

Creating  
better  
**Careers**

#atebcareers

# Executive Director for Development & Assets Recruitment Pack

**SALARY PACKAGE:**  
c£115k per annum



[atebgroup.co.uk](http://atebgroup.co.uk)

**ateb**

# The ateb Group

## A message from the ateb team

As the demands around us change so must we. Over the next few years we are committing to developing a range of new homes and tenures whilst planning considerable investment into our existing homes to meet ambitious environmental standards in the future. This has led us to create a new directorate within the Group to focus on these matters to be known as the Development & Assets Directorate. This is where you could come in as we need a value driven leader to help shape and support our investment programmes.

Of course you won't be doing this alone! You will have 3 teams reporting to you made up of our development team who are aiming to add circa 100 new homes each year, our stock management team who review and analyse our existing homes to understand how best to maintain property standards and our planned investment team who deliver the multi million pound property investments on an annual basis.

As an Executive Team Member, you will help set corporate direction with an emphasis on meeting customer expectations, you will support our Boards and Committees to discharge their governance responsibilities and you will promote the Group to our wider partners and stakeholders. Our ateb Vision represents “...what good looks like for ateb”, as a key leader to the Group you will lead on promoting all aspects of our ateb Vision to ensure we continue to meet changing expectations in a fast moving operating environment.

ateb is developing its Team Commitment that seeks to promote the need for a great team environment, career development, competitive terms & conditions and the chance to make a

difference to the communities we serve, for all ...as a progressive leader you will value these commitments and the work environment they will create.

Talking of values, our DNA is based on Trust, Togetherness and Empowerment, we know we will never be able to release our potential without ensuring our DNA drives our strategy, systems and our collective efforts. Your leadership approach will embed this DNA and be infectious to others, it will break down silos and barriers to collective working and will maximise energy and ideas from customers, teams and partners a like.

With a range of positive changes in play across our Group, this is a great time to join and help us shape the next stages of ateb's growth and development. So, if you are a great leader, want to make a difference and have a background in property at a senior level, we really want to hear from you. Please get in touch if you need more convincing or help in applying ...one small application process, one giant leap for your career, good luck.

### Nick Hampshire

Chief Executive



# The ateb Group

Our Group is made up of companies that collectively have the purpose of...

## Creating Better Living Solutions for the people and communities of West Wales

We aim to:

- **Improve Customer Service**
- **Serve More People**
- **Increase Business Effectiveness**

We are concentrating on:

- **Affordability** - Help support the challenges of the cost of living crisis
- **Safe Homes** - Keep our homes compliant
- **Customer Service Investment** - Make improvements to service delivery
- **Collaboration** - Work with others to achieve more
- **Lower Carbon** - Work towards our 'ateb net zero' target

# ateb



**West Wales Care and Repair**  
Gofal a Thrwsio Gorllewin Cymru

**MILL BAY**  
HOMES

The Group offers various services across the West Wales counties of Carmarthenshire, Ceredigion and Pembrokeshire. The parent of the Group, ateb Group Limited, is regulated by the Welsh Government. Both active subsidiary Companies have their own Board that reports to the parent Board.

# We Are ateb

Our ateb Vision shows us “... what looks good for ateb.” We all have a role to play in making our Vision a reality.

Our ateb Vision consists of:

## Purpose

Creating Better Living Solutions

## DNA

Trust, Togetherness and Empowerment

## Plan

- Improve Customer Service
- Serve More People
- Increase Business Effectiveness

## Deliver

The right customer Outcomes as Effectively as we can

## Assure

- Understand Risks
- Set the right controls
- Test the controls are working

## Improve

Improvement is the day job





# Development & Asset

Some say this is the best directorate in the world...

## Scope

The directorate consists of 3 delivery teams; Development, Strategic Asset Management (SAM), Property Investment

- **Development** – Includes 3 service areas: Land – acquisition, planning and tender preparation. Construction – On site works and property handovers. Sales – MBH sales activities (includes general oversight of MBH).
- **SAM** – Includes property condition collection and property data analysis leading to investment works programme inclusion in Business and Financial planning.
- **Property Investment** – Includes delivery of 2/3 year planned works programmes from either frameworks or individual tender packages.
- **Team** – In total we have 25 posts within the directorate consisting of 8 in development. 5 in SAM and 12 in Property investment. Some posts are vacant which will give the post holder the opportunity to review/shape the team to their needs.

## Background Facts

- We are aiming to build/acquire around 100 new homes every year; we receive circa £5 – 20m SHG annually; we are an active partner of 3 local authorities Pembrokeshire, Carmarthenshire and Ceredigion.
- We invest circa £5 – 10m investment in planned improvements to our homes every year. We have received multiple grants and loans for the additional decarbonisation of some of our poorer environmentally performing homes.
- The majority of our homes are modern and in good condition with 90% over SAP C (SAP9).

## The Future

- We want to develop our offer in a wider geographical area; we want to help our customers running costs by improving air tightness and installing non fossil heating solutions. We want to be able to be ahead of the game in terms of understanding our property data and predicting future property investment needs. We want to be a great employer and a well-run, customer connected West Wales business.
- We want to offer diverse tenures, leverage market home sales for the advantage of more affordable offers and we want to use technology to support customers affordability and use of their homes and increase our ability to maximise our property investment wisely.

# Your Role @ateb

You will be our:

**Executive Director for Development & Assets**

Working in the: **Executive Team**

You will focus on the following service areas:

- **Planned Maintenance** - Improvement programmes delivered to the customers satisfaction.
- **Land** - Secure the right opportunities in the right locations.
- **Strategic Asset Management** - Maximise our asset investment.
- **Major Repairs** - To maintain the asset value over the longer term.
- **Commercial Facilities** - Effective working or letting environments.
- **Construction** - Develop the best homes possible for the long-term benefit of our customers and communities.
- **Sales** - MBH - Maximise return for the benefit of the ateb group priorities.

**Nick will be your direct manager:**

As part of the Executive Team, we will adopt a collective, progressive leadership style that will challenge our Group to do more through active support, engagement and consistent encouragement of our teams. The demand for our homes has never been greater, the demand on our homes (environmental and regulation) has likewise never been greater... this means more innovation, by investing in smarter processes, resource allocation and people alignment, we aim to develop the best systems to deliver the best responses to our challenges. This is the environment we want to create; we would welcome like minded people to join us and help us to make this happen.

**Siwan will be your Group Chair:**

Hi, as a new recruit to the team I will be learning at the same time as you. I was attracted to ateb by the potential the Group has to make a real difference to the people it serves. It has a real sense of customer service, a strong grounding in key values and an energy to want to keep improving what it does. Investing in our existing homes and developing new homes are so important to our purpose. We hope this role will attract like-minded professionals who share our Group's purpose of creating better living solutions for the people and communities of West Wales.

# Your Role @ateb

These are a few of the key duties of the role, please refer to the role profile for more:

- Be an active member of the Executive Management Team helping to shape strategic vision, great leadership and consistent Board and Committee governance support. One Team, One Vision approach.
- Set our strategic outcomes required for property investment and new development plans.
- Integrate ambitious but deliverable property development and investment plans into the business and financial planning processes.
- Actively lead your teams in the 'ateb Way' to achieve their desired service outcomes.
- Establish, monitor and continually improve service delivery process, resource allocation and people alignment i.e. systems across your and other overlapping service areas.
- Ensure you develop your knowledge, develop your skills and in turn ensure others on your team do the same.
- As a senior leader, take account of you and your teams assurance responsibilities – identify risks, establish controls, test the controls are working. Key to this will be the management of the new and existing property workstreams in terms of cost, quality, time and risk.
- Connect with our wider partners to ensure that ateb Group remain at the forefront of home and community empowerment across West Wales.

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- Improve Customer Service
- Serve More People
- Increase Business Effectiveness

# Reward @ateb

## Salary

**c£115k**

**c£115,000 per annum**

Salary is based on 37 hours per week, please see notes below regarding our reward @ateb framework.

## Reward Framework

We use our reward @ateb framework which consists of the following:

### Encore Awards

**up to  
£500**

All team members could receive spot lump sum awards each year where they have been recognised for actions they have undertaken to promote our Vision.

**Encore** - Any one team member can receive awards up to the value of £500 in a financial year

### Strategic Awards

**Variable**

Our Boards have the additional ability to reward their companies where particular milestones or strategic performance has been achieved.

**Strategic Awards** - are not time based, the Boards can consider additional strategic awards for a range of different circumstances relating to operating conditions, performance or achievement of key milestones etc.

**Remuneration is just part of the deal, please look at the other benefits of being part of team ateb...**



# Benefits @ateb

**We have some great benefits for this role from flexible working, generous holidays, competitive pension, life insurance and health plans. Go on, you know you want to:**

Annual Leave: <b>30 Days</b> Pro Rata	<p>Our annual leave year runs from 1st January to 31st December with full time entitlement of 30 days per year, pro rata for part time or fixed term working arrangements. You will be able to take your leave in hours to increase further your work/life flexibility.</p> <p>In addition, the Group will usually close the office for 3 days during the Christmas / bank holiday period. This time off is in addition to your annual leave entitlement and any bank holidays.</p>
Contributory Pension: <b>c£11,500</b>	<p>You will be auto enrolled into our SHPS Defined Contribution scheme in accordance with employer legislation where we will match your contributions up to a maximum of 10%.</p>
Simply Health*: <b>Over £1,000</b>	<p>Over £1,000 of annual health benefits from dental to hospital expenses plus online GP and counselling services.</p>
Life Insurance Cover*: <b>c£345,000</b>	<p>Connected to our pension membership, x3 salary life cover for your family.</p>
Sickness Benefit: <b>3 mths full &amp; 3 mths half</b>	<p>3 months of full pay and 3 months of half pay (after 6 months service) which can be extended if you are off with longer term critical illness as defined by the Association of British Insurers Minimum Standards for Critical Illness Cover.</p>
Days to Support our Good Causes: <b>2</b>	<p>As a Group we aim to support worthwhile causes every year, we will support you to volunteer your time to help our chosen good causes.</p>
Learning and Development	<p>The Group invests in a wide range of learning and development activities to support you to do your role better and develop your own skills.</p>
Professional Subscriptions	<p>We will pay one of your annual professional membership subscriptions where it relates to your role.</p>

\*Some benefits have a length of service requirement.

# Benefits @ateb continued

Trust Clock – flexible working	Flexible time and location working environment. Meet our leading principle and we are flexible on how and where you deliver great customer outcomes.
Business Mileage and Car Use	We have different mileage rates depending on your role's requirements for travel. Casual user is reimbursed per mile and an essential user car user receives an annual lump sum allowance plus reimbursement per mile, all to HMRC guidelines.
Special Leave	We know sometimes everyone needs support outside work, we have a fully flexible approach to taking special leave that is tailored to your circumstances.
Additional Health Benefits	We offer annual flu vaccinations and make a contribution towards eye tests and glasses costs for DSE users.
Annual Mental Health Support	Our counselling scheme offers up to 6 counselling sessions plus we can arrange additional support through our retained occupational health service where needed.
Team ateb	As part of the team you can access a range of activities relating to wellbeing and team events, as well as our team forum.

## Our Working @ateb Leading Principle...

**“We must always put the customer, business, team and H&S first when planning and delivering our role profile responsibilities and service area outcomes”**

# Diversity Statement

**ateb Group remains fully committed to the principles of non-discrimination and equal opportunities across all areas of the organisation, our subsidiaries and the communities we work within.**

As part of our commitment to improving diversity and representation within our Group, we encourage candidates from all protected characteristics, as well as those with lived experience of disability, to consider joining our Board. Your unique perspectives and experiences are invaluable in helping drive our vision forward.

If you would like to read more around our Equal Opportunities and Diversity Policy then please visit our [website](#).

**So, what's not to like! If you want to make a difference by creating better living solutions for the people and communities of West Wales, you have come to the right place. We really look forward to receiving your application**

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**Good Luck**