

GOLEUDY

Job Description

Job Title:	Property Manager
Reports to:	Executive Director (Finance, Business, Assets and Compliance)
Location:	Swansea, but covering a small portfolio across SW Wales
Hours:	35 hrs per week

JOB PURPOSE

Reporting directly to the Executive Director, the Property Manager (PCM) will be responsible for managing all aspects of Goleudy's relatively small property portfolio, both owned and leased.

The PM will be a hands-on role, effectively managing our properties to ensure that the organisation's portfolio, housing, project and office space, contributes to the Charity's aims. This will mean ensuring they are safe, well-maintained, and fully compliant with legal and contractual obligations. The PM will also carry out Housing Management duties for our residential projects, including managing voids, rent collection and contracts.

The post holder will pay close attention to Health and Safety, will maintain excellent relationships with internal and external stakeholders and will be passionate about the positive impact good quality housing can play in ending the cycle of homelessness.

The PM is an important position that contributes significantly to the Charity's operations. This is an exciting and varied role requiring initiative and autonomy within a small but growing team.

PRINCIPAL DUTIES AND RESPONSIBILITIES

PROPERTY AND COMPLIANCE

1. To lead all aspects of the Charity's Property function.
2. To provide assurance, at all times, that the properties we use are fully compliant with relevant contractual, policy, regulatory and legislative requirements (e.g. first-aiders, fire safety, electrical, gas, asbestos, PAT testing and legionella, etc)
3. To effectively plan, project-manage, procure, and deliver property maintenance (including security, cleaning and landscaping) within agreed targets.
4. To contribute to the redevelopment and transformation of our property in accordance with the principles of 'Psychologically Informed Environments', collaborating with both internal and external stakeholders and partners.
5. To contribute towards making our spaces more environmentally sustainable.

6. To carry out the Charity's Housing Management function, including void management, tenancy contracts (in compliance with Renting Homes Wales Act), rental income (working with the Finance function), furnishings, etc.
7. To contribute to the process of buying and selling of property when required.
8. To liaise and engage with external agencies over Property matters, e.g. Local Authorities, Rent Smart Wales etc.
9. To appropriately risk assess all properties, identifying actions and delivering on requirements, including contingency and emergency planning.
10. To actively promote a positive H&S culture in all our buildings and evaluate performance, working closely with the H&S Manager to ensure compliance.
11. To undertake regular inspections and compliance audits, prepare action plans with SMART objectives, alongside project managers, and address the issues identified.

OTHER DUTIES

12. To contribute to multiple complex projects at once, with a focus on achieving agreed objectives on time and within budget.
13. To comply with Health and Safety regulations and the Charity's working procedures.
14. To contribute to HR processes alongside leadership team colleagues where required, including conducting and writing investigations, disciplinary and grievance panels and legal compliance.
15. To work collaboratively with the ELT and leadership team colleagues.
16. To contribute to formulating and maintaining the policy framework and designing, writing, communicating and implementing procedures.
17. To keep up to date with all current policies and changes that may affect the organisation and wider sector.
18. To establish and maintain good working relationships both within the organisation and with the organisation's stakeholders and customers.
19. To undertake training as required, whether identified by self or others in the organisation.
20. To carry out any other duties reasonably determined by the Executive Director

Property and Compliance Manager

Person Specification

1	Skills	E/D
1.1	Good planning, prioritising and organisational skills and able to take personal responsibility to deliver agreed outcomes	E
1.2	Highly developed ability to multi-task high level tasks and projects	E
1.3	Ability to collaborate effectively both across the business and with external stakeholders	E
1.4	Demonstrates a quality driven approach to tasks, with attention to detail/accuracy/high performance standards	E
1.5	Strong communication skills with the ability to engage and build strong relationships at all levels	E
1.6	Sound leadership and management skills with the ability to influence at a senior level, gaining agreement to plans and ideas	E
1.7	Ability to contribute to developing high quality, robust policies and procedures, using knowledge of good practice and law	E
1.8	Demonstrates resilience and shows courage whilst maintaining high performance even when under pressure	E
1.9	Ability to communicate in Welsh	D
2	Knowledge and Qualifications	E/D
2.1	Strong understanding of Property compliance requirements	E
2.2	Strong understanding of Housing Management requirements and processes	E
2.3	Demonstrable project management skills	E
2.4	Understanding of property redevelopment processes and requirements	E
2.5	Hold a professional qualification, able to demonstrate competency and/or committed to developing own skills in a relevant area (such as H&S, Housing or Compliance).	E
2.6	Car Owner in possession of full driving licence and Business level insurance.	E
3	Behaviours	E/D
3.1	Possession of a strong work ethic and personal resilience	E
3.2	Commitment to uphold the Goleudy way of doing things to support our culture	E
3.3	Demonstrating behaviours that are entirely consistent with the organisation's values	E
3.4	Being a positive role model for all our colleagues	E
3.5	Willingness to take ownership and responsibility – never walking past a problem	E
3.6	A good team player, ready to offer support and respond to ad hoc requests for help from colleagues	E
3.7	Professional and confident approach when dealing with a wide range of people.	E

Key: Essential E

Desirable D