



Roles and Responsibilities

Position	Responsibilities
Head of Property Planning & Asset Management (HoPPAM)	Maintaining strategic oversight of the programme, reviewing and approving individual transactions facilitating processes (enabling progress at each process stage) and financial approval based on delegated nomination.
Senior Asset Investment Manager	Undertaking detailed review of each selected property ensuring that acquisitions comply with criteria (e.g. location, budget, matching demand etc.). Providing initial formal approval.
Investment Surveyor	Working with the agent(s) and Building Inspector to consider properties at initial review and building/validating the financials for the transaction leading to a recommendation to acquire to senior team.
Asset Acquisition & Disposal Officer	Compiling MI and tracking properties through the process. Takes ownership of managing the property through the end-to-end process.
Asset Acquisition & Disposal Officer (administrative support)	Supporting compiling MI and tracking properties through the process. Takes ownership of managing the property through the end-to-end process.
Building Inspector (voids work)	<p>Assessing properties from a refurbishment perspective and validating forecast costs for undertaking works to bring the property up to WCC standards.</p> <p>Managing the suppliers to undertake void works to time and budget, signing off works and approving/tracking payments.</p>
Voids Team Officer	Supporting the Building Inspector.
Housing Needs Division	<p>Providing strategic guidance on meeting demand at stages throughout the process.</p> <p>Providing demand information that informs the acquisitions criteria.</p> <p>Ensuring properties acquired, once refurbished, become occupied and manage going forward.</p>
Agent(s)	Evaluating the market to pre-agreed criteria, inspecting, negotiating and supporting the legal transaction.
Legal	Carrying out property searches, legally completing the acquisition, providing support in resolving legal issues and completing the financial transaction as aligned to the approval process.
Director of Housing Services, Director of Housing Needs, Divisional Heads, Finance	<p>Stakeholders have real-time access via the programme dashboard that gives overview information (number of acquisitions, stages, budget, progress against forecast etc.)</p> <p>A monthly meeting will offer the HoPPAM a verbal update at a strategic level.</p>