

# Stock Rationalisation Coordinator

Stock Optimisation Team | Homes

Overview	
<b>Role Purpose</b>	You will play an important role in facilitating, assisting and supporting the delivery of the NHG Better Homes asset strategy, including divesting of poorly performing homes and portfolios that, on balance, inhibit our ability to reach our ambitions
<b>Responsible for</b>	Supports the delivery of projects aimed at achieving the business outcomes required from the Strategic Asset Management team
<b>Reports to</b>	Stock Rationalisation Manager
<b>Line management</b>	N/A
<b>Tier</b>	Tier 9
<b>Expectation Level</b>	Colleague
Role relationships	
<b>Internal</b>	Manage relationships with the front-line NHG staff who are accountable to customers for the outcome of these projects Manage relationships with colleagues across NHG, who are involved in, or impacted by, the delivery of these projects
<b>External</b>	Manage external parties involved in the delivery of these projects e.g. agents, solicitors, contractors and consultants.

Role accountabilities	
	<ul style="list-style-type: none"><li>• Support delivery of stock rationalisation projects, including stock acquisitions and disposals, identifying, obtaining, and collating required data and documentation</li><li>• Lead in the collation, analysis, interrogation and reporting of relevant asset data and documentation (e.g. Compliance, M&amp;E, Servicing) and liaise with Operations and other business colleagues in order to obtain relevant information from across NHG</li><li>• Own assigned areas of strategic asset management projects, specifically relating to collating information and data from internal and external sources</li><li>• Design and maintain any trackers and reporting required to fulfil project requirements</li><li>• Ensure project plans are kept updated and track progress of information collection, flagging any risks or gaps to managers promptly</li><li>• Build strong relationships with key stakeholders, recognising operational pressures whilst ensuring your work is delivered on time</li><li>• Work closely with relevant NHG businesses and other internal and external partners on all aspects of stock rationalisation</li><li>• Work with consultants, surveyors, contractors and suppliers to enable stock rationalisation objectives</li><li>• Coordinate project and workstream meetings, as required, ensuring decisions are accurately recorded and actioned, deputising for the Stock Rationalisation Manager as may be necessary.</li><li>• Commission and work with consultants, surveyors, contractors and suppliers to enable strategic asset management objectives.</li><li>• Maintain and manage financial trackers and schedules, including raising requisitions and process invoices promptly ensuring suppliers are paid on time</li><li>• Issue mailings to customers affected by stock rationalisation activity in accordance with best practice and regulatory guidelines</li></ul>



**Role accountabilities**

- Respond promptly and professionally to enquiries relating to stock rationalisation activity from internal and external partners, including vendors, purchasers and customers
- Complete regulatory returns relating to completed stock rationalisation activity in accordance with Treasury timescales
- Contribute to formulating policies and procedures relevant to strategic asset management, including suggesting and implementing new processes, with appropriate approval
- Support the Strategic Asset Management team and wider Homes directorate with projects as needed
- Share knowledge and provide training and guidance to colleagues as required.

**General**

- Ensure you follow the financial regulations, policies and procedures at NHG.
- Ensure that you follow relevant Health and Safety policies and related procedures, keeping up to date with changes and taking action to maintain personal health and safety and that of others.

The tasks and responsibilities outlined above are not exhaustive; the post holder may undertake other duties as is reasonably required.

To do the job well, we have outlined the knowledge, experience, and skills you need to do the job.

**Personal Specification**

**Professional expertise (know how & experience)**

Essential	Desirable
<ul style="list-style-type: none"> <li>• Demonstrable experience of working in a property investment, asset management or housing related function</li> <li>• Experience in working with Microsoft packages, housing and/or asset management database systems</li> <li>• Effective and confident verbal and written communicator across all levels of the organisation to ensure clarity and understanding</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of engaging and motivating internal teams to achieve project aims</li> <li>• Experience of working with and analysing asset level data to identify gaps and anomalies</li> </ul>

**Skills**

Essential	Desirable
<ul style="list-style-type: none"> <li>• Ability to prioritise, organise and deliver to challenging targets</li> <li>• Effective IT skills including intermediate MS Office skills</li> <li>• Strong communication skills, both written and verbal.</li> <li>• Good analytical skills and shows attention to detail</li> <li>• Respects and values customers, both internal and external and demonstrates our</li> </ul>	<ul style="list-style-type: none"> <li>• Creative and practical problem-solving ability</li> <li>• Understanding or awareness of the RSL sector, either through comparable roles or having worked within the RSL industry</li> </ul>



commitment to high quality customer service	
<b>Qualifications and/or professional membership</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"><li>• Comparable experience</li></ul>	

<b>NHG Expectations</b>
<p>NHG expectations framework outlines what we expect from our staff at the five different expectation levels we have across the organisation.</p> <p>This role is a <b>Colleague</b> expectation level and therefore you should refer to the <b>Colleague</b> expectation profile in addition to this role profile.</p> <p>The full NHG expectations framework is available on our external job site page and intranet, Milo.</p>

You'll be assessed on the knowledge, experience, skills, and expectations criteria at various stages throughout the selection process.