

Provanhall Housing Association

Person Specification – Asset Management Officer

Education and Experience	Essential	Desirable
Higher English or equivalent	✓	
Excellent knowledge in using all Microsoft packages	✓	
Procurement or contract management training	✓	
Technical/vocational qualification in construction, property maintenance, surveying, or demonstrate direct relevant experience. (i.e. CIH, HNC, SVQ or Degree).	✓	
Working with contractors, consultants, and internal teams	✓	
Carrying out property inspections and producing clear reports	✓	
Preparing reports for senior staff and/or Boards	✓	
Working in a regulated environment with audit/compliance requirements	✓	
Delivering planned maintenance or asset management programmes	✓	
Experience within a Registered Social Landlord		✓
Contributing to post project reviews or lessons learned exercises		✓
Knowledge, Skills and Abilities	Essential	Desirable
Understanding of planned and or cyclical maintenance in housing or property	✓	
Ability to manage a varied workload and support multiple projects end-to-end	✓	
Competence in quality checking work and supporting contractor performance	✓	
Awareness of H&S legislation: CDM, Gas, Electrical, Legionella, Damp & Mould	✓	
Clear communication style with tenants, contractors, and colleagues	✓	
Strong accuracy in recordkeeping and documentation	✓	
Ability to work independently, prioritise, and meet deadlines	✓	
Competent in MS Office; willing to learn project tracking procurement systems	✓	
Procurement or contract management training		✓
Knowledge of procurement, tendering, or contract administration		✓
Knowledge of SHQS, EESSH2, and wider compliance frameworks		✓
Ability to use Gantt charts or similar tools		✓

Ability to analyse data, track budgets, and support KPI financial reporting		✓
Understanding of stock condition surveys or asset data		✓
Knowledge of financial regulations or forecasting		✓
Personal Attributes	Essential	Desirable
Professional, accountable, and solutions focused	✓	
Strong attention to detail and commitment to high standards	✓	
Positive approach to organisational change and teamwork	✓	
Flexible and willing to support business needs	✓	
Commitment to continuous improvement and development	✓	
Demonstrates fairness, respect, and integrity	✓	