**TITLE OF POST: PROPERTY MANAGER**

**GRADE: POG SCP 41 - 44**

**RESPONSIBLE TO: HEAD OF ESTATES AND FACILITIES**

**MAIN PURPOSE OF JOB:**

The Property Manager is responsible for ensuring the management and delivery of all planned maintenance and cyclical repair works to the land and property portfolio. To lead, motivate and manage a team dedicated to supporting this process whilst ensuring the effective use of resources and deliver exceptional services to our community and key stakeholders to support the vision and delivery of Creating the Safest Community.

Reporting to the Head of Estates and Facilities you will contribute to our strategic goals by shaping and driving the Estates and Facilities agenda, through the management of departmental strategies as well as ensuring efficiencies and quality service at all times.

# 1 MANAGEMENT DUTIES (GENERAL POLICY)

* 1. To promote the Service Vision, ‘Creating the Safest Community’.
  2. Supporting the Head of Estates and Facilities to efficiently manage and deliver departmental activities within the Service.
  3. Working closely with the Head of Estates and Facilities to manage the implementation of the Authority’s strategic and Integrated Risk Management Plans.
  4. Supporting the Head of Estates and Facilities in the development and evaluation of strategic organisational projects and activities relative to the work of the Estates and Facilities department by applying appropriate management strategies.
  5. Manage the development and implementation of relevant departmental policies and procedures in line with relevant national policy and ensure compliance in relation to all relevant regulations and legislation.
  6. Supporting the Head of Estates and Facilities in the preparation, monitoring and review of revenue and capital budgets as appropriate.
  7. Continuously review working practices to identify and lead on change programmes to promote continuous improvement.
  8. Encourage appropriate and robust quality and assurance systems within the department.
  9. Establish, develop and maintain positive and effective liaison links with appropriate organisations and partners as required.
  10. Prepare and produce quality management reports for consideration by the Fire Authority, Senior Management Team and other groups.
  11. Manage the implementation of strategically sound business continuity plans which offer an appropriate level of resilience to the Service, where required.
  12. Working with the Head of Estates and Facilities to drive the performance of our people through transparent, structured Personal Development Plans. Manage performance through objective setting, timely reviews and where required structured development plans.
  13. Ensure compliance with the General Data Protection Regulation and ensure data security is maintained.
  14. Undertake any other duties as directed

**2. ROLE SPECIFIC DUTIES**

* 1. To ensure an organised, co-ordinated and professional approach takes place for all planned reactive and cyclical maintenance programmes as directed by the Head of Estates and Facilities whilst ensuring that all relevant legislation, service guidelines, policy and procedures are met.
  2. To provide knowledge, experience and guidance to other colleagues.
     1. To be responsible for the monitoring and review of budgets associated with the Estates and Facilities
  3. Take responsibility for projects of significant value and/or risk.
  4. Analyse and prioritise spend activity and identify key areas for cost savings.
  5. In conjunction with the Head of Estates and Facilities, ensure the use of approved external agents meets compliance with policy, financial regulations, standing orders, legislation may be required in order to assist in the delivery of the needs of the planned and programmed works.
  6. To work closely with Facilities Managers in the delivery of the department’s aims and objectives.

* 1. Provide advice and guidance to Service personnel with regard to property queries and issues.
  2. To undertake programme governance associated in ensuring the delivery of a full and complete project management service from the team.
  3. To supervise and coordinate the work of other team members to achieve project delivery milestones and key dates.
  4. Responsible for the review and evaluation of departmental activities to inform any relevant recommendations for improvement.
  5. Represent the function at internal and external meetings and events.
  6. Develop and produce a variety of management and departmental reports.
  7. To attend internal and external training courses as necessary.
  8. Identify and recommend to the Head of Estates and Facilities areas of potential improvement.

1. **HEALTH AND SAFETY (GENERAL POLICY)**
   1. By reference to current health and safety legislation and the Service's Health and Safety Policy to

ensure that all employees:-

* 1. Take reasonable care for their own health and safety.

3.3 Consider the safety of other persons who may be affected by their acts or omissions and to

Cooperate with their employer to perform and comply with any duties or requirements imposed

upon them.

* 1. Work with machinery, equipment and substances in accordance with information and training

provided.

* 1. Refrain from intentionally misusing or recklessly interfering with anything that has been provided for

the purpose of health, safety and welfare.

* 1. Report any hazardous defects in plant and equipment, or shortcomings in the existing safety

arrangements, to a responsible person without delay.

* 1. Conduct line management responsibilities in relation to Section 2.1 of the Service’s Health, Safety

and Welfare Manual.

1. **EQUALITY AND DIVERSITY (GENERAL POLICY)**

4.1 To be responsible for managing equality and diversity policies through leadership and a positive attitude to secure continuous improvement in organisational culture.

4.2 To ensure an understanding and commitment to diversity and equality in accordance with service policies and procedures and demonstrate positive promotion of equality and diversity principles through working to the Service’s core values.

4.3 To champion the principles of equality and diversity and provide appropriate advice, guidance and support.

4.4 To challenge inappropriate behaviour and non-compliance with equality and diversity policies, procedures and principles.

1. **SAFEGUARDING**   
   1. To promote the application of the Authority’s Safeguarding Policies.

**6 ENVIRONMENT STRATEGY**

6.1 To demonstrate an understanding and commitment to the Service’s Environment Strategy, in relation to the environment and carbon reduction policies.