

JOB DESCRIPTION

Job Title: Property Works & Safety Manager

Responsible to: Chief Executive Officer (CEO)

Purpose of job:

- **The provision of a comprehensive, accountable planned and remedial works service across the Charity, that ensures all properties are maintained to a high standard and comply with legislative requirements.**
- **To carry out and monitor property inspections, highlighting any risks and taking prompt remedial action.**
- **To liaise with and build strong relationships with residents, staff, and external contractors.**
- **To ensure compliance with all Health & Safety legislation as well as budgetary and financial control arrangements.**
- **To work collaboratively with the Repairs and Maintenance Manager to record and maintain building asset information through appropriate IT systems**
- **To provide cover for the Repair & Maintenance Manager for annual leave/absence.**

Hours of work: Part time (30 hours per week) but full-time hours will be considered.

Salary: £32,000 - £38,000 pro rata dependent on experience and qualifications

Key Responsibilities

1. Works Function

- Carry out routine and periodic site inspections to ensure properties comply with relevant legislation and are maintained to agreed standards. Inform the CEO immediately of any failure to comply with Health & Safety legislative requirements or agreed standards and propose effective solution to restore compliance.
- Manage external contractors whilst they are on site undertaking maintenance and works.
- Work with the Office Manager to maintain accurate records of work, using online systems and the Charity's database.
- Ensure works budgets are adhered to, or produce variance reports as required.
- Ensure that the organisation's procurement and financial procedures are properly followed.
- Manage Major Repairs (Quoted Works). Ensuring value for money is reviewed.
- Manage Planned Works Projects.
- Manage Remedial Works Projects and update relevant risk registers as appropriate.
- Oversee the work of other staff as required.

2. Health & Safety

- Conduct weekly and monthly Health & Safety checks. Notify the CEO of any concerns raised, with recommendations to address any risks.
- Maintain First Aid supplies, defibrillator equipment, record and document as appropriate.
- Maintain appropriate COSHH Assessments for cleaning materials.
- Ensure all necessary risk assessments are in place, reviewed as necessary and share with contractors as appropriate.
- Assist CEO in preparation, hosting Fire Safety Audits and update the Fire Risk Register as appropriate.

- Review the Health & Safety Policy, Process & Procedures as necessary and make any recommendations.

3. Management of Voids

- Take back possession of all properties becoming void.
- Inspect properties on hand back. In consultation with the CEO, agree a programme of refurbishment.
- Agree meter readings with outgoing resident (or their representative), document accordingly and pass to the Finance Officer for action.
- Closely monitor each property during any period of refurbishment. Communicate with contractors, NCHA, etc to ensure that works are completed on time and to the agreed standard.
- Arrange any final cleaning requirements on completion of works.
- Agree with CEO a target date for having any void property ready for occupation. Undertake a pre-letting check ahead of this date.
- Check all void properties weekly.
- Visit all new beneficiaries within the first week of occupancy. Produce and supply property manuals, and advise on any property issues, inform residents about repair reporting procedures.

4. Planning

- Working with the CEO, maintain a suitable and effective list of contractors able to respond to and meet SJSA needs.
- Prepare annual and five-year planned programmes of works for achieving the requirements outlined in the Quinquennial Survey, Stock Condition Surveys etc. This to include consulting with NCHA or other surveyors as required.
- Work with the CEO, Repairs and Maintenance Manager and Finance Officer to develop the annual and five-year plans, including periodic review.

5. Property Services Function – overseeing the following functions.

- Bin Cleaning /Waste disposal
- Grounds Maintenance & Security
- Gutter Clearing.
- Maintain Communal Clocks and Timers.
- Pest Control, communal and external.

6. Additional Duties

- Attend, contribute to and produce minutes for Property Committee Meetings, as required on a rota with the Repairs and Maintenance Manager.
- Undertake practical works tasks.
- Take responsibility for keeping up to date with building safety legislation and attend training as required.
- To participate on the staff rota to provide cover for 'out of hours' emergency response service (for which an additional payment will be made).
- Attend periodic meetings with SJSA residents and provide resident support as necessary.
- Update Policy, Processes and Procedures relevant to post as required.
- Contribute information and articles to the charity's Newsletter (4 per annum).
- Any other duties reasonably requested by CEO.

Property Works & Safety Manager Person Specification

Skills & Experience		Essential	Desirable
	Educated to GCSE level or equivalent in Maths & English (Grades A- C)	√	
	Experience of overseeing and supporting the work of staff		√
	Knowledge of housing legislation and 'decent homes' standards	√	
	Working knowledge of building and grounds maintenance	√	
	Relevant professional health & safety and property qualifications such as NEBOSH or IOSH or equivalent	√	
	Good computer skills, confident using Microsoft word, excel, access, SharePoint, and outlook	√	
	Ability to work on own initiative or as part of a team	√	
	Working knowledge of budgets and financial planning	√	
	Experience of adopting a continuous improvement approach, adapting to change, working to deadlines	√	
	Excellent communication skills both written and verbal, ability to relate to residents.	√	
	Respects professional boundaries, is diplomatic and can maintain confidentiality, with a good understanding of GDPR	√	
	A resilient motivated team player who remains calm under pressure. Flexible with a can-do attitude, attention to detail and solution focused	√	
	Able to understand external quality standards that apply to a registered housing provider for older people (Health & Safety, Safeguarding, GDPR)	√	
	Maintains high professional standards of work and presents with credibility to contractors	√	
	Strong organisational and time management skills with the ability to manage day to day workload with minimal supervision and able to work to deadlines	√	

	Able to drive and has use of a car	√	
	Availability to be part of the staff out-of-hours on-call rota (for which additional payment would be made)	√	

In your personal written statement please ensure that you give specific examples and evidence of how you meet the requirements of the person specification i.e., what are you doing or have done in the past that is similar or transferable to our requirement. Some of this evidence may not be work related but still relevant to this post.