

JOB TITLE: Asset Manager
DEPT: Operations
REPORTING TO: Director of Operations
DIRECT REPORTS: Four direct reports, Assets Team.
HOUR PER WEEK: 37
LOCATION: Dublin 8. Hybrid Model
SALARY: €71,406 - €83,218

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PURPOSE, ACCOUNTABILITIES AND SCOPE

To be responsible for overseeing the organisation's asset portfolio, ensuring regulatory compliance, maintaining health and safety standards, and implementing investment planning for asset sustainability. This role will focus on planned maintenance, service contract management, health and safety, procurement and sustainability initiatives, and will lead asset reconfiguration, adaptation projects, and the onboarding of new assets.

The goals for this role are:

Investment Planning and Asset Strategy

- Develop and implement a long-term investment strategy for asset maintenance and improvement.
- Conduct asset lifecycle analysis to support data-driven decisions on repairs, renewals, and replacements. Inform the Business Plan and develop annual, five, and thirty year programmes in consultation with other operational departments.
- Collaborate with finance teams to optimise budget allocation for asset management projects, ensuring value for money and alignment with the housing association's strategic goals.
- Exercise budgetary and effective financial management controls.

Planned Maintenance and Service Contracts

- Oversee the planned maintenance program, ensuring timely execution and adherence to quality standards.
- Oversee the management of centrally procured maintenance contracts in order to deliver Value for Money.
- Manage service contracts with external vendors, conducting regular reviews to ensure performance meets organisational requirements and regulatory standards.
- Establish KPIs for contractors and suppliers, ensuring all work is completed within budget, on schedule, and to required standards.

Regulatory Compliance and Health and Safety

- Assurance & Risk management. Ensure all properties comply with statutory and regulatory requirements, including health and safety, fire safety, and housing quality standards.
- Conduct regular compliance audits, risk assessments, and inspections, implementing corrective actions as needed.
- Management of key compliance services and contracts including fire safety, lifts, asbestos, legionella, electrics, gas boilers, heat pumps, MVHR/PV and other new technologies.
- Act as the primary liaison with regulatory bodies, maintaining up-to-date knowledge of compliance regulations and industry standards.
- Contribute to the development of corporate policies, procedures and strategies.
- Assistance in maintenance and management of risk register, finding resolution in property emerging risks and identify new significant risks.

Net Zero Strategy and Sustainability Initiatives

- Lead initiatives to achieve Net Zero carbon emissions, including energy efficiency upgrades, renewable energy projects, and waste reduction programs.
- Develop sustainability benchmarks and performance indicators, monitoring progress toward carbon reduction targets.
- Work closely with property and facilities teams to integrate green practices into asset management and maintenance strategies.
- Utilities/Energy Management-monitoring consumption and seeking opportunities to minimise costs.

Asset Reconfigurations and Adaptations

- Manage asset reconfiguration and adaptation projects to meet resident needs, including accessibility upgrades and space reconfigurations.
- Collaborate with design and project teams to ensure modifications enhance property functionality, safety, and compliance with regulatory requirements.
- Engage with residents and other stakeholders to ensure adaptations meet community needs while supporting asset longevity.

Onboarding of New Assets

- Lead the onboarding process for newly acquired or developed assets, ensuring full compliance and integration into the asset management portfolio.
- Conduct initial inspections, establish maintenance protocols, and integrate properties into the planned maintenance schedule.
- Coordinate with internal teams to ensure smooth transitions, efficient data management, and proper allocation of resources for new assets.

Promote Collaboration and teamwork.

- To promote consultation and engagement with residents/resident groups to ensure that feedback is gathered, and resident's views are taken into account in decision making.

- To work effectively and collaboratively with the Director, the Property and Housing Managers and wider group of colleagues to achieve and support overall company objectives.
- Actively encourage and support the team to work closely with Housing Management, Development, Finance, Service centre team and all other stakeholders to ensure smooth delivery of services to residents.

PERSON SPECIFICATION

What education, experience, knowledge, skills & personal attributes do you need for this job

Qualifications and Experience:

- Bachelors' degree in asset management, facilities management, or a related field; professional certifications in compliance or health and safety are an asset.(Level 8 NFQ)
- Minimum 5 years experience in asset or facilities management within a housing or property management environment.
- Proven experience in compliance, health and safety management, and asset lifecycle planning.
- Experience with sustainable asset management practices and Net Zero initiatives is highly desirable.
- Full Driving License and use of a car.

Essential Skills and Competencies:

- **Asset Management Expertise:** Knowledge of asset lifecycle management, investment planning, and maintenance strategies.
- **Compliance and Regulatory Knowledge:** Familiarity with housing regulations, health and safety standards, and industry best practices.
- **Project Management Skills:** Strong project management skills, with experience in managing complex asset reconfiguration and adaptation projects.
- **Sustainability Focus:** Understanding of sustainability principles and experience with Net Zero or energy efficiency initiatives.
- **Vendor and Contract Management:** Skilled in overseeing service contracts, managing vendor relationships, and ensuring value-for-money in service delivery.
- **Analytical and Data-Driven Decision-Making:** Ability to analyse data for asset planning, investment decisions, and performance monitoring.
- **Procurement legislation.** Familiar with current EU procurement Directives and the preparation of tenders to external contractors.

Personal Attributes:

- **Proactive and Solution-Oriented:** A forward-thinking individual who seeks innovative solutions and improvements.
- **Organised and Detail-Oriented:** Able to manage multiple priorities, demanding deadlines, while ensuring compliance and attention to detail.

- **Strong Communicator:** Effective in both verbal and written communication, particularly with regulatory bodies, contractors, and internal teams.
- **Team Player:** Capable of working cross-functionally with finance, facilities, and sustainability teams to achieve strategic objectives. Ability to lead, inspire and motivate a team.
- A passion for delivering a **customer centred service**
- A commitment to **Oaklee's Values**.