



Asset & Development Manager

Recruitment Pack

February 2024

Your application

Thank you very much for your interest in this post.

To assist you in completing and tailoring your application, you will find details of the role and the selection process within this recruitment pack.

To apply, you should submit an up-to-date CV showing your full career history along with a supporting letter. It is recommended that the CV and supporting statement/letter are no longer than three pages, along with a supporting statement as to why you feel you are suitable for this role.

Please submit your completed application documents to recruitment@cabhru.ie. Your application will be acknowledged, and you will then receive feedback within 5 working days of the closing date for applications to be submitted.

Key dates for your diary

- Applications must be received by Thursday 29th February 2024 at 12 noon.
- Cabhrú intend to hold first round interviews on the 13th and 14th March 2024.
- If Cabhrú decide to hold second round interviews, they will be held either week beginning 25th March 2024.

Please do not hesitate to call me if you wish to have an informal discussion about the organisation itself and this new role, or if you have any other questions influencing your decision to apply.

Kind regards,

Pat Doherty
Operations Manager
Cabhrú Housing Association

Contents

Welcome to Cabhru	4
About Cabhru Housing Association	5
About the Role / Role Summary	6
Main Duties and Responsibilities	7
Person Specification	9
Structure chart	11
Key terms and conditions	12
Key dates and the selection process	13
Cabhru's Vision, Mission and Values	14

Welcome to Cabhru Housing Association

Thank you for your interest in the role of Asset & Development Manager for Cabhrú Housing Association. I am pleased that you are considering this opportunity and hope this document gives you a flavour of who we are and what we are seeking to achieve.

Cabhru Housing Association (Cabhrú) is a registered charity. Together with the Board of Trustees, our small team of five staff ensures that the organisation provides and maintains safe and comfortable homes for all our Tenants. We are committed to helping our Tenants live as independently as possible and are proud that this ethos is entwined in everything we do. Our size and niche position allow us to engage with our Tenants, understand their varying needs, and strive to ensure that these needs are met. We understand the importance of a holistic approach for the happiness and wellbeing of our Tenants and know that having a comfortable home is only one dimension of satisfying their needs. When necessary, we tap into our network of providers and direct Tenants to other support services they may require.

We are recruiting for a new post of Asset & Development Manager. Reporting to the Operations Manager, this exciting new role will support the organisation in ensuring that that we maintain and deliver a high quality of property services to all Tenants, as well as taking a lead in our building development programme.

In addition to the current stock of 175 tenanted homes, Cabhru also has plans, at various stages of development, for a further 126 new homes. We plan to grow the organisation further, as more new properties are developed.

In an organisation with a small number of staff, you will be expected to be involved in a range of operational tasks. This will afford you the opportunity to gain a detailed knowledge of all aspects of the organisation, including Finance, Tenant Services, Operational Management and Governance, as well as your own area of Asset Management and Development. Your passion for doing a good job and making a difference will make this attainable.

As with any Approved Housing Body, compliance is crucial, and we will be looking to you to ensure the organisation meets the standards of the Approved Housing Bodies Regulatory Authority (AHBRA), with particular emphasis on the Property and Asset Management standard. Your asset management experience and your familiarity with a range of functions, including strategic asset management, procurement, finance, customer service and governance, coupled with your strong interpersonal skills, will put you in good stead for this role.

This is an exciting time to join Cabhrú. We are looking forward to continuing our legacy, which started over 50 years ago, and doing everything we can to develop sustainable communities and enhance the lives of our Tenants. We hope that after reading this document you will want to be a part of this journey.

Kind regards,

Pat Doherty

About Cabhru Housing Association

Cabhru is a registered charity and has provided independent living for the elderly of Dublin for more than fifty years. The charity has always been directed by a volunteer Board of Trustees together with a small team of staff and some volunteer assistants.

Cabhrú Tenants are usually over fifty-five years of age and wish to live independent lives. Each Tenant has their own apartment with a kitchen/living room, bedroom, and bathroom. Tenants are encouraged to furnish their apartments with their own furniture and treasured possessions. Some of the apartments have been specially adapted for the use of disabled Tenants.

For those Tenants with particular needs, the provision of assistance by other agencies is encouraged and facilitated.

Cabhru endeavours to ensure that all Tenants are comfortable and safe.

Cabhru is classified by the Approved Housing Bodies Regulatory Authority as being a 'medium sized AHB', having between 100 and 1000 properties. The Board has set a medium-term objective to significantly grow the number of properties within the next 5-years. Cabhrú has taken on additional staff and has invested in customised IT systems over the past few years to support that objective.

The Board of Trustees has similarly expanded, to bring in more specific talent and experience in the areas of Financial Management, Construction Projects, Social Housing and Tenant Welfare.

In order to support its medium-term objective, Cabhrú is expanding its resources in personnel, properties, facilities and support services. With the growing demand for affordable accommodation, Cabhru will strive to play its part in developing new properties and ensuring the highest possible standard of service to its growing number of Tenants.



About the Role/ Role Summary

This is a new role and marks the next phase of growth for the organisation. Cabhrú is entering a stage of significant property development and is seeking an Asset & Development Manager to manage a dedicated function within the organisation. The successful candidate will be focused on both asset management and property development. The role can be summarised under the following headings.

Asset Management

Cabhrú currently has 175 units of housing. The Asset & Development Manager will be responsible for providing a high-level oversight to the Operations Manager and senior management team, particularly in the areas of statutory and regulatory compliance and also in regard to financial planning & reporting. The Asset & Development Manager will also be responsible to manage and report on the execution of all reactive, cyclical and planned maintenance, and to ensure that there are appropriate systems and procedures in place to do so.

Development

Cabhrú currently has two schemes at tender stage, designed by the Employer's Design Team, for a total of 39 new units. We also have two Developer led turnkey schemes, at planning permission stage, for a total of 87 new units.

It is envisaged that the primary source of future new properties will be through the use of Developer led turnkey developments. The Asset & Development Manager will be responsible for overseeing all stages of the development process, including liaising with Developers, Design Teams and Contractors, from the initial feasibility stage, preparing funding applications, through all stages of construction to practical completion, liaison with Tenant Services during the tenanting period, and on to the end of the defect's liability period.

Line management responsibility.

Reporting to the Operations Manager, the Asset & Development Manager will manage the Building & Facilities Officer and any future posts that may be introduced as the organisation grows. The Asset & Development Manager and will be expected to work closely with the Finance Manager.

Main duties / responsibilities

Key Roles and Responsibilities

Asset Management

- To ensure the effective management of all responsive repairs and planned works, as well as the out-of-hours maintenance service.
- To develop and manage processes to enable the maximum performance from the asset management function.
- To manage the periodic Stock Condition Survey, Planned Maintenance Plan, Cyclical Maintenance Plan and the Asset & Liability Register, ensuring that they are kept up to date.
- To ensure that all properties meet Cabhrú Standards, relevant regulations and compliance.
- To ensure that repairs and maintenance KPI's are met, and that works are delivered in the most effective and efficient manner.
- To ensure that periodic audits are carried out to ensure continued compliance.
- To ensure prompt management of void apartments, ensuring that they are ready to re-let in line with KPIs.
- To manage Tenant issues and complaints related to buildings and facilities, working in liaison with Tenant Services.
- To approve all spending, working within the limit of authorisation.
- To conduct inspections and audits of works, to ensure the quality of work and to address concerns as they arise.
- To manage all property related contracts, ensuring they are being delivered on budget, on time and to the agreed standard, and that all required documentation is in place and is up to date, including contractor insurance and H&S documentation.
- To evaluate historic repair data (both internally and externally) to inform future replacement and planned maintenance programmes.
- To identify potential service improvements and lead in their implementation.

Development

- To oversee and manage all new property development schemes and issue periodic reports to the Operations Manager.
- To manage key scheme tasks, with relevant approvals from the Operations Manager, including contract signing, CALF/CAS/HFA funding submissions, ensuring as far as practicable that all project milestones are met.
- To collate/prepare information necessary for feasibility studies, risk assessments and project appraisals, incorporating detailed financial modelling, liaising with the Finance Manager.
- To organise all relevant documentation required for new developments such as property valuations and surveys as necessary.
- To lead on the preparation, in partnership with the Operations Manager and Finance Manager, of funding applications to SCHEP of CAS (the Department of Housing, Local Government and Heritage - DHLGH) and the Housing Finance Agency (HFA) or any other 3rd party funders.

- To prepare the necessary documentation requesting approval on matters that require Board approval, in accordance with Cabhrú's 'Scheme of Delegated Authority' and other Governance documentation.
- To attend pre & post contract meetings with all stakeholders as required.
- To co-ordinate scheme completions and handovers including liaising with Tenant Services.
- To engage in community consultation exercises as required.
- To support the Operations Manager in the identification of new business opportunities, in line with Cabhrú's Strategic Plan.
- To assist in the drafting and updating of Public Relations documentation including leaflets, adverts, etc. relating to new developments.

General

- **Senior Management Team Participation** – to work closely with other members of the senior management team in meeting and furthering the organisations Goals and Objectives.
- **Reporting - Asset Management** – Monthly and periodical reporting of activity and performance against; KPI's, budget spend, Health & Safety to Operations Manager, Board and committee meetings.
- **Reporting - Development** - To provide detailed project progress reports for the attention of the Operations Manager, senior Management Team, Board Committees and the Main Board, noting relevant activity and costs arising within a particular period.
- **Building and Development Committee** – servicing the Building and Development Committee meeting.
- **People Management and Leadership** – Demonstrate a strong and consistent leadership style exhibiting the values and Cabhrú. Support, educate and develop the team members as required to ensure the continuous improvement of the team.
- **Business Management** – contribute to the business planning and strategic planning process.
- **Budget Management** – Manage and report against budget as required; develop plans to achieve financial targets and cost controls.
- **Document Management** – Ensure all required records and data are up-to-date, accurate and recorded on Cabhrú's IT / housing management platform, and to provide reports as necessary to fulfil compliance with external regulation and Cabhrú standards.
- **Operational Controls** – to ensure that all operational policies and procedures relating to Asset Management and Development are followed, reviewed periodically and where gaps are identified develop new controls.
- **Stakeholder relationships** - To participate in developing and maintaining the relationships between Cabhrú and all its Stakeholders, including Tenants, local authorities, funding agencies, regulators, etc.
- **Innovation** – Apply creative approach in regard to all aspects of the role for the betterment of Tenants and the Cabhrú, in its Vision to provide high-quality service for all.
- **Personal Development** – Attend / request training appropriate to your role.

Person Specification

Knowledge and Experience	Essential	Desirable
Minimum of 7 years' experience in asset management including; asset inspections, reactive and cyclical maintenance, planned maintenance (stock condition surveys) and major works or similar experience in a property development role.	Y	
Three years in senior role in either an asset management or development role		Y
Experience of development, construction, negotiation and property acquisitions		Y
Experience of working in the Approved Housing Bodies/Social Housing Sector		Y
Proven experience of delivering projects on time and within budget	Y	
Knowledge and experience of procurement practices and regulations	Y	
Demonstratable knowledge and experience of current Health and Safety requirements and legislation, including Risk Assessment	Y	
People and Stakeholder Skills / Knowledge		
Experience of building and managing relationships with a diverse range of stakeholders	Y	
Excellent communication skills, verbal, written and presentational	Y	
People Management experience – leading, motivating and developing staff	Y	
Operational Skills / Knowledge		
Excellent planning and organisational skills	Y	
Good computer literacy / use of IT systems	Y	
Full valid driving licence and access to own car	Y	
Experience of a CRM (Housing Management) software or similar		Y
The ability to work under pressure and to meet strict deadlines	Y	
Qualifications		
A degree or equivalent qualification in building surveying, construction, engineering or a relevant discipline		Y
Membership of a relevant Professional Body (e.g. SCSi, RICS, CIH etc.)		Y

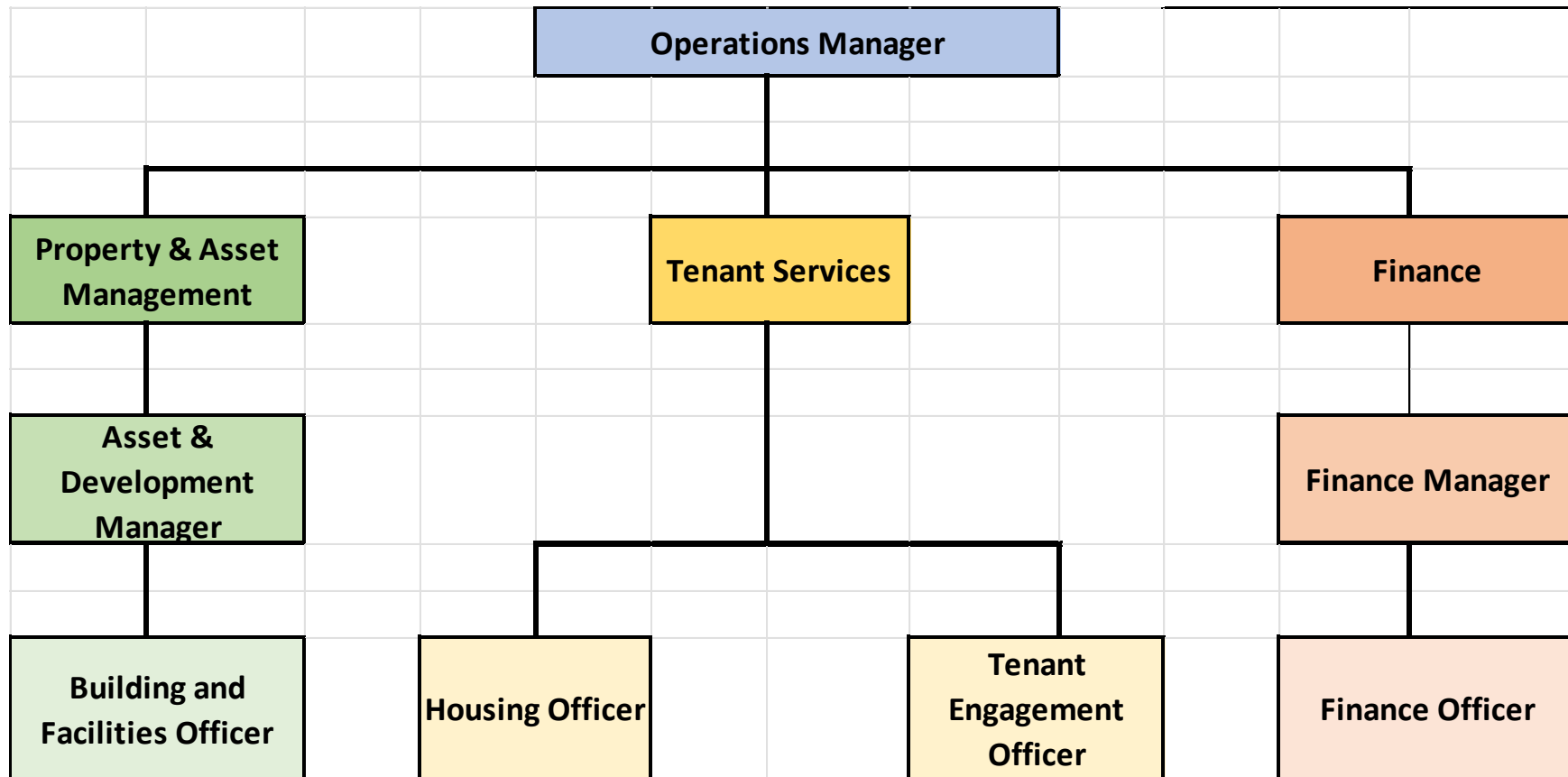
Skills and abilities

- Able to identify and implement new ways of working, improving service standards, efficiency, and value for money.
- Able to work intuitively with a wide range of people and stakeholders, securing buy-in, maintaining effective partnerships and stakeholder relationships.
- Able to demonstrate commercial acumen, particularly in decision making and negotiation.
- Strategic thinking and the ability to turn strategy into plans.
- Able to assess risk and promote risk awareness without being risk averse.
- Strong commercial and financial acumen, able to absorb and interpret complex data.

Attributes

- A strategic thinker, able to translate strategy into action.
- A high level of professionalism, commitment to the job and a solution focused approach to the role
- Acts with integrity, is accountable and actively promotes and supports the values of Cabhru.
- A motivational leader, who coaches and inspires service excellence.
- Makes sound judgements, confident in own knowledge, able to give advice to others and be accountable for that advice.
- Champions innovation, including the optimisation of IT/other new technologies.
- Resilient, diplomatic, tactful and adept at managing a range of professional relationships.

Structure chart.



Key terms and conditions

The role:

Asset & Development Manager

Location:

Multi-site and Head Office, Fr Scully House, Middle Gardiner Street, Dublin

Remuneration:

Competitive Salary commensurate with experience

Hours of work:

37.5 hours per week

Annual leave:

22 days annual leave entitlement, plus Good Friday an additional Company day

Other Employee Benefits:

Defined Contribution Pension Scheme – up to 5% on completion of probation period

Annual subscription for Professional Body

Employee Assistance Programme

Mileage allowance (Civil Service rate)

Payment of Chartered Institute of Housing (CIH) membership on completion of probation

Flexible working arrangements

Free parking at Cabhru schemes

Bike to work scheme.

TaxSaver commuter Ticket Scheme

Key dates and the selection process

Closing date: 29th February 2024 at 12 noon

A recruitment panel will meet to agree a shortlist of candidates on 5th March 2024. We will be in touch with the candidates being brought for interview by week ending 8th March.

First interviews: TBC

Shortlisted candidates will be interviewed by a recruitment panel, made up of the Operations Manager, Chairperson of the Asset Management & Development Committee and up to two other members, as may be decided by the Board.

Interviews will be held in person in Fr Scully House, Gardiner Street Middle, Dublin 1 on the 13th and 14th March.

Final interviews: TBC

Following the first round of interviews, the panel will decide if a second round of interviews is required. The second round of interviews will take place within 2 weeks of the panel decision.

Vision, Mission and Values

Cabhrú's vision

Cabhrú, through its age-friendly homes, supports making Ireland a great place in which to live.

Cabhrú's mission

Cabhrú Housing provides quality age-friendly housing for the people we support – a home for life, where they can live as independently as possible in a safe and secure environment.

Cabhrú's values

Transparent and accountable

We believe that we need to:

- be accountable and transparent in all that we do in our day-to-day work.
- communicate effectively with our stakeholders – both internal (Tenants, staff and volunteers) and external (funders and other stakeholders)
- review our performance and practice regularly and not be afraid to change.

Person-centred

We believe that we need to:

- place the needs and capabilities of our Tenant group at the centre of the design of our homes and services.
- foster an empowerment approach to how we work with our Tenants.
- encourage and support staff and volunteers in the fulfilment of their roles and responsibilities.

Collaborative

We believe that we need to:

- work closely with Tenants, seeking their feedback and including them in decisions that affect their day-to-day living.
- engage with staff and volunteers when planning for the future.
- foster an openness to partnership with other agencies who can provide access to essential and ancillary services that promote independent living.
- engage proactively with external stakeholders (local authorities, regulators and the Department of Housing, Local Government and Heritage) in the delivery of our existing and future housing needs.

Quality-driven

We are committed to quality in all aspects of our day-to-day work. We believe that we need to:

- ensure that the homes and services we provide to Tenants are of the highest quality possible
- make certain that staff and volunteers are valued and supported to carry out their roles within the organisation.
- ensure that how we work reflects our mission and our vision.

Telephone 00 353 1 443 8842

Fr Scully House

Gardiner Street Middle

D01 YY26

recruitment@cabhru.ie

info@cabhru.ie

www.cabhru.ie