

Job Description

Job Title:	Assistant Asset Manager - Sustainability
Reporting to:	Asset Manager – (Investment)
Directorate:	Property
Direct Reports:	N/A
Budget:	Contracts up to £2million
JD date reviewed:	August 2026
Job Level:	15

Job Purpose

Assist in the creation Eastlight’s roadmap to EPC 2030 and Net Carbon Zero 2050. Deliver and oversee Eastlight’s carbon retrofit and sustainability programmes for existing assets encompassing strategy, business case development, procurement, communications, and partnership building. Ensure contracts and works are delivered in a timely and cost-effective manner to agreed quality standards, value for money, statutory and regulatory legislation, health & safety compliance, ensuring high levels of customer and client satisfaction. Act as Eastlight’s Retrofit Co-ordinator.

Key Strategic Responsibilities

To deliver the objectives set out in the Asset Management Strategy:

- Homes and communities that meet evolving customer needs.
- Investing in long term, sustainable assets
- Homes and communities that are safe for our customers
- Efficient investment in our homes that meets EPC and Net Carbon Zero targets
- Maximise return on assets

Key Functional Responsibilities

- Create roadmap and strategies to EPC 2030 and Net Carbon Zero 2050 and oversee implementation
- Responsible for delivering the scope of works identified in the Asset Plan and other contracts where arising, as delegated by the Asset Manager (Sustainability)
- Ensure that all works are carried out fully in accordance with all relevant safety regulations and legislation including the Health and Safety at Work Act (1974) and Construction, Design and Management Regulations (2015)
- Ensure that work is carried out within the budgets and that value for money is achieved, by monitoring and reporting on performance
- Ensure completed programmed works and projects are snagged and satisfactory, as well as monitoring the works in progress.
- Act as Retrofit Coordinator to ensure all energy efficiency works are compliant with PAS 2035
- Establish a carbon baseline and develop investment scenarios to reach EPC C and net zero targets

- Ensure data held relating to energy performance of assets is fit for purpose to enable accurate planning and reporting. Work with Asset Manager - Sustainability and Performance to improve quality of data
- Provide initial analysis of technical risks involved in delivering the project to inform risk management plan and determine need for additional coordination
- Develop and implement communication plans for these strategies that include residents, external and internal stakeholders. Engage residents and key internal business areas in the development and delivery of carbon and sustainability strategies as appropriate
- Carry out sustainability and carbon reporting for Property Services, setting measurable targets, integrating new reporting mechanisms into mainstream business activities and establishing systems for data assurance
- Identify grant funding opportunities and assist in submitting bids for relevant funding sources to support existing programmes
- Ensure plans to equip Eastlight customers with the technology and knowledge to live in their homes efficiently and encourage them to make environmentally sound decisions. Research, review, and trial evolving technology in partnership with our customers
- Identify low carbon / net zero building retrofit projects to enable delivery of works
- Carry out post project evaluations to inform future delivery
- Develop internal and external working relationships to improve ways of working, maximise resources and embed learning into the service area where appropriate
- Deliver Asset Management related policies
- Keep up to date with all relevant legislation, best practice, regulatory and policy changes. Lead on the research of sustainability and energy efficiency enabling Eastlight to be more innovative

Person Specification	
Education & qualifications	- Degree or equivalent experience in relevant areas – housing, surveying, or sustainability - Retrofit Coordinator
Experience	- Experience of carbon reduction, sustainability, and construction/asset management – preferably in the housing sector and including retrofit experience - Broad experience in a role that supports energy and environmental best practice - Experience of developing a business case for addressing environmental issues, which also highlights the expected return on any investment - Experience in developing and delivering programmes that deliver measurable sustainability and carbon reduction outcomes - Knowledge and experience of working in partnership with internal and external stakeholders to deliver improved services and performance - Experience in project delivery and managing contracts
Knowledge and Skills	- Ability to work collaboratively with others to meet shared objectives - Ability to identify and deliver improvements to Eastlight's asset performance, including environmental performance - Effective networking skills - Proven IT skills including databases and spreadsheet - Strong analytical skills to support investment planning and delivery on the net zero carbon agenda. Ability to turn data into realisable projects and programmes - Proven communications skills. Ability to produce analytic written technical reports capable of influencing and informing strategy and the Board - Ability to influence and gain trust in others through honesty, integrity, and authenticity - Demonstrable ability and commitment to customer care - A commitment cultivate innovation to create new and better ways of working to achieve success