



HONEYCOMB  
GROUP

## Strategic Property & Sustainability Manager

Location: Head Office/Agile  
Reporting to: Head of Property  
Responsible for: N/A

### Job Purpose

This person will develop and deliver the Group's approach to Strategic Property Management and sustainability across our housing portfolio.

### Leadership and Management skills and behaviours

As managers in this business, we all have a responsibility and contribution to make to ensure we drive our success through the foundations of our proposition, vision, values and mission - each are fundamental to delivering on our ambitions for the Group and ultimately our success. We have therefore set out a framework, driven by our values, to clarify what we need and expect from our leaders and managers.

At Honeycomb Group, we're connected by a set of collective values, keeping us all working in the same direction.

Be dead genuine	Never shut the door	Chase curiosity & ambition	Be a leader in the field	Come together
Be authentic Don't take yourself too seriously Create a customer experience they'll never forget When in doubt smile	No hierarchy Don't hear what you want - listen Be open & flexible Always think about others	Commit to the challenge Fuel your passion Put heart into your work Create a no-fear culture 	Don't manage inspire Take initiative, step up even if it's not your job Follow your gut No blame culture Be confident	Seek value from others Be a team player Chip in when others need help Act in the best interest of everyone

### Key responsibilities for area of specialism:

- Develop and implement an asset management planning framework to ensure efficient and effective use of property resources to meet corporate goals and objectives.
- Responsible for developing the Group's Disposals Policy and related tools for measuring Net Present Value and other data sources to inform decision making.
- Establish innovative solutions for the disposal, acquisition and rationalisation of the property portfolio.
- Provide specialist, high-level, technical advice and guidance to senior managers, members, colleagues on matters of strategic property management.
- Effectively deal with enquiries, administration requests and returns relating to strategic property, growth and funding.
- To work with Homes England and other agencies in relation to grant applications.

- Ensure National and Regional Strategic Housing emerging themes are brought to the attention of the Executive Director of Operations in a timely manner.
- Support the Assets and Contracts Manager with stock condition and decent homes projects.
- To fully manage works to leaseshold properties, sales and staircasing activity.
- Contributes to an effective out of hours response service.
- Promoting positive working relationships and one team approach with all other managers and staff in line with the Leadership Compact.

### Honeycomb Managers are responsible for:

- Supporting Heads of Service to deliver strategic goals and outcomes
- Demonstrating and instilling our values
- Excellent performance and achievement
- Credible leadership, management and motivation of teams
- Resource allocation
- Silo removal and working as one team
- Effective people management; adopting a coaching culture
- Delivering value for money

### In addition to the above, our Managers will:

- Ensure that the Group complies with legislative, regulatory, constitutional and financial requirements and works to high professional and ethical standards in all areas of business excellence.
- Promote the Group and develop its relationships to ensure that the positive work of the Group is recognised locally, regionally and nationally.
- Maintain and develop effective external networks and partnerships with other registered providers, local authorities, funding institutions, regulators and other organisations that are crucial to the Group's work and business interests.

### The right person for the role will be able to demonstrate:

- Demonstrable understanding of strategic property management and asset management
- Educated to degree level or suitable, relevant experience
- Significant experience of working in a housing or development environment
- Excellent organisational skills with an ability to work quickly and accurately under pressure
- Proven ability to work to deadlines and manage competing demands
- Exceptional communication skills with an ability to deliver professional yet complex and challenging messages at a senior organisational level in an appropriate and professional way
- Solution focussed
- Supporting a culture of continuous improvement

- Demonstrable experience of working on project delivery and policy development
- An inspirational leader who can develop, lead and empower others