

J O B D E S C R I P T I O N

JOB TITLE: Regional Property Manager
REPORTS TO: Head of Property Services & Procurement
JOB GRADE: Middle Manager

PURPOSE OF ROLE

As Regional Property Manager, you will act as the main point of contact for all repair, maintenance, and refurbishment activities across your designated regions, providing support and oversight to the local leadership teams. You will be responsible for project managing several planned refurbishments across your designated regions which will be the primary focus for the role initially. You will lead in the wider team to help drive continuous improvements across the estate and will be responsible for ensuring property legal compliance is maintained by providing a safe environment for our clients and colleagues to work in. This role also requires you to have a high level of autonomy and the ability to organise and manage your own time, whilst being able to effectively communicate with a wider team.

PERFORMANCE MEASURES

- Delivery of operational regional maintenance targets, PPM schedules and performance KPI's.
 - Successful delivery of planned refurbishment projects.
 - Management of capital and revenue project budgets of up to £500k and above depending on CapEx project proposals.
 - Management of supplier relationships as well as contract management regarding sub-contractors.
 - Ensuring property compliance works are carried out to ensure the Health & Safety of our colleagues and clients.
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KEY RESPONSIBILITIES

- Implement a property management programme including preventative maintenance and life cycle requirements for circa 120 properties across multiple regions
 - To manage approved contractors attending site for maintenance.
 - Management of branch refurbishment projects where required with values of up to £500k.
 - Maintain a record of all statutory compliance requirements and liaise with contractors/consultants and statutory inspectors to ensure properties are always fully compliant.
 - Instigate a network of approved contractors for the relevant region using an approved contract or procedure.
 - Provide progress reports on key projects on a weekly basis.
 - Be the main point of contact for reactive repairs and maintenance for the properties within the relevant regions.
 - Ensure procedures for obtaining and approving risk assessments and method statements are adhered to.
 - Conduct and document regular property inspections on a regular basis.
 - Prepare and track capital and revenue expenditure budgets across your designated regions.
 - Generate and present regular reports and reviews of facility-related budgets.
 - Develop and implement cost reduction initiatives and ensure value for money is obtained across all areas.
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SCOPE OF ROLE

Reports to: Head of Property Services & Procurement
Direct reports: (TBC)
Indirect reports: None

WOULD SUIT SOMEONE WHO:

- Has experience managing a multi-site portfolio.
 - Has previous experience in team management
 - Has previous experience managing multiple ongoing property refurbishment projects.
 - Has a flexible working attitude as the role will involve frequent travel.
 - Has the ability to work under pressure and tight deadlines.
 - Has the ability to effectively project manage .
 - Has excellent communication skills both verbal and written.
 - Has a drive for quality and excellence.
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KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Experience	<ul style="list-style-type: none">• Previous experience in property maintenance, facilities management and/or other facets of property operation as a Property/Estates or Facilities Manager.• Experience in project management relating to property refurbishments.• Demonstrate the ability to read and interpret site plans and drawings/layouts.• Experience in managing revenue and capital budgets.• Previous management, supervisory or team manager experience.• The ability to work collaboratively to help to enhance and develop local brands alongside business leaders.• Demonstration of clear knowledge and understanding of property statutory compliance and duty holder requirements.• Experienced in successfully managing varying workloads and directing work of team for maximum impact• The ability to influence, build and maintain positive long-term working relationships.• Has a good understanding of planned maintenance routines as well as reactive maintenance.•
Education/ Qualifications	<ul style="list-style-type: none">• IOSH and/or NEBOSH.• IWFM (minimum level 3).•
Technical	<ul style="list-style-type: none">• PC literate and can use all MS applications well.• Knowledge of maintenance systems, PPM schedules and maintenance programmes.• Previous use of property related audit software would be advantageous.•
General	<ul style="list-style-type: none">• Flexibility when required, as per business needs.• Organised, hard-working and can work on their own initiative and as part of a team effectively.• Ability to establish and maintain strong relationships at all levels and across functions in the organisation.