



Role Profile

LEAD ASSET OFFICER

Reference No.	A4904	Type	Individual
Service	Health & Social Care Partnership		
Job Family	Professional 2	Grade	FC8

Purpose

Deliver, monitor and manage projects and programmes of work to provide assurance to the HSCP that both existing and planned supported accommodation services with external providers are compliant with all statutory requirements as demanded by Housing, Health and Safety and Registration of Care legislation.

Provide appropriate oversight, and financial management of the HSCP Capital Priorities budget, ensuring best value.

Assure HSCP that all landlords, Fife Council Housing, Registered Social Landlords, and private landlords are fulfilling the terms of the Service Level Agreement, and that the safety and wellbeing of our clients, as regards the appropriateness and condition of the leased property are paramount.

Develop strategies and programmes of work around continuous improvement in relation to leases and processes.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Hold lead responsibility for the audit of compliance of landlords with their statutory responsibilities and Service Level Agreements, providing assurance, re-assurance or escalation of issues through the HSCP

Person Specification: Skills, Knowledge,

Qualifications or Experience - Criteria can apply to more than one task or responsibility

E **D**

Educated to SCQF level 9, which includes a Degree or equivalent

✓

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clinical and care governance framework. There are currently 51 housing with care arrangements/ properties.	NEBOSH Certificate or equivalent Knowledge and awareness of the application of relevant regulation, legislation and statutory requirements such as Health & Safety and Data Protection	✓ ✓	
Hold responsibility for the provision and assurance of best value, managing the oversight of preparation of new properties (including programmes of adaptation) and preparedness of associated care arrangements, aligning timelines of both to minimise delays and inefficiencies.	Knowledge and Understanding of all lease types and the legal frameworks that support them PRINCE2 Foundation or Practitioner Project management experience Experience of multi-tasking working on a portfolio of work packages	✓ ✓ ✓	✓
Management of the Capital Priorities budget to meet priority adaptations, repairs and maintenance of aspects for which the HSCP holds responsibility. Provision of assurance to HSCP on appropriateness and oversight of all expenditure.	Able to use different approaches appropriate to the H&SC task involving supported people, carers, suppliers and partners Experience of budget management and monitoring	✓ ✓	
Provision of asset management expertise to commissioners of supported accommodation services to ensure compliance with all statutory measures., ensuring the wellbeing and safety of the service user is the primary factor in the preparation and allocation of all housing.	Interpersonal skills Networking skills Communication skills	✓ ✓ ✓	
Hold lead responsibility for the development, implementation, monitoring and review of service level agreements, contracts and lease and management arrangements with all Landlords/ Service Providers where the provision and management of property is an element of the care and support package, managing the relationships between all stakeholders to secure best outcome service users.	Ability to formulate deliverable plans Ability to motivate others to perform to the highest standards Ability to travel to sites around Fife	✓ ✓ ✓	

E = Essential Criteria D = Desirable Criteria

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Provide assurance to the HSCP and corporate Health and Safety governance processes on the appropriateness and condition of all properties with external providers/ landlords.	Ability to liaise effectively with key staff operating in a multi-disciplinary environment, including external partners and consultants	✓	
Identify and action all remedial works and projects to ensure compliance across the asset stock once identified.	Presentation skills	✓	
Contribute to reports to relevant Project Boards and Committees, including time, cost and quality parameters and identifying and or mitigating risks.	Experience of developing creative and practical solutions	✓	
Contribute to the implementation, monitoring and review of the H&SCP Housing Strategy Implementation Plan; developing and managing focus groups and short life working teams to deliver keys projects and tasks across all aspects of asset management.	Experience in managing conflicting demands	✓	
	Report writing skills	✓	
	Analytical skills	✓	
	IT Skills	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
<p>Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.</p>	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>