

# Project Coordinator – Asset Optimisation Assets & Sustainability

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 properties 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 Stock Optimisation service
<b>Reports to</b>	Portfolio & Disposals Manager
<b>Line management</b>	N/A
<b>Tier</b>	8
<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>Using NHG's Strategic Asset Management (SAM) model, or other sources, identify assets appropriate for optimisation, such as homes not delivering the desired customer experience or financial performance.</li> <li>Critically assess identified assets by conducting options appraisals &amp; financial modelling to produce informed recommendations on future use of the assets, such as change of use, tenure or disposal</li> <li>Own and implement agreed recommendations, ensuring engagement with stakeholders and reporting of outcomes via appropriate performance reporting systems.</li> <li>Ensure projects are kept updated and track progress, flagging any risks 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 asset optimisation.</li> <li>Undertake portfolio management projects such as small land sales, title easements, lease reviews and extensions.</li> <li>Commission security arrangements for void properties that may be at risk pending optimisation activity.</li> <li>Commission and work with consultants, surveyors, contractors and suppliers to enable optimisation and rationalisation objectives.</li> <li>Raise requisitions and process invoices promptly ensuring suppliers are paid on time.</li> <li>Respond promptly and professionally to enquiries relating to asset optimisation activity from internal and external partners, vendors, purchasers and customers.</li> <li>Complete regulatory returns relating to completed disposal activity in accordance with Treasury timescales.</li> </ul>	

## Role accountabilities

- Contribute to formulating policies and procedures relevant to strategic asset management, including suggesting and implementing new processes, with appropriate approval.
- Support the Stock Optimisation team, ReNew service and wider Assets & Sustainability department with projects as needed.

### 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

- Demonstrable experience of working in a property investment, asset management or housing related function
- Experience in working with Microsoft packages, housing and/or asset management database systems
- Effective verbal and written communicator across all levels of the organisation to ensure clarity and understanding

#### Desirable

- A good understanding of property appraisals including acquisition, investment planning and stock disposals
- Experience in undertaking property appraisals across multi-tenure stock
- Knowledge of investment decision making and options appraisals

### Skills

#### Essential

- Ability to prioritise, organise and deliver to challenging targets
- Clear and concise communication skills, both written and verbal
- Good analytical skills and shows attention to detail

#### Desirable

- Creative and practical problem-solving ability
- Effective IT skills including intermediate MS Office skills

### Qualifications and/or professional membership

#### Essential

- Comparable experience

#### Desirable

- Educated to A level or equivalent

## NHG Expectations

NHG expectations framework outlines what we expect from our staff at the five different expectation levels we have across the organisation.

This role is a **Colleague** expectation level and therefore you should refer to the **Colleague** expectation profile in addition to this role profile.

The full NHG expectations framework is available on our external job site page and intranet, Milo.

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