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JOB DESCRIPTION – Property Advisor

Responsible to: Divisional Support Manager
(Professionally to Head of Property)

Key Relationships: Executive and Management Team; Registered Managers; Regulatory and Statutory Bodies

Purpose of Role: The post holder will support the Division in all areas of Trust property matters

Location: Nominally based at Head Office with frequent travel to Homes

Principal Responsibilities

1. Property maintenance

- Manage the day to day Planned Maintenance Programme and works across all Trust Homes and properties.
- Ensure the Divisional Support Manager is kept abreast of the schedule of planned maintenance work.
- Work with the Trust's H&S Manager to ensure homes are compliant and safe
- Lead and conduct the annual condition surveys of all Trust Homes.
- Manage and liaise with building contractors, architects, and consultants to ensure work is in budget and complies with the Trusts tendering policy.
- Effectively manage the major work programme, to undertake the client function and liaise with planning and conservation officers.
- Lead, coordinate and implement an energy management scheme for all Homes in the Division and ensure this is maintained and regular reviewed.
- Support the Head of Property to effectively manage the Trust's relationship with building contractors, architects and consultant.

2. Finance

- Assist the Divisional Support Manager and Head of Property in the preparation of annual budget support the proactive and reactive management of resident safety.
- Participate in the preparation of reports, contracts, and annual budgets.

3. Advice

- Provide advice to the Divisional Support Manager and Divisional Director on the feasibility of building improvements, extensions, acquisitions and new buildings.
- To be the first point of contact for Homes and provide advice on all aspects of property management.

- Assist the Divisional Support Manager to support the proactive and reactive management of resident safety.

4. Health & Safety

- Manage all projects and works in accordance with the Trust's policies, all statutory regulations and recognised good practise

4. Other

- Provide administrative support to the Head of Property as required
- Maintain excellent tenant relations through regular contact, visits, and scheduled meetings as appropriate and required.
- Respond rapidly and professionally to all tenant requests.
- To undertake tasks assigned by the Divisional Support Manager and Head of Property from time to time.

Post Holders Signature _____ Date Signed _____

Line Managers Signature _____ Date Signed _____