

Job Description: Asset & Technical Manager

Job title:	Asset & Technical Manager Reference: ATM001
Location:	Dublin
Responsible/Reporting to:	Head of Housing and Property Management
Job purpose:	<p>To manage and lead the asset management team.</p> <p>Oversee and implement HAIL's Asset Management Strategy in particular the Planned Maintenance Programme.</p> <p>Recommend and oversee contractors in the provision of HAILs responsive repairs service, cyclical and planned maintenance programmes.</p> <p>Provide property technical advice across the organisation.</p>
Salary Scale:	€59,043 - €73,737 (entry dependent on experience; 10 point scale)
Job Information:	This is a full time post, 35 hours per week over five days, Monday to Friday. Some evening work may be required.

About HAIL

HAIL is an Approved Housing Body with 500 units

Founded in 1985, the Housing Association for Integrated Living (HAIL) is Ireland's specialist mental health housing association. As an approved housing body, we provide high-quality social housing and mental health tenancy sustainment services. The work we do helps people live independently in their homes and community.

Our mental health tenancy sustainment services and housing team help our tenants and clients maintain their tenancies and live independently by providing support on mental health recovery, household and budget management, pursuing employment and education opportunities and maintaining links with family and friends. You can find out more about these services [here](#).

We pride ourselves at all levels of our organisation for having an excellent reputation in both the housing and mental health care sectors. As part of our current strategic plan 2024-2028, we are aiming to support more people by providing an additional 300 new homes and expanding our support services into more communities across Ireland.

Our Values

- **Trust:** Our relationships are built on trust. We work closely with our stakeholders, clients and tenants to achieve the best possible outcomes.
- **Respect:** We work towards creating an equitable society where all are treated with respect and dignity. We listen with open hearts and open minds as we believe everyone's voice has a right to be heard and respected.
- **Leadership:** We are leaders in delivering our vision and purpose, courageously and responsibly providing homes and supporting those living with mental health challenges.

Role Description

As a member of HAIL's Extended Management Team, you will be responsible for delivery of HAIL's Asset & Technical services.

- To manage and lead the property and asset management team.
- Oversee and implement HAIL's Asset Management Strategy in particular the Planned Maintenance Programme.
- Recommend and oversee contractors in the provision of HAILs responsive repairs service, cyclical and planned maintenance programmes.
- Provide property technical advice across the organisation.

Key Role and Responsibilities:

1. Operations – Asset Management

- Deliver a continuing programme of stock condition surveys and maintenance of a stock database to enable effective investment decisions.
- To project manage all aspects of HAIL's Asset Management Strategy; inclusive of external consultants and partners, liaising with all relevant stakeholders.
- To deliver planned maintenance programmes in line with both stock condition surveys and budget.
- Demonstrate understanding of asset management principles which underpin the development of durable low maintenance.

- Ensuring that the organisations portfolio meets regulatory legislative standards.
- Demonstrate understanding of procurement practices around maintenance and contract management.
- Planning the annual safety servicing of components in tenants' homes.
- Planning the annual safety servicing of facilities in apartment blocks and offices.
- Undertaking investigations where appropriate.

2. Operations - Response Maintenance

- Deliver a high-quality responsive repairs service.
- Contract management, liaising with contractors when issues arise, and leading contract management meetings.
- Manage efficient void works process for both newlets and relets.
- Provide advice and technical assistance to all HAIL staff and tenants as required.
- Assessing, drafting specifications, tendering, procuring, and managing contracts to deliver HAIL's responsive repairs service and maximise investment for planned and cyclical works.

3. Budget Management

- Develop and manage relevant budget for repairs, maintenance, and planned maintenance works.
- Ensuring an awareness and appreciation of cost is evident in the planning, execution, and monitoring of all work.
- Produce with the Head of Housing and Property Management detailed long-term investment programmes, maintaining a 30-year projection of maintenance spending.
- Procuring and tendering in line with legislation and ensuring value for money.

4. Customer Service and Tenant Engagement

- Model and promote the highest standards of customer service, committing to excellence and continual improvement for your area of business.
- Support and facilitate HAIL's tenant engagement strategy leading on projects relevant to the asset management service.
- Supplying technical support to facilitate enhancement work to communal areas.

5. Organisational and Managerial

- Contribute to the business planning and strategic planning process.

- Actively contribute to assist HAIL deliver on the aims and objectives of the organisation.
- Oversee the management and support of the asset management team.
- Attendance at sector meetings, working groups, forums etc; representing and promoting HAIL.
- Implementing HAIL's Health & Safety Policy and Procedures, ensuring that all practices and procedures are undertaken in accordance with ensuring a healthy and safe working environment.
- Liaising with the finance team on annual budget management/ setting.
- Ensuring value for money in the property and asset management service.

6. New Development

- Providing technical due diligence and life cycle cost assessment of new business opportunities.
- Work with the Development Team to ensure effective asset oversight as part of the scheme appraisal process.
- Collaborative working to oversee effective property handovers to housing and management of the defect liability period.

7. Systems and Reporting

- Manage the property function through the development and maintenance of meaningful policies, procedures and measures that are used to continuously improve the service.
- Support the identification, development, and implementation of systems for recording and reporting of property services functions.
- Develop measures to understand repair and component performance trends and their impact on future planned investment programmes.
- Develop and implement action plans which correct performance anomalies and / or improve outcomes.
- Report to the Leadership Team on any key movements that may impact upon the Business Plan performance.

8. People Management / Team Leadership

- Support, train and develop direct reports to ensure that they have the right skills and tools to deliver excellent services and are given opportunities to develop.
- Maintain a strong understanding of the operational aspects of the business through investing time with direct reports.
- Promote a culture that is supportive and meets HAIL's purpose, vision and values.
- Manage staff and team engagement activities.

Person Specification

Education & Professional Requirements	Essential	Desirable
Third level qualification in a relevant discipline (eg. Surveying).	Y	
Minimum 5 year's experience in similar discipline to include, asset inspections, response, cyclical & planned maintenance as well as major work project management.	Y	
Willingness to undertake professional development.	Y	
Full valid driver's license and access to a car/able to fulfil any mobility requirements of the post.	Y	
SCSI/RICS Membership or relevant professional property/construction qualification.		Y
Specialist role related knowledge, specifically building surveying, contract management and building pathology.	Y	
People and Stakeholders Skills / Knowledge		
Experience of developing productive relationships with internal and external stakeholders.		Y
Keeping up to date on key technical and regulatory developments and making relevant information available to team members.	Y	
Experience of leading and managing a team successfully.		Y
Operational Skills / Knowledge		
Flexible and effective work style.	Y	
Successful project management specifically the full life cycle of scoping, procuring, and managing repairs, cyclical and planned maintenance contracts.	Y	
Knowledge of Health and Safety legislation and compliance within a facilities management and construction setting.	Y	
Ability to work with people showing empathy and discretion.	Y	
IT Literate, including sound experience of Asset Management Information Systems and associated reporting packages.	Y	
Track record of developing and implementing policies and procedures.		Y
Knowledge and experience of procurement practices and regulations	Y	
Experience of being part of a successful team taking personal ownership and responsibility for meeting shared goals		Y
Excellent communication skills at all levels – report writing, verbal and written.	Y	

Highly developed presentation skills to different audiences.	Y	
Analytical and results focused approach to the use of performance metrics.		Y
Ability to work as part of a team and on own initiative.	Y	
Problem-solving approach to people management issues.		Y
Attention to detail, which persists under pressure.	Y	

Conditions

The Salary will be commensurate with the experience of the individual appointed and in line with the Organisation's salary scale.

Salary Scale: Starting Salary **€59,043 - €73,737**

HAIL offers:

- Flexible working hours with a flexi time system in operation
- 24 annual leave days plus 3 Company days
- Company Pension Scheme with current contributions rates of 6% employer contribution and 6% employee contribution
- Death in Service Benefit
- Health insurance for serious illness
- Training and development
- Paid expenses
- Satellite office locations with a hybrid approach to working hours
- Professional Subscriptions paid by HAIL (after probationary period)
- Hybrid Working arrangements

1. Appointment

This post will be filled immediately.

All contracts are subject to successful completion of a six month probationary period.

2. Recruitment Process

Please send a **letter of application** outlining your suitability for this role and your **C.V.** to hr@hail.ie by 1pm on **Friday 30th January 2026**. Only those shortlisted for Interview will be responded to. **HAIL is an equal opportunities employer.**





HAIL



Promoting a supportive, caring and inclusive workplace culture is intrinsic to the work we do at the HAIL (Housing Association for Integrated Living).

