

Role Profile for:

Executive Director for Development & Assets

Employee Ref	
Leadership Group	E
Role Profile Ref	142
Joining Date	TBA
Last Updated	21/08/25

WE ARE ATEB

Welcome to your ateb role profile. Our Role Profiles connect us all with our shared ateb



Vision.

Our Shared purpose is to always deliver ...

> #1 | Creating better living solutions,

Through the adoption of a DNA that focuses on ...

> #2 | Trust | Togetherness | Empowerment.

We all have a role to play in realising our 3 strategic aims,

> #3 | To improve customer service | Serve more people | Increase business effectiveness.

The design and delivery of our services will always focus on,

> #4 | The right customer outcomes as effectively as we can.

We all have a responsibility to support our Assurance Framework by managing our,

> #5 | Risks | Controls | Tests

and we must always seek to listen, understand, and learn as ...

> #6 | Improvement is the day job

The Vision and its supporting documents form part of this role profile.

1 | ROLE DETAILS

The headline details for this role:

The key role details are as follows:		The role line responsibilities are currently:	
Name		Head of New Homes	
Title	Executive Director for Development & Assets	Development Project Manager (x 2)	
Employer	ateb Group Limited	Senior Property Investment Manager	
Level	Leadership Group E	Strategic Asset Management Lead	
Report to	Chief Executive		
Directorate	Development & Assets		

2 | CUSTOMER

The service areas set the customer outcomes we are collectively working to achieve. This role will primarily contribute to the successful outcome of the following service areas but will obviously support all areas as required. See #4 Deliver for full details.

Primary Service Areas:	Outcomes:
SA/07 – Planned Maintenance	Improvement programmes delivered to the customers satisfaction
SA/10 – Land	Secure the right opportunities in the right locations
SA/11 – Strategic Asset Management	Maximise our asset investment
SA/24 – Major Repairs	To maintain the asset value over the longer term
SA/27 – Commercial Facilities	Effective working or letting environments
SA/33 – Construction	Develop the best homes possible for the long-term benefit of our customers and communities
SA/34 – Sales (MBH)	Maximise return for the benefit of the ateb group priorities

Primary responsibilities for the above outcomes:	
1	Ensuring the directorate always operates within the regulatory standards framework and its legal responsibilities.
2	Leads on embedding equality, diversity and inclusion and Health and Wellbeing within the directorate and across the Group's service delivery and partnerships.
3	Promotes and advocates the use of an effective management of change framework that ensures change management is planned and delivered uniformly across the directorates' services.
4	Helps to develop and is a constant advocate of the Board's Vision for ateb, takes a key lead in the development of the Group's DNA within our service delivery.
5	Sets and develops clear strategic direction for the directorate aligned to the ateb Vision that promotes effective operational systems, decision making, assurance and service improvement planning.
6	Establishing and developing the agreed leadership approach and style to deliver the Group's customer led service outcomes within the framework of the ateb Vision.
7	Act as the lead advocate for setting and ensuring the development of the directorate team to ensure attraction and retention of the right skills and experiences.
8	Ensuring the directorate has the right systems (Processes, Resources and People) and environment to maximise the ateb Vision principles.
9	Oversees the effective use of resources ensuring that all resources are maximised to achieve VFM, customer focused service outcomes.

Primary responsibilities for the above outcomes:

10	Develops and delivers effective external and internal communication systems that promote ateb Group services and its Vision to all vested parties.
11	Act as the lead advocate for the ateb Group in key development, asset and commercial property dealings with customers, stakeholders and partners (Inc. lenders & WG) ensuring that relationships are always positively maintained.
12	Oversees the effective monitoring and reporting of directorate service area performance and outcomes including identifying risk, improvement areas and successful achievement of outcomes.
13	Ensure a 'One Team' approach at all times with other directorates, teams and key stakeholders and partners built on the shared principles of the ateb Vision. Incorporate any other service areas within the directorate responsibility where required to do so with the appropriate support.
14	Active member of the Executive Management Team (EMT) and Business Review (monthly performance review meeting), supporting and deputising for other EMT members as the need arises.
15	Supports all boards and committee with their governance needs and their EMT responsibilities relating to the Development & Assets directorate
16	Leads on the strategic planning of those strategy areas assigned to the Development & Asset Directorate/Committee, supports and engages as required in all other strategic planning assigned to the other directorate and governance boards/committees. Monitors, refines and ensures delivery of strategic improvement actions
17	MBH Operational Lead: Act as the internal MBH company lead ensuring all MBH company matters are delivered in accordance with MBH processes, terms and company rules. Report to MBH company directors as required.
18	ateb Vision Lead: at all times seek to promote and deliver all aspects of the ateb Vision by taking a leading responsibility to demonstrate through words and actions across the whole of the Group.

General role responsibilities:

1	Delegate responsibilities to my team and engage and support all colleagues in the delivery of my directorate and service areas.
2	Support all other directorates and service areas as appropriate/directed to achieve their outcomes where they require my input.
3	Continually review my directorate and service area outcomes to ensure they achieve the right customer outcomes as effectively as we can.
4	Consistently demonstrates values of equality and diversity and demand this of others.
5	To take responsibility for my ongoing personal development.
6	To undertake any other duties as required which are compatible with the requirements of the post.
7	As an Executive Team Member, you will be required to 1: undertake additional duties and commitments commensurate with the responsibility of the post and potentially outside standard hours. 2: Aspire to and deliver the highest standards of professionalism and probity at all times.

3 | GROUP

This role has the following corporate responsibilities:

Service Area	Customer Outcome	Responsibility
SA/16 – Board Management	Governance meets the required regulatory requirements	Make sure the Boards have the right information and support at the right time to make the right governance decisions.
SA/17 – Strategy	Clarity on how we will maximise our purpose	Work with the Boards, Customers, partners and teams to develop and deliver the right strategic priorities to achieve our strategic aims.

Service Area	Customer Outcome	Responsibility
SA/18 – Assurance Management	To be assured we are always compliant and doing the right things	Develop and monitor processes to enable empowered decision making within our agreed assurance framework.
SA/19 – H&S	We meet our legislative and regulatory H&S requirements	Take personal responsibility to ensure that I and my team abide by the relevant legislation, the organisation's H&S systems and common sense so that I, the public, my colleagues, customers and partners are safe and secure at all times.
SA/20 – PR, Marketing & Communications	Positive growth of our brand. The right messages to the right audience at the right time	Make sure that communication with and from my team is effective and supportive to all. Promote our work with various audiences that support our Purpose, DNA and our strategic aims.
SA/22 – Performance & Data management	We know where we need to improve, where we are not compliant and where we are at risk	Always seek to understand whether we are achieving our required outcomes, efficiently and with great customer experience and plan and deliver improvement and growth where identified through managed change programmes.
SA/23 – Procurement & Supplier Management	To ensure we compliantly deliver Value for Money services	Make sure my team abides by the procurement rules and systems established by ateb. Make sure that any procurement required achieves the right outcomes.

4 | PERSONAL

This role will require the following personal attributes, qualifications, skills and experience etc.

Attribute	Requirements
Technical Competency	<p>This is what we would like you to have, but we are happy to hear how you feel your experience, skills and knowledge meet the role requirements.</p> <p>Have a high degree of professional competency in property and corporate strategic management most likely in a social housing context, or direct or easily transferable appropriate experience in a similar role. Holding a professional qualification e.g. RICS or similar standing/relevance and a degree or 'equal by experience' that shows the required level of professional competency has been achieved. Leadership qualifications would also be great. The specific areas of professional technical competency and/or demonstratable experience of skills application at an appropriate level we will test, will include:</p> <ul style="list-style-type: none"> • Strategic Property/Asset Management • Land Acquisition/appraisal/management • Construction Management • Strategy Development and Management • Directorate/culture/change Leadership • Financial acumen and business planning • Risk Management
Decision making	Make decisions to ensure the organisation is effective and successful by taking on responsibility for the implementation of strategy, targeting resources towards success, and monitoring performance. Decisions often have long term implications.
People management	Inspires and motivates others to develop confidence to realise their potential. Positively challenges others to deliver work to a high standard. Supports others

Attribute	Requirements
	through change. Ensure regular feedback on what has been done well and where there is room for improvement. Able to show leadership style in all interactions.
Team working	Need to create the right environment for teamwork to thrive both internally and externally. Be able to lead and participate in teams effectively
Financial control	Strategically leads and monitors financial undertakings and transactions relating to the areas of responsibility.
Organisational skills	Need to prioritise own and others efforts to make sure our outcomes are achieved efficiently with great customer experience. Identifies departmental/organisational activities and resources required to meet strategic aims.
Innovation	Develops and encourages ways of capturing innovation and creativity across the organisation with tangible improvement outcomes.
Customer service	Provide a great customer experience both internally and externally. Demonstrate the important of customer service to team and colleagues by always putting the customer first.
Project / process management	Project management improvements within own and others service areas to ensure the desired outcomes are achieved. Ability to successfully deliver significant programmes of change or transformation.
Enthusiasm	Self-starter bringing personal drive and positive attitude to help all find solutions to problems. Be able to promote our DNA at all times.
Technology Competency	Confidently use and develop ICT systems to deliver and improve my service delivery. In particular, have good working knowledge of typical software solutions relating to my area of expertise and level of responsibility. Be able to make the best use of the Microsoft 365 & Office suite and usual business communication devices and systems.
Comms / PR / Marketing	Creates the environment for developing and maintaining communications. Deals with people on complex, challenging matters and issues, requiring tact and diplomacy at times. Monitors the effectiveness of communication across the Group.

5 | TERMS & CONDITIONS SUMMARY

Full details of the terms and conditions for this role can be found in your Statement of Terms and Conditions. In return for undertaking the above role, ateb will provide

Term/Condition	Detail	Additional comments
Base Salary	£TBA	Per annum paid on the 28th of the month or the previous Friday if the 28th falls on a B/H, Sat or Sun.
Car user	Yes	If you do travel off site for meetings you will need to have a car available for business use, mileage will be reimbursed at HMRC standard rate.
Professional Subscription	Yes	The Group will pay for one professional subscription fee per annum.
Simply Health Scheme	Basic Level Contributions	The Group offers a contributory health plan Simply Health, you can increase your cover to suit your needs.

Term/Condition	Detail	Additional comments
Hours per week	37 Hours	A flexible working system is in operation depending on your particular role and service outcomes in accordance with our Leading Principle.
Annual Leave	30 days basic	Plus 3 additional days the timing of which is at the discretion of the Group.
Place of work	ateb offices Milford Have	A flexible working system is in operation in accordance with our Leading Principle and depending on your particular role and service outcomes you may be required to work in our offices/ premises, sites, at home or other suitable locations across Pembrokeshire/Ceredigion/Carmarthenshire, but your usual place of work will be ateb offices.
Learning & Development	Yes	We support our team to develop their learning
Wellbeing	Yes	A programme of team wellbeing activities.
Pension	SHPS DC	Auto enrolment arrangements are in place. Defined Contribution Scheme contributions from an employee will be matched up to an agreed limit set by Board.
DBS	Yes	This role is subject to a criminal records check.

6 | WE AGREE THE ABOVE REPRESENTS MY ROLE WITHIN ATEB

Parties	Signature	Date
Chief Executive		

The small print:

@ Recruitment: We will seek evidence/examples through the application, interview and/or assessment centre process that you have the required skills, experiences, characteristics and attributes to succeed in this role. You will demonstrate this through a range of approaches e.g. qualifications, examples of experience, psychometric testing, evidence of training etc.

@ Induction: We will establish the key areas of support and/or any learning & development you will need to get you up and running

@ 1 to 1 reviews: We will discuss how you feel you are doing in delivering and developing your role and identify what improvements you want to achieve and what support you may need.

@ Please refer to the accompanying contract and our Vision and related documents for more details regarding this role profile and your responsibilities within the ateb group – ateb, MBH and WWCR