



**Dalmuir Park
Housing Association**

Your Future Our Future



**HEAD OF ASSETS
Recruitment Pack**

Welcome to DPHA



Dear Candidate,

Thank you for your interest in joining us at Dalmuir Park. This is a genuinely exciting moment in our organisation's journey, and I'm delighted that you are considering becoming part of it.

We are entering a new chapter - one shaped by fresh leadership, renewed ambition, and a clear commitment to strengthening the services we provide for our tenants and community. With our new Chief Executive joining in March 2026, this year marks the beginning of an important phase of growth and transformation. Their arrival brings an opportunity to build on our strong foundations while opening the door to new ideas, new approaches, and new ways of working.

As part of our recent restructure, we are introducing two parallel leadership roles: a Head of Housing and a Head of Assets. This model is designed to bring clarity, balance and strategic focus across our core services, and the Head of Assets will play a central role in shaping how we deliver in the years ahead. You will work closely alongside the Head of Housing, forming a key partnership at the heart of a collaborative, supportive and forward-thinking Leadership Team.

This role offers the rare chance not only to lead an important service area, but to shape it. You will join us at a time when there is genuine scope to influence how asset management, investment planning and service delivery evolve over the long term. Working directly with the incoming Chief Executive, you will help refine and embed the role - bringing your experience, insight and ambition to a space where your contribution will truly matter.

Whether you are stepping into your first senior leadership position or bringing established expertise to a people-centred organisation where your decisions will have immediate, meaningful impact, we believe this is an exceptional opportunity. At Dalmuir Park, you will find committed colleagues, strong values, and a workplace culture grounded in respect, support and shared purpose.

I hope you enjoy learning more about us, and that you feel inspired by what you read. If you share our belief in collaboration, integrity and continuous improvement - and are excited by the chance to shape the future of our services - we would be delighted to receive your application.

Warm regards,

Richard Fairley
Head of People and Culture

About Us

Dalmuir Park is a community Housing Association based in the heart of the Dalmuir area, West Dunbartonshire. We currently own and manage 690 homes across the local area including 2 sheltered housing complexes. We are also a registered property factor and provide factoring services to 154 owners.

Our talented organisation, made up of approximately 35 team members, is split across the areas of Customer Services, Finance & Corporate Services, Sheltered Housing and Out-of-School Care. As such, we have 3 main workplace locations including our office in the historic Beardmore House.

We hold a strong track record in creating positive relationships with our customers and our local community, but we have ambitions plans to develop as an organisation. In order to continue providing high quality services which exceed expectations, we are encouraging our people to embrace technology, challenge the status quo and be innovative in their roles.

Our office and other locations are ideally situated on the western side of Glasgow, only a short drive from the Erskine Bridge. We have excellent public transport links to all our locations in being positioned along the main bus route and a short walk from Dalmuir train station.



Values



CUSTOMER FOCUSED - Empowering our people and customers to fulfil their potential. Customers are at the centre of our business decision-making process.



COMMITTED - Taking responsibility for our decisions and actions. We always do what needs to be done and we think carefully about every penny we spend.



COMMUNITY BASED - Understanding the needs and aspirations of others and mindful of our impact on people, communities, and the environment in everything that we do.



CARING - Ensuring that we help our customers feel listened to and safe and secure at home and in.

Why Join Us?

We are proud to be an Investors in People Gold status employer, underlying our commitment to placing our people at the heart of everything we do. As an employer of choice in our local community, there is no better time to be joining DPHA as we continue to thrive with our five-year business plan of growth and evolution.

One of our strategic objectives between 2024-29 is to “invest in our people to develop their talents and raise our performance”. We are ready to invest in individuals who are willing, ready to learn and hold a passion for what they do. We want energy and enthusiasm to help elevate DPHA and in return, we believe we can offer you a development journey worth consideration.

The successful candidate will join an experienced team of people, many of whom have developed their career with DPHA across several years.



People Benefits

Our workplace culture is built upon a foundation of employee health wellbeing. Ensuring that everyone at DPHA achieves a healthy work-life balance has been crucial to our success in recent times and we are committed to maintaining that. Whilst we consider this to be a vital benefit of joining us, some others perks are listed as follows:

- Health and Wellbeing Initiatives
- Social and Community Events
- Learning and Development Culture
- Counselling Service
- Pension Contribution of 12%
- Family Friendly Policies
- Flexible/Hybrid Working Options
- Professional Membership Fees
- Enhanced Annual Leave
- Salary Sacrifice Scheme



Role Details

Salary: £58,052 - £61,206 (SM2-SM4)

Contract: Permanent; Full-Time

Hours: 35 hours per week

The Role

- Your core place of work will be at Beardmore House, 631 Dumbarton Rd, Dalmuir, Clydebank G81 4EU, with the option to work remotely.
- Annual leave entitlement of 8 weeks (pro-rata) split between 25 annual leave days and 15 public holiday days.

The Team

- You will head up the Assets team, consisting of two Assets Officers with support from a Senior Customer Services Advisor and Customer Services Advisor.
- The postholder is also a key member of the leadership team working alongside the Chief Executive, Head of Finance & Corporate Services/Depute Chief Executive, Head of Housing, Head of Care Services and Head of People and Culture.

The Rest

- All appointments are subject to satisfactory reference checks, Disclosure Scotland checks and a six-month probationary period.
- You will be automatically enrolled into the Scottish Housing Association's Pension Scheme (SHAPS) providing you meet the auto-enrolment criteria. This is a defined contribution pension.



Job Description

ROLE DETAILS

Job Title:	Head of Assets	Service Area:	Assets and Property Services
Based:	Beardmore House	Report to:	Chief Executive
Grade:	Grade 9: SM2-4	Salary:	£58,052 - £61,206

ROLE SUMMARY

As a member of the Leadership Team, the Head of Assets provides strategic and operational leadership for the Association's assets and property services, ensuring that homes and related assets are managed safely, sustainably, and in a manner that delivers excellent outcomes for tenants and communities.

Reporting directly to the Chief Executive, the postholder translates the Association's vision, values, Business Plan, and strategic objectives into effective asset management strategies, operational plans, and performance frameworks. They provide professional assurance to the Chief Executive and the Board on asset performance, statutory compliance, risk management, and value for money.

The postholder leads a small professional team and works collaboratively with fellow members of the Leadership Team, particularly the Head of Housing, to ensure a joined-up approach to service delivery, continuous improvement, and organisational performance. Acting as a senior ambassador, they represent the organisation in asset-related matters with tenants, regulators, partners, and the wider housing sector.

ROLE RESPONSIBILITIES

Strategic Leadership

- Lead the development, implementation, and review of the Association's Asset Management strategy, ensuring alignment with the Business Plan and organisational vision.
- Contribute to the development of the Business Plan and other key strategic documents.
- Advise the Chief Executive and Board on asset performance, compliance, sustainability, investment priorities, and risk management.
- Translate strategic objectives into operational plans with clear deliverables, responsibilities, and KPIs.
- Monitor and report progress against strategic objectives and investment programmes, recommending corrective action.
- Identify and promote innovation opportunities to improve asset management, service delivery, and tenant outcomes.
- Champion digital systems and data-led decision-making within asset services.

Asset Management and Investment

- Maintain a comprehensive understanding of asset condition, performance, and lifecycle through stock condition surveys, financial projections and data management.
- Lead planning and delivery of planned maintenance, component replacement, and capital investment programmes.
- Ensure investment planning supports statutory standards, SHQS, Social Housing Net Zero Standard, Scottish Government's net zero ambitions, and fuel poverty reduction.
- Oversee option appraisal, disposal, and acquisition recommendations aligned with the Business Plan.
- Work collaboratively to ensure effective coordination of activity relating to empty homes, re-let standards, and property readiness, supporting a seamless approach across Housing and Asset services.
- Ensure tenants and factored owners are informed and engaged regarding major works, repairs, and investment programmes.

Repairs, Maintenance and Contract Management

- Lead responsive repairs and cyclical maintenance services, ensuring high-quality, customer-focused delivery.
- Oversee procurement, tendering, and contract management, ensuring compliance with regulations and governance standards.
- Establish contractor performance frameworks and monitor against agreed KPIs, quality standards, and value for money.
- Work collaboratively with Head of Housing to ensure coordinated service delivery and tenant communication.

Compliance and Health & Safety

- Hold overall responsibility for statutory and regulatory compliance, including gas, electrical, fire safety, asbestos, legionella, damp and mould and other building safety requirements.
- Act as senior responsible officer for property health and safety, providing assurance to the Chief Executive and Board.
- Maintain an up-to-date asset risk register and contribute to business continuity planning.
- Ensure robust policies, procedures, systems, audits, and insurance coverage to manage compliance and risk effectively.

People Leadership & Development

- Directly manage the asset services team, providing leadership, coaching, and performance management.
- Foster a culture of accountability, collaboration, service excellence, and continuous improvement.
- Identify skills gaps and development needs, ensuring staff are appropriately trained and supported.
- Lead recruitment, onboarding, and induction of asset services staff.
- Promote effective cross-team working and effective communication with all other teams.

Governance and Risk

- Maintain a thorough understanding of legislation, regulatory guidance, and best practice relating to asset management and building safety.
- Ensure asset related policies and procedures are current, accessible and compliant.
- Prepare reports for the Board, Sub-Committees, and regulators on asset performance, compliance, risk, and improvement plans.
- Proactively identify and mitigate operational and strategic risks associated with assets.
- Ensure high-quality data management and compliance with information governance requirements.

Financial and Resource Management

- Take accountability for asset services budgets, ensuring financial control, value for money, and sustainability.
- Contribute to business planning, rent setting, and long-term financial forecasting through robust asset investment planning.
- Oversee procurement and contracts for asset management-related services to ensure quality, compliance, and value for money.
- Monitor expenditure against budgets, highlight variances, and recommend corrective action.
- Support development of business cases for capital investment, retrofit, and service improvement projects.

Partnerships and External Engagement

- Build and maintain effective relationships with contractors, consultants, local authorities, regulators, and sector bodies.
- Represent the Association externally on asset-related matters, including at partnership groups and sector networks.
- Collaborate with partners to support innovation, sustainability, and continuous improvement across asset services.

Other

- While this job description outlines the main areas of responsibility, no job description can cover every eventuality. As such you will be expected to offer flexibility, and a willingness as may reasonably be required to successfully fulfil the role and respond to the dynamic and changing needs of the organisation.
- Any other relevant duties as agreed by the Chief Executive.

Person Specification

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QUALIFICATIONS		
	Essential	Desirable
Degree-level qualification or equivalent professional experience in building surveying, property management, construction, engineering, or related field	✓	
Recognised professional qualification in asset/property management, surveying, or building safety (e.g., RICS, CIOB, or equivalent)		✓
Membership of relevant professional body (e.g., RICS, CIOB)		✓
Leadership or management qualification (e.g., ILM, CMI, or equivalent)		✓

EXPERIENCE/KNOWLEDGE		
	Essential	Desirable
Substantial experience in asset management, property services, or building maintenance within a social housing or public sector environment	✓	
Proven track record in leading responsive repairs, planned maintenance, and capital investment programmes	✓	
Experience of strategic and operational leadership, including people management, budget accountability, and performance oversight	✓	
Comprehensive knowledge of Scottish building safety legislation, health and safety regulations, and statutory compliance requirements (gas, electrical, fire, asbestos, legionella)	✓	
Experience preparing reports and providing professional assurance to Boards, Committees, and regulators	✓	
Experience of contract management, procurement, and contractor performance monitoring	✓	
Knowledge of housing standards, SHQS, net zero objectives, and sustainability initiatives		✓
Experience of digital asset management systems, data-led decision making, or service transformation		✓
Understanding of partnership working, risk management, and business continuity planning		✓

SKILLS/QUALITIES		
	Essential	Desirable
Strong strategic, leadership, and people management skills, with ability to motivate and develop teams	✓	
Excellent communication, negotiation, and influencing skills for internal and external stakeholders	✓	
Highly organised, resilient, and able to prioritise competing demands	✓	
Commitment to customer-focused, inclusive, and tenant-centred asset services	✓	
Strong financial management, budgeting, and resource planning skills		✓
Confident external ambassador for the organisation, representing the Association in partnerships, networks, and sector forums		✓
Analytical, with strong problem-solving, reporting, and presentation skills		✓

How to Apply

To apply for this opportunity, please submit your CV and a covering letter detailing how you meet the essential criteria for the role to recruitment@dpha.org.uk.

Your covering letter should highlight your relevant skills, experience, and what attracts you to joining Dalmuir Park Housing Association at this exciting stage in our journey.

The closing date for applications is 12pm on **Monday 23rd March 2026**.

After the closing date, all applications will be reviewed against the essential criteria. Shortlisted candidates will be contacted directly and invited to attend an interview with a panel consisting of the Chief Executive, Depute Chief Executive, Head of People and Culture, and a DPHA Board Member.

It is anticipated that interviews will be held the week commencing 6th April 2026.

Thank you and good luck with your application.

Equality, Diversity and Inclusion

We are committed to building a diverse and inclusive workforce that reflects the community we serve. As an equal opportunities employer, we welcome applications from all individuals, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

We are proud to promote fairness, dignity, and respect for all. Should you require adjustments to submit your application, or at any stage of the recruitment process, please do not hesitate to contact recruitment@dpha.org.uk or call us on 0141 952 2447.

