



Property Lead and Appraisal Manager

Reporting to

Housing Director (Deputy CEO)

Department

Grosvenor Hart Homes

Primary location

London or Chester but will need to be able to travel and stay at both locations

Context

Grosvenor Hart Homes (GHH) is a new social enterprise aiming to improve outcomes for vulnerable children and young people and their families by providing high-quality affordable homes alongside tailored wrap around support services whose success in helping individuals progress is built around the stability. Building on the stability that a high quality safe and secure home provides, we support children, young people and their families by removing barriers to employment, financial stability, health, mental health, education and wellbeing. GHH has an ambition to deliver 750 affordable homes and improved outcomes for 2000 children and young people.

Main purpose of role

The role of the Grosvenor Hart Homes Property lead and Housing Appraisal Manager is to provide in-house property expertise to deliver and maintain GHH's affordable housing portfolio. This role has primary responsibility for building a strong housing pipeline to meet our growth targets, helping to identify opportunities and then to appraise and deliver high quality schemes in our target locations (currently central London and Chester and surrounding areas). This role will also provide the property expertise for the organisation, enabling GHH to competently procure or manage all property related aspects of the business.

Key responsibilities

Growth and Appraisals

- Appraise pipeline development, refurbishment or acquisition opportunities
- Work with professional advisors and technical experts to prepare scheme designs with costings, programmes for completion of projects and specification of works
- Negotiate and secure acquisitions and section 106 opportunities, working closely with the Housing Director
- Deal with planning applications and advise on property legislation and building regulations
- Act as key contact for Homes England and Greater London Authority with a view to securing the maximum level of grant available.
- Build relationships with stakeholders to foster new opportunities for GHH

Ensuring GHH has a high quality portfolio of assets:

- Determine a GHH specification and standard for its housing portfolio
- Manage effective relationships with providers of property services to GHH



- Monitor performance of delivery partners ensuring all tenants receive an excellent service
- Ensure GHH's properties are as energy efficient as possible, limit environmental impact and are sustainable
- Ensure GHH has an effective asset management strategy in place
- Ensure GHH's housing portfolio is regulatory compliant at all times with the property elements of the Regulator for Social Housing Consumer Standards
- Ensure GHH meets building regulations, fire safety and accessibility standards

Project Management

- Be a well informed client and ensure partners deliver to the GHH specification and on time
- Manage relationships with key contractors and other stakeholders

General Management Duties, including:

- To continuously develop and improve
- To comply with company policy and best practise in security, legal and regulatory compliance
- To carry out duties, within the relevant legislation at all times and be familiar with the terms of all current legislation relevant to the role
- To ensure Information Governance responsibilities are fulfilled, including:
 - Implementing the Information Governance acceptable use policy within their specific business area, and ensuring adherence to the policy and other information governance procedures by their employees
 - Delivering their responsibilities in relation to their assigned information assets
- To ensure Health and Safety responsibilities are fulfilled, including:
 - Responsibility for personal safety and accountability for all staff reporting to this position, including others who may be affected by the organisation's activities
 - To assume delegated authority to take aversive/proactive action where appropriate to prevent a potential situation escalating to an accident or health and safety failure
 - Ensure all employees and sub-contractors are suitably trained/competent to carry out the prescribed tasks and that the necessary licenses/certificates of competence are in force and appropriate. Ensuring that significant risks and relevant Grosvenor procedures are communicated
 - Plan enough time for work to be done in a healthy and safe way
 - Liaise with Health and Safety representatives for accident/ill-health investigations, carry out training needs analysis and arranging training, plan for and provide suitable and sufficient resources to meet policy requirements
 - Co-operate with Health and Safety Representatives regarding reviewing and providing feedback on health & safety performance both positive and negative, implementing where required disciplinary procedures, carry out and implement risk assessments and controls
- To complete any other duties as required from time to time

Essential skills and attributes:

- Qualified Building Surveyor
- Detailed working knowledge of the project appraisal, with a full understanding of cost and value drivers
- Excellent time management and organisational skills, with good attention to detail



- Strong team player and as part of a small team be prepared to do what is necessary
- Strong relationship building ability and driven to provide excellent customer service
- Be analytically minded, with strong problem-solving skills
- Excellent interpersonal and communication skills, both written and oral

Desirable skills and attributes:

- Experience of working in social housing
- Knowledge of landlord and tenant law
- RICS chartered or have CIOB
- Proven track record in regulatory and H&S compliance management

All employees must uphold the shared values of Grosvenor:

- **Integrity**, be honest, fair and open
- **Trust**, be loyal, reliable and deliver on commitments
- **Respect**, be inclusive, straightforward, collaborative, caring and thoughtful