

**Job Description – Property Manager**

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| Responsible to | Senior Manager |
| Salary | £25,295 (NJC scale point 20) |
| Hours per week  | 35 |
| Annual Leave per annum | 25 (rising to 30 day after 5 years) |
| Main base  | HQ - 1st Floor, 463 Stretford Road, Manchester M16 9AB |
| Contract | Permanent |
| Level of DBS check | Basic |

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| Main aims of the post |
| * To be responsible for the entire portfolio of properties owned by The Big Life group.
* To ensure all statutory and legal requirements are met, and relevant contracts are in place across all rented properties so that the asset portfolio is protected.
* To ensure all properties are maintained and kept fit for purpose, including liaising with staff at individual premises for this purpose.
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| Main duties of the post |
| 1. To ensure leases and insurance policies are in place for all rented properties, are renewed when required, and take legal advice on lease arrangements where appropriate
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| 1. To store leases in an accessible way and according to GDPR/Information Governance policies and procedures
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| 1. To manage ad-hoc repairs and more extensive refurbishment across all properties, including entering into agreements with suppliers and ensuring high quality and timeliness
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| 1. To coordinate the day-to-day facilities management contract to ensure all buildings are fit for purpose and safe, meeting the relevant legal and statutory requirements.
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| 1. To plan and coordinate annual cyclical/planned maintenance across all properties, working with external contractors to ensure maintenance is completed satisfactorily
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| 1. To coordinate building moves and source suitable accommodation when necessary
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| 1. To source and manage the acquisition of properties for The Big Life group as required
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| 1. To work with the Leadership Team and Finance in managing the operating budget for properties and identify any reductions in building expenses
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| 1. To monitor and report on the status of the portfolio and ongoing building works to the Leadership Team and Finance as required
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| **General work related expectations** |
| 1. To work within the Big Life group mission and values
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| 1. To contribute to the development of the Big Life group
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| 1. To work in accordance with all policies and procedures of the Big Life group, particularly (but not exclusively) Health and Safety; Information Governance and Safeguarding
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| 1. To commit to own personal development and attend training or development activities as required
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| 1. To work in accordance with all relevant legislation
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| 1. To undergo regular supervision and at least an annual appraisal
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| 1. To undertake any other duties as required, and as appropriate to the post
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**Person Specification – Property Manager**

The successful candidate must be able to demonstrate that they meet all of the following points below.

Key – Method of Assessment: A = Application form; I = Interview; T= Test; P= Presentation

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| Area | Method of assessment |
| **1.Experience** |  |
| 1. Experience of managing a set of properties, ideally office, community centres and/or supported housing developments
 | A/I |
| 1. Experience of working and leading in facilities management
 | A/I |
| 1. Experience of planning, coordinating, and implementing systems to improve the condition of buildings
 | A/I |
| 1. Experience of working within legislative and statutory frameworks, ensuring that all buildings and facilities are compliant in all areas
 | A/I |
| 1. Experience of working with external suppliers and contractors
 | A/I |
| 1. Experience of effectively working under pressure in a dynamic environment
 | I |
| **2.Skills** |  |
| 1. Strong IT skills including Microsoft Word, Excel, Outlook and databases
 | A/I |
| 1. Ability to communicate clearly and effectively both verbally and in writing, in particular when reporting on properties
 | A/I |
| 1. Ability to plan and implement systems of improvement, i.e. repairs and maintenance
 | A/I |
| 1. Ability to interpret information from various sources, problem solve and think laterally
 | I |
| 1. Ability to work in partnership with external organisations
 | I |
| 1. Ability to identify and manage risks across a diverse property portfolio
 | I |
| 1. Ability to forge and maintain positive relationships with staff, managers and stakeholders internally and externally to the group
 | A/I |
| **3.Knowledge**  |  |
| 1. Knowledge of legislative and statutory frameworks for your business area, including Health and Safety
 | A/I |
| 1. Knowledge of the barriers and lifestyle issues that the client group we work with face
 | A/I |
| 1. Awareness of social enterprise and partnership working
 | A/I |
| **4. Personal** |  |
| 1. Positive outlook and a ‘can do’ attitude
 | A/I |
| 1. Personal resilience and flexible attitude in the face of difficulties
 | A/I |
| 1. Commitment to working towards the Big Life group’s missions and values including having a non-judgemental approach
 | A/I |
| 1. Commitment to personal development and willingness to regularly update skills and experience
 | A/I |

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| **LEADERSHIP COMPENTENCY** | **Method of Assessment** |
| **SHAPES AND MANAGES STRATEGY** |  |
| 1. Inspires a sense of purpose and direction
 | Interview |
| 1. Focuses strategically
 | Interview |
| 1. Interprets and analyses information (including financial) and opportunities
 | Interview |
| 1. Shows judgement, intelligence and common sense
 | Interview |
| **DRIVES RESULTS** |  |
| 1. Builds organisational skill and responsiveness
 | Interview |
| 1. Marshals professional expertise
 | Interview |
| 1. Steers and implements change and deals with uncertainty
 | Interview |
| 1. Delivers intended results
 | Interview |
| 1. Manages Resources
 | Interview |
| **BUILDS PRODUCTIVE RELATONSHIPS** |  |
| 1. Nurtures internal and external relationships
 | Interview |
| 1. Facilitates cooperation and partnerships
 | Interview |
| 1. Values individual differences and diversity
 | Interview |
| 1. Guides, coaches and develops people
 | Interview |
| 1. Skill sharing
 | Interview |
| **EXEMPLIFIES PERSONAL INTEGRITY AND SELF AWARENESS** |  |
| 1. Demonstrates the group values, professionalism and probity
 | Interview |
| 1. Engages with risk and shows personal courage
 | Interview |
| 1. Commits to action
 | Interview |
| 1. Displays resilience
 | Interview |
| 1. Demonstrates self-awareness and a commitment to personal development
 | Interview |
| 1. Self-Management
 | Interview |
| **COMMUNICATES and INFLUENCES EFFECTIVELY** |  |
| 1. Communicates clearly
 | Interview |
| 1. Listens, understands and adapts to audience
 | Interview |
| 1. Negotiates persuasively
 | Interview |
| 1. Influencing
 | Interview |