appropriate.
- 13 Have experience of working within a governance framework with experience of preparing and presenting decision reports to Boards or Members.
- 14 Personally demonstrate, develop and lead your service in accordance with the value and behaviours set out in the PCC Behaviour Framework.
- 15 Have a driving licence and provide a car for work to be able to effectively travel to assets as necessary.



Service Structure





2 direct reports

c. up to 15 staff within service area

T&C of employment

Working hours - Contractual hours are 37 hours per week, but this role will require additional input as is reasonable for a senior management role. Business operational hours are 8am to 6pm with core hours between 9:30-12:00 and 2pm-4pm, but there will need to be flexible to reflect the fact that most services are provided 24 hours, 365 days of the year. There will be regular meetings outside of these hours, such as with councillors or residents' groups, and the need to react to emergencies.

The role will form part of the Directorates Out of Hours escalation process and will be required to be on a rota to respond to Building Services issues that may arise of out of hours when on the rota.

Notice period - In line with the council's policy, a three month notice period is applied to this post.

Learning & development - Support will be given to enable the post holder to continually develop their skills and experience. The council has a range of training opportunities.

