

Mike Rothwell

Senior Asset Manager

Contact details

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Professional Summary

A construction industry professional with a particularly extensive experience in 'client' side duties and a good working knowledge of contractor organisation. Having worked up from junior to senior management has practical hands-on experience and an ability to relate to all parties at all levels. A practical yet creative problem solver, whether technical, process, organisational or strategic, with the skills and personality to communicate to others and the tenacity to implement sustainable, positive change. Good working knowledge of IT, CAD and office based systems. The ability to work non-standard hours at any location required.

Key Skills & Competencies

Employment History

Impart links Limited
April 2010 to present

Consultant

Merlin Housing Society
January 2009 to March 2010

Asset Manager

To oversee and manage the Surveying and Major Projects Team in the delivery of the major works planned and cyclical property maintenance functions. To continue the delivery of Decent Homes and other key contracts and to implement additional initiatives in line with the Asset Management Strategy.

Key Duties and Responsibilities:

- The management and development of appropriate staff.
- The delivery of improvement and planned maintenance programmes totaling £25M/annum
- Contribution at senior property management and review meetings.
- Development of systems and processes.
- Contractor liaison and development of partnering arrangements
- Contribution to the wider development of the recently formed Society

**Consultant Working with Solon
South West Housing Association**
September 2008 to Jan 2009

Asset Manager

To oversee and control the Asset Management Function, comprising reactive planned and cyclical repair and improvement. To procure key contracts. To manage staff and to facilitate changes as necessary to bed-in recent new contracts/Contractors.

Key Duties and Responsibilities

- The management of appropriate staff.
- Budgetary management, setting and reporting.
- To review Services and make recommendations to Stakeholders.
- Procurement of key contracts for on-going and future Maintenance
- To assist in the implementation of recently let contracts.
- On-going contractor support.
- To assess and make recommendations for staffing and other resources to meet on-going and future demand
- Contribution at senior management and review meetings.

Consultant working with Cadarn Housing Association
May 2007 to May 2008

Consultant

To advise and assist in the implementation of change necessary to improve management, understanding and efficiency with particular emphasis on policy, procedure and cultural change for the implementation of new construction contracts.

Key Duties and Responsibilities

- To assess existing practices and recommend appropriate change.
- To assist in the implementation of open-book partnership working with contractors.
- To improve budgetary management and recommend systems for improved efficiency.
- To assess and make recommendations for staffing and other resources to meet on-going and future demand
- To deputise for senior technical managers as and when necessary.

Consultant working with Knightstone Housing Association
December 2006 to May 2007

Maintenance Manager

To temporarily manage the responsive repair team and assist senior managers with structural review and service implementation following procurement of new contracts and a whole service review.

Key Duties and Responsibilities

- The management of appropriate staff.
- Assessment and recommendation for further change to exploit the benefits of recently let contracts
- On-going contractor support.
- Budgetary control, setting and reporting.
- Contribution at senior management and review meetings.

Architen Landrell
May 2005 to September 2006

Project Manager

To co-ordinate the various internal and external elements and manage the process of delivery of design, production and installation for a specialist architectural/construction firm.

Key Duties and Responsibilities

- The control of key internal processes, e.g. sales, design, purchasing, factory production, installation.
- Resource allocation and management.
- Liaison on key external relationships including programming sub-contract works, tendering and ordering, briefings and negotiations.
- Budgetary control and reporting.
- Meeting management, record keeping and project communications.
- Project analysis, debriefing.

Torfaen County Borough Council
1999 to December 2004

Maintenance Manager

To have overall responsibility for the maintenance and upgrade function as it applies to the built assets of the Housing Services Department, comprising: -

- 10,000 domestic rented dwellings including single units, purpose built complexes, low and high rise blocks of flats.
- 8 Nr area offices and service outlets.

Key Duties and Responsibilities

- To manage, advise, guide and oversee the activities of all staff, comprising technical specialists, general building surveyors, contract administrators, admin and clerical support, strategy and regeneration officers.
- Contribution to the wider objectives of the Council and Housing Service Department via membership and contribution at appropriate Management boards.
- The development, production, implementation, and review of technical strategies,

- service and operational development plans.
- The provision of a responsive repair service in line with best practise, ensuring that targets are set and met.
 - The development and provision of appropriate planned maintenance programmes, be they cyclical or one-off schemes.
 - To undertake and manage all design, specification, and procurement activity for the repair service, including all contractors, consultants and suppliers.
 - To take responsibility for revenue and capital repair and maintenance budgets, ensuring most effective use and allocation.
 - To produce, present and support reports to Members, colleague officers and customers as appropriate.
 - To produce bids and supporting documentation for funding from all available sources.
 - To comply with and contribute to review of corporate Standing Orders, and ensure compliance with all legal and statutory obligations with regards to health and safety, etc.
 - To review existing and develop new policies, procedures and practices necessary to meet changing demands, legislation and aspiration.

The City and County of Cardiff Council
1992 to 1999

Planned Maintenance Manager

To contribute to the maintenance and upgrade function of the Housing Department

Key Duties/responsibilities

- To manage the activities of 20 members of staff within the Technical Division of the Housing Department.
- To develop and implement key programmes for maintaining a housing stock of over 17,000 units.
- To lead in the development of maintenance management and administration practices and procedures.
- To contribute to the development of repair and maintenance strategies and take responsibility for implementation of those pertinent to the postholder's role.
- To take responsibility for the design, specification and procurement activity.
- To report and feedback to Members and Officers.
- To be budget holder with responsibility for £10million capital and revenue repair and maintenance programmes.

Curtins Consulting Engineers
1986 to 1992

Building Surveyor

To design and manage the refurbishment contracts secured by the Cardiff branch of a national structural engineering consultancy.

Key Duties/responsibilities

- To design appropriate structural repair and refurbishment solutions, produce drawing specifications, etc.
- To consult with clients and act as representative at client group meetings.
- To compile documentation and contracts for competitive tendering.
- To administer works contracts, taking responsibility for the quality, time and cost aspects of schemes in both the commercial and domestic market.

Various positions
1984-1986

Trinity Self-Build Association: Site Manager

Keith Baker and Sons (Chartered Building Surveyors): Building Surveyor

Gerald Latter Associates (Architects): Architectural Assistant

Monmouth District Council: Architectural Assistant.

Within the above posts, duties varied from junior, administrative and design roles, to site management and organisational control.

Qualifications, education and training

Sheffield University

BA (hons) Architecture

University of Mid Glam

Certificate Management Studies

Gwent College of Further Education

GCE 'A' level: Economics, Physics, Art

GCE 'O' level: English, Maths, Physics, Chemistry, Geography, Art, Design and Technology, Technical Drawing

Various In-house training: IT (standard Microsoft packages), Health and Safety, recruitment and employment practices, etc.

and

- CSCS card holder

Leisure

A keen DIY enthusiast with an interest in all things practical. In very good health. Enjoys architecture, music and art.