

Project Coordinator – Stock Optimisation



Working better together
for our residents

> Homes > Strategic Asset Management

What's it all about

We want all our residents to have a safe, warm, comfortable home where they can enjoy life.

You will play an important role in facilitating, assisting and supporting the delivery of the NHG Better Homes asset strategy, primarily the appraisal and sale of homes that may inhibit our ability to reach our ambitions.

How you'll make a difference

A key aspect of the role is identifying homes that perform poorly both financially and for our residents. You will recommend and pursue a strategy for each home that makes sense on a case-by-case basis, including offering residents the chance to move to a newly refurbished home, working collaboratively with Renew team colleagues.

How you'll do it

- Using NHG's strategic asset management appraisal system, or other sources, identify homes appropriate for optimisation
- Critically assess identified homes by conducting options appraisals & financial modelling to produce informed recommendations to business leaders on future use of the homes, such as change of use, tenure or sale
- Implement approved recommendations ensuring engagement with stakeholders and reporting of outcomes via appropriate performance reporting systems
- Work closely with relevant NHG businesses and other internal and external partners on all aspects of portfolio management, asset optimisation and stock rationalisation
- Undertake portfolio management projects such as small land sales, title easements, lease reviews and extensions
- Commission security arrangements for empty homes that may be at risk pending optimisation activity, e.g. screens, guardians
- Commission and work with consultants, surveyors, contractors and suppliers to enable strategic asset management objectives.
- Contribute to formulating policies and procedures relevant to strategic asset management, including suggesting and implementing new processes, with appropriate approval
- Work collectively with external suppliers to ensure sales are completed in a timely manner
- Maintain and manage trackers and schedules, including raising requisitions and processing invoices promptly ensuring suppliers are paid on time
- Complete regulatory returns relating to completed strategic asset management activity in accordance with Treasury timescales
- Liaise with Homes, Operations, Finance and any other appropriate NHG colleagues to gather accurate information, data and documents required to deliver objectives
- 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
- 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 are not exhaustive; the post holder may undertake other duties as is reasonably required.



Working better together
for our residents

All about you

Behaviours for success

Our values set out what we stand for. You'll need to show us how you match them and how you'll behave to ensure those are visible when carrying out your work.

- Compassionate
- Progressive
- Dependable
- Inclusive
- Empowered

For each value, we've created example behaviours to help you understand our expectations in more detail. Please [refer to the framework](#). This role is at **staff** level

Professional expertise (know how & experience)

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

- 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
- Creative and practical problem-solving ability

- Effective IT skills including intermediate MS Office skills
- Understands how strategic asset management activity impacts NHG's customers and supports the Better Homes Strategy

Qualifications and/or professional membership

- Comparable experience
- Educated to A level or equivalent