

Job Title: Asset Appraisal and Property Sales Manager

Reports to Role: Strategic Asset Manager

Overview	Key responsibilities
<p>The Asset Appraisal and Property Sales Manager will play a pivotal role within the Assets and Sustainability Team in achieving Alliance Homes' disposals targets. Reporting to the Strategic Asset Manager you will be responsible for managing the full property disposals process. You will review asset data to identify poorly performing properties and investment opportunities, oversee marketing, negotiation, sales progression, and successful sales completion, for disposals of individual and packaged multiple units.</p> <p>You will be working alongside internal and external stakeholders; supporting the team to ensure progression targets are met and transaction times are kept to a minimum. You will be liaising with solicitors, local authority, contractors, valuers, estate agents, auctioneers, and internal teams. Providing high levels of support and guidance during the disposals process while representing Alliance Homes in a positive, professional, and proactive manner.</p> <p>The successful candidate will work collaboratively across the organisation to meet corporate goals while ensuring the highest standards of customer care are maintained. You will be responsible for maintaining an effective, accessible, organised and up to date portfolio of documents relating to disposals ensuring that comprehensive records are maintained.</p>	<ul style="list-style-type: none"> • Leadership and oversight of all asset disposal activities to deliver the aspirations of the group • Asset Identification, conducting comprehensive appraisals to identify assets for disposal, collating and evaluating key performance indicators to support investment options, considering factors like usage, condition, investment needs, and market value • Ensuring Compliance with all relevant internal and external legal, regulatory, and policy requirements throughout the disposal process, whilst maximising financial returns for the company • Negotiation and Contract Management: <ul style="list-style-type: none"> ◦ Negotiate sale terms with Estate Agents and Auctioneers, including price, payment schedule, closing dates, and delivery conditions ◦ Arranging Red Book valuations ◦ Review legal and sales contracts and coordinate with solicitors to finalise transactions • Financial Reporting and Analysis: Track and monitor disposal activities, including revenue generated and costs incurred • Maximising Disposal Receipts through appropriate sales routes and identifying opportunities to maximise asset values • Stakeholder Management: <ul style="list-style-type: none"> ◦ Collaborate with internal departments and external professionals to facilitate smooth asset disposal processes. Providing accurate information to ensure the customer experience is positive and professional ◦ Communicate effectively with senior management regarding disposal progress and decision-making, preparing and presenting reports for a wide range of audiences including senior management teams ◦ Manage queries and complaints from relevant external stakeholders in relation to asset disposals e.g. Neighbour's, customers, and councillors ◦ Liaison with other colleagues to support conversations with customers to ensure we deliver a great customer service. • Due diligence process: <ul style="list-style-type: none"> ◦ Oversee the management and housekeeping of the disposals programme, ensuring processes and procedures are efficient to programme delivery

- Ensure that other departments are aware of completed disposals so that the property can be removed from servicing and maintenance records
 - Provide suggested ways of improving the process for disposing of properties to ensure an efficient and accessible process for all involved
- Maintaining accurate records of all property disposal activities, including property details, valuation reports, marketing materials, sales agreements, and updating of key business IT systems
- Overseeing the progression of all disposals in a timely manner from reservation to completion
- Ensure clear and concise procedures/ processes for staff to follow to ensure that all risks associated with disposal audits are negated.

Manager:

- Manage your team in a supportive and engaging way, creating a team culture aligned to Alliance AGAME values
- Monitoring, developing and managing team performance goals ensuring that the team and individual goals are met as part of the company's overall objectives
- Keeping up to date with legal and commercial updates, acting as the subject matter expert at Alliance to share with your team and the business
- Work with the Strategic Asset Manager to promote properties for sale across a range of media.

Operational:

- Lead the disposals process, ensuring the team reaches its goals
- Act as the internal and external contact, attending relevant meetings
- Ensure that legal compliance is maintained consistently, and that policies, procedures and targets are met
- Manage the disposals budget in line with financial regulation, standards and company objectives
- Support the Strategic Asset Manager and Head of Service with reporting progress and milestones against performance indicators
- Report, check and update relevant systems to ensure customer and other data is compliant with legal and regulatory requirements
- Any other ad-hoc duties that reasonably fall into your scope as an Appraisal/Sales Manager.

Key Skills and Knowledge

- Experience and behaviours of a manager in line with our AGAME Values
- Strong verbal, written communication, presentation, and interpersonal skills*
- High level IT literacy (such as Microsoft Applications) and keen adopter of digital technology and flexible working methods
- Good influencing and negotiating skills
- Good financial literacy, able to effectively manage budgets and possess knowledge of legal and regulatory frameworks, with the ability to analyse financial data, prepare reports, and understand the impact of asset disposal on company financials*
- Strong technical knowledge of property sales, and relevant UK laws, legislation and industry standards regarding asset disposal*
- Ability to evaluate property data, market conditions, and potential risks to make informed decisions
- Ability to plan, execute, and monitor complex asset disposal projects with tight deadlines.
- Excellent organisational and time management skills with the ability to manage multiple property disposal projects simultaneously, delivering accurate and high-quality work under pressure and maintaining accurate records
- Qualifications and experience that support the role and responsibilities:
 - A minimum of 2 A levels, or equivalent
- Full UK driving licence
- Excellent written & verbal communication Skills.

It would be great if you also had:

- A track record of leading a property disposal function for a Registered Provider or Local Authority
- Experience of delivering high quality customer service within a challenging sector
- Evidence of successfully delivering a comprehensive disposals strategy
- A track record of delivering financial returns on asset disposals
- Excellent interpersonal skills coupled with intellect and gravitas to influence stakeholders.

Your manager will agree specific objectives with you, and your performance against those objectives will be reviewed on a regular basis.

Signature:

Date: