

## JOB DESCRIPTION

<b>Job Title:</b>	Capital Works Manager
<b>Service / Department:</b>	Asset Management
<b>Reports To:</b>	Head of Asset Management
<b>Responsible For:</b>	n/a
<b>DBS Check:</b>	Enhanced with Adult and Child

### Job Purpose:

At Salvation Army Homes, we are dedicated to providing comprehensive, good quality housing services, support and resettlement.

The Capital Works Manager will lead the planning and delivery of major investment programmes across our housing stock, ensuring homes are safe, sustainable, and fit for the future. This role combines strategic oversight with hands-on project management and technical expertise, ensuring capital works are delivered to high standards, on time, and within budget.

### Main Duties and Responsibilities:

- Lead the planning and delivery of capital investment programmes, including major repairs, refurbishments, and upgrades.
- Undertake property surveys and technical assessments to scope and specify works.
- Flexibility in travel around the entire stock as necessary to manage and visit where projects are underway
- Management of Voids Programme and staff across the portfolio
- Develop the forward look capital plan to include Decent homes
- Manage the Major Fire Works Programme
- Develop project briefs, tender documentation, and contract specifications in line with procurement policies.
- Manage contractors and consultants to ensure quality, compliance, and performance.
- Monitor project progress, budgets, and risks, reporting regularly to senior stakeholders.
- Ensure works comply with building regulations, health and safety legislation, and housing standards.
- Collaborate with asset management, housing, and compliance teams to align investment with strategic priorities.
- Engage with residents and communities to ensure works are communicated and delivered considerately.
- Liaison with third party agencies including The Salvation Army and our diverse client group which includes a large, supported housing stock with vulnerable residents and General needs.
- Maintain accurate records, asset data, and performance metrics.
- Manage current sustainability goals, including retrofit and decarbonisation initiatives including Warm Home Wave 3 Program.

- Stock Numbers
  - North Area/Midlands- 639 units
    - i. 533 GN and over 55's and 106 Supported
  - London & SE – 588 units
    - i. 506 GN and over 55's and 82 Supported
  - Southwest – 241 units
    - i. 186 GN and 55 Supported

**Related Activities:**

- Participate in essential training, role related training and to work in accordance with relevant Salvation Army Homes' regulations including, for example the Code of Conduct, Equality, Diversity and Inclusion, Safeguarding, Health and Safety and Information Security.
- Fulfil the role by being adaptable and flexible to the overall activity that is necessary to be successful and effective.
- Fully align with Salvation Army Homes' values and behaviours and to adopt an 'advantaged thinking' perspective through language, conduct and behaviour.

## PERSON SPECIFICATION

### Qualifications and Memberships:

Essential:

- Degree or HNC/HND equivalent qualification in Building Surveying, Construction Management, or Engineering.
- Professional membership (e.g., RICS, CIOB, APM, CIBSE or MIET).
- Alternatively, evidence of working towards professional membership

### Experience and Interests:

Essential:

- Proactive and self-motivated with a can do attitude
- Proven experience managing capital works programmes in housing or property sectors.
- Strong technical knowledge of building construction, surveying, engineering and contract administration.
- Excellent project management skills, including budget control and stakeholder engagement.
- Familiarity with relevant legislation, including CDM Regulations and building compliance standards.
- Strong Knowledge of Fire safety legislation including
  - a. the Regulatory Reform (Fire Safety) Order 2005 (FSO)
  - b. the Fire Safety Act 2021 and
  - c. the Fire Safety (England) Regulations 2022,
- In person visits and meetings are essential
- Awareness that travel requirements are a normal expectation.
- Be aware that working from home is not the norm.

Desirable:

- Experience in social housing or public sector environments.
- Knowledge of sustainability and retrofit strategies including Warm Homes Wave 3.
- Proficiency in asset management and project tracking software.

### Values and Behaviours:

To be successful in this job you need to be fully aligned with our values and behaviours, along with working as part of #OneTeam, helping Salvation Army Homes achieve our mission. Our values and behaviours mean a lot to us. They help define how we should all work, what we're here for and this helps us to stand out from other providers and employers.

<b>S</b>	<b>Servant Leadership</b> — we help people thrive	Have we given our audience everything they need to succeed in their next step?
<b>P</b>	<b>Passion</b> — we love our work	Have we spoken boldly and with confidence? Have we spoken out rather than stayed silent?
<b>I</b>	<b>Inclusion</b> — this is a team effort	Have we kept our communication simple and to the point? Have we used clear, accessible English?
<b>R</b>	<b>Respect</b> — we show respect for all	Have we given our audience credit for their intelligence? Have we advocated for our residents?
<b>E</b>	<b>Empowerment</b> — we have trust	Have we given the right context to our message? Has our communication been story-driven?