

Job description



Property Manager (Post 1909)

Service Area

Property Services

Reports to

Corporate Asset Manager

Direct reports

1 Technical Admin Officer, 1 Building Maintenance Officer, 2 Multi Skilled Building Operatives, 1 Building Operative and 1 Caretaker

Total Managed

6

Purpose of the Role

To manage maintenance of the Council's assets, including taking responsibility for statutory Health and Safety duties, working in liaison with the Estates and Valuation Manager. To plan and manage the Council's Property capital programme, including overseeing project management of individual projects. To plan and manage the planned and reactive maintenance programmes on time and within budget.

Provide property and maintenance advice to the Corporate Asset Manager. Liaise with the Council's Strategic Directors other Service Managers and Councillors on all matters relating to property maintenance. Manage Health and Safety issues for Property Services in liaison with the Council's Health and Safety Team, including the control of asbestos. Act as responsible person for the District Council in relation to the management of legionella risk.

To ensure that all areas of responsibility operate in accordance within the parameters and limits of the agreed policies, systems, financial controls, procedures and practices operated by the service.

To ensure that all services and related activities are properly planned and organised so that the agreed plans objectives and outcomes are delivered effectively.

Key Result Areas

1. Manage the property maintenance programme and oversee the Council's capital programme in liaison with the Property Project and Programme Manager and other contracted project managers.
2. Manage Health and Safety issues for Property Services in liaison with the Council's Health and Safety Team, including the control of asbestos. Act as responsible person for the District Council in relation to the management of legionella risk.
3. Prepare growth bids and business cases for new projects as identified/required.

4. Prepare robust planned maintenance schedules based on agreed priorities and available budgets including:
 - Agreeing and establishing levels of priority
 - Agreeing timescales
 - Identifying estimated costs to assist the annual budget preparation process
 - Identify the most effective delivery method
5. Ensure the Council's property portfolio is maintained in accordance with the Council's Constitution and in particular the Procurement Policies and the Financial Code of Practice.
6. Ensure accurate and reliable information is available on the condition and maintenance need of all the Council's property portfolio.
7. Ensure the rolling maintenance programmes are communicated and explained to key stakeholders. Notify local Ward Councillors and Town/Parish Clerks of all maintenance work planned in their area.
8. Oversee the delivery of all maintenance work including the in-house team and external contractors to ensure they meet agreed quality standards, costs and timescales.
9. Manage the in-house Works Team to ensure they deliver value for money. Provide information to clearly demonstrate this, if required.
10. Ensure all property maintenance activities are delivered, developed and improved in line with the requirements, objectives or targets agreed in the Corporate/Service Plans.
11. That all premises' budgets are properly planned and expenditure monitored in line corporate and service requirements. All variances monitored monthly and discussed with the Corporate Asset Manager and the Group Accountant.
12. That all maintenance activities are supported by written processes which ensure and sustain the delivery of good quality service related outcomes. Ensure there is a clear audit trail to support all decisions and procurement of services.
13. Ensure maintenance contractors and suppliers maintain the Council's requirements and standards relating to Health and Safety and Equalities and Diversity practice. Prepare Risk Assessment as required.
14. Ensure all schedules of rates are procured in accordance with the financial procedures.
15. The performance of all maintenance activities are reviewed regularly and reported to through the Council's Performance Management system
16. The Council's Performance Appraisal Scheme is managed effectively and all related activities are completed as required by corporate appraisal cycle.
17. All employees are managed in accordance with Council's employment policies that employees development is planned to meet the needs of both the Council and the service
18. To take reasonable care of the Health and Safety of yourself and other persons who may be affected by your actions, or omissions at work.
19. Any other work required and as directed within the confines of the existing grading and post.

Person specification



Property Manager (Post 1909)				
		Essential	Desirable	How Identified
Experience/ Knowledge	Demonstrates knowledge and understanding in providing professional property management service	✓		Application Form*/ Interview
	Demonstrates knowledge and understanding of preparing, managing and monitoring building maintenance programmes to provide value for money.	✓		Application Form*/ Interview
	Demonstrates knowledge and understanding of professional practices necessary in providing a professional building maintenance service and managing building operative staff to ensure efficient working.	✓		Application Form*/ Interview
	Demonstrates the knowledge and understanding necessary to prepare business cases and day to day management of a range of capital projects.	✓		Application Form*/ Interview
	Demonstrates strong staff management skills and good understanding of performance management.	✓		Application Form*/ Interview
	Experience of maintaining public sector assets		✓	Application Form*
	Demonstrates a good knowledge of Health and Safety legislation as it affects the Council's assets.	✓		Application Form*/ Interview
	Qualifications			
Qualifications	Educated to Degree level or equivalent		✓	Application Form
	Membership (through examination) of major professional body or institution i.e. RICS or IRRV or equivalent	✓		Application Form
	Qualified to Drive	✓		Appl Form

		Essential	Desirable	How Identified
Skills	Good judgement and decision making skills	✓		Application Form*/ Interview
	Good numeracy skills	✓		Test/ Interview
	Project management skills	✓		Application Form*/ Interview
	Budget management and well developed financial planning skills	✓		Application Form*/ Interview
	Good written and verbal communication skills	✓		Test/ Interview
	Good IT skills including e-mail and MS Word and estate management software		✓	Application Form*
	Good presentation skills	✓		Presentation Interview
	Ability to problem solve and make timely and effective decisions in situations with no precedents and / or where the reputation of the Council may be affected.	✓		
Aptitude and Disposition	Self aware	✓		Interview
	Confident and assertive	✓		Interview
	Articulate	✓		Interview
Personal Circumstances	Flexible and able to attend meetings out of normal working hours	✓		Interview
	Has daily access to personal transport	✓		Application Form

*In order to assess this from the application form, we require you to provide an example

The remuneration package relating to this post consists of the following elements:

- Salary, range = £35,079 - £37,665 (LG8) and
- Car allowance cash equivalent of £5,382 as @ April 2009

Both of these payments are reviewed on an annual basis.

