

## Property Asset Manager - Permanent Contract

Cork Simon Community is Cork's largest homeless charity. Our goal is to prevent and end homelessness in Cork by helping people to access affordable housing and, at the same time, support people to address the many challenges and difficulties that may have contributed to them becoming homeless. We believe that everyone should have fair access to safe, secure and affordable housing.

We are a Tier 2 Approved Housing Body with over 80 individual properties in Cork and the South East region. These consist of self-contained flats, shared accommodation and housing, and offices. We are significantly increasing our number of housing units in Cork, the South East region and County Kerry, and are seeking a Property Asset Manager to join our management team.

At Cork Simon we offer a flexible working environment with peer support and excellent training opportunities. We offer pension, five weeks annual leave and there is a time off in lieu system in place.

### ***Main areas of responsibility include:***

1. Management of the asset portfolio
2. Management of maintenance
3. Overseeing Tenancy management
4. Housing acquisition

### ***Essential Skills:***

- Third level Degree in property or a relevant field and extensive experience working in an asset management role
- Ambitious, energetic and motivated individual
- Must have a solutions focused attitude
- Proficiency in MS Excel, Word and Outlook
- A team player with excellent attention to detail
- Strong communication skills
- Be trustworthy and conduct the role with integrity

---

For informal enquiries about the role please contact Colin Meikle, Director of Finance & Property on 086 6094956 or Ursula Galvin, Head of HR, Governance & Compliance on 087 2120141.

*Cork Simon Community is committed to equality of opportunity.*

## Role Profile

### *Common Points for all roles*

Specific role profiles have been developed for each role in Cork Simon which outline the objective, key tasks, performance indicators and skills required. Cork Simon Community requires that any person who wishes to work, in any capacity, within the Community should also know and observe Cork Simon's values and practice including:

- Encourage community members to participate in the community.
- Understand the empowerment model and implement it.
- Understand and observe Health and Safety standards and practices.
- Adhere to boundaries, respect confidentiality etc.
- Maintain Professional and Ethical standards of Practice.
- Participate in the development and implementation of best practice community policy, practices and procedures.
- Promote equal opportunity policies.
- Attend and be punctual when scheduled for attendance.
- Attend and participate in team and Community meetings.
- Attend and participate in Training.
- Be flexible in providing cover in other community projects when the need arises.
- Be empathetic when dealing with people in personal crisis.
- Maintain good self care and manage their time well.

**Role title:** Property Asset Manager

**Objective:** The primary responsibility of the role will be to ensure the Housing and Property assets across Cork, the South East and Co. Kerry are in good condition, well maintained and provide safe and quality housing and workspaces for tenants, service participants and staff. To assume responsibility for the asset management plan and ensure compliance with Housing Regulation.

**Main areas of responsibility:**

- Management of the asset portfolio
- Management of maintenance
- Overseeing Tenancy management
- Housing acquisition

**1. Management of the asset portfolio**

- Assume responsibility for the asset management plan and delivery of cyclical and planned programmes of work.
- Maintain the property asset database and organise asset condition surveys.
- Review and analyse asset data, and utilise the information to effectively plan, cost, procure and deliver planned programmes of work.
- Ensure the property asset database is up to date and provides financial visibility, risk management and control for the Community.
- Assess energy efficiency of our housing assets and implement improvements.
- Ensure the organisation's policies and procedures for asset management and maintenance are implemented.
- Ensure compliance with Housing Regulation for Approved Housing Bodies and other requirements.
- Ensure compliance with public procurement requirements.

## 2. Management of maintenance

- Ensure the quality of the housing and property portfolio is maintained to a high level.
- Ensure property maintenance plans are in place for cyclical maintenance of fabric and services in the property portfolio.
- Manage the in-house maintenance team.
- Ensure that robust systems are in place to track and record all maintenance works and to adequately report on same.
- Assist in driving an improvement in the level of procurement for all maintenance and be able to demonstrate that we run an efficient and price competitive procurement operation that provides value for money and energy efficiency.
- Ensure the maintenance and repair work is of a high quality including supervising contractors and in-house staff.
- Liaise with the Facilities Manager in the Emergency Shelter on maintenance items.

## 3. Overseeing Tenancy Management

- Oversee the Tenancy Management function and supervise the Team leader for Tenancy Management.
- Ensure policies and procedures on rent collection, RTB registration and complaints, Inform tenancy database are implemented.
- Ensure all voids and vacancies are turned around promptly to minimise vacant periods.
- Work closely with the Tenancy Management and the Housing Support Services to ensure the timely allocation of tenants to our housing.
- Monitor tenant satisfaction levels and plan for improvements.

## 4. Property Acquisition

- Identify and source new property opportunities in line with organisations strategic direction, ensuring value for money, high quality accommodation and security of tenure for clients.
- Overall management of the delivery of acquisition programme from inception to completion, including budget, timeline, legal and planning due diligence, stakeholder management.
- Assist and manage with financial modelling and funding applications with Capital Assistance Scheme, Capital Advance Leasing Facility, Private Finance and Donors
- Develop relationships with Local Authorities, other Approved Housing Bodies, private and public organisation to ensure collaboration and partnership in delivery.
- Negotiate and manage leasing and rental contracts for housing and offices.
- Coordinate scheme completions and handover with Housing Support Services; provide support on community consultation process.

## 5. Other

- Represent the Community on sub-committees/working groups that will directly benefit the Community.
- Co-ordinate or support colleagues in new and existing projects as required.
- Always provide a high-quality participant/tenant-centred service.
- Carry out all duties observing health and safety, safeguarding, equality and diversity and data protection procedures.

## Structure

- Property Asset Manager will report to the Director of Finance and Property.
- The Maintenance Coordinator and the Tenancy Management Team Leader will report to the Property Asset Manager

## Essential Criteria

- Third level Degree in property or a relevant field and extensive experience working in an asset management role
- Ambitious, energetic and motivated individual

- Must have a solutions focused attitude
- Proficiency in MS Excel, Word and Outlook
- A team player with excellent attention to detail
- Strong communication skills
- Be trustworthy and conduct the role with integrity

**Desirable Criteria**

- Experience in working for a voluntary/social housing organization.
- Experience of the planning and development processes for property development.

*The Role Profile is subject to change.*

## Property Asset Manager Personal Specification

Education and Work Experience:	Essential	Desirable
<ul style="list-style-type: none"> <li>Relevant Professional Qualification in construction essential. E.g. accreditation with Society of Chartered Surveyors register. At least 4 years' experience in a development or property environment</li> <li>Or</li> <li>A relevant Degree and 4 years' experience in a construction development or housing environment is essential.</li> </ul>	√	
<ul style="list-style-type: none"> <li>Previous experience of supervising performance and processes.</li> </ul>	√	
<ul style="list-style-type: none"> <li>Experience of financial management and accountability</li> </ul>	√	
<ul style="list-style-type: none"> <li>Property management and overseeing on site works</li> </ul>	√	
<ul style="list-style-type: none"> <li>Experience of procuring contracts for planned maintenance works</li> </ul>	√	
<ul style="list-style-type: none"> <li>Experience of Health &amp; Safety Management</li> </ul>	√	
<ul style="list-style-type: none"> <li>Experience of working in social housing sector</li> </ul>		√
Key Skills:		
<ul style="list-style-type: none"> <li>Knowledge and application of contract procurement, commissioning and contract administration processes and documentation suite</li> </ul>	√	
<ul style="list-style-type: none"> <li>Full awareness of Building Regulations and Planning and Development Regulations in the context of building maintenance management, upgrade and refurbishment</li> </ul>	√	
<ul style="list-style-type: none"> <li>Proven track record in administering and managing several projects concurrently</li> </ul>	√	
<ul style="list-style-type: none"> <li>Maintenance, construction law, contract law and contract administration, building technology</li> </ul>	√	
<ul style="list-style-type: none"> <li>Budgeting and financial administration</li> </ul>	√	
<ul style="list-style-type: none"> <li>Knowledge of Health and Safety legislation and compliance within a construction setting</li> </ul>	√	
<ul style="list-style-type: none"> <li>The ability to supervise direct reports and address any areas of underperformance</li> </ul>	√	
<ul style="list-style-type: none"> <li>Excellent organisational skills and ability to prioritise and plan workload.</li> </ul>	√	
<ul style="list-style-type: none"> <li>Ability to resolve, anticipate and prevent problems</li> </ul>	√	
<ul style="list-style-type: none"> <li>Drivers Licence</li> </ul>	√	
<ul style="list-style-type: none"> <li>Excellent written and oral communication skills including report writing and the ability to effectively communicate key updates and decisions to all relevant staff</li> </ul>	√	
<ul style="list-style-type: none"> <li>MS Word, Excel, Outlook, PowerPoint and Visio and strong analytical and reporting skills</li> </ul>	√	

### ***Additional Information***

<b>Job title</b>	Property Asset Manager
<b>Vacancy</b>	Permanent contract subject to 6-month probationary period
<b>Location</b>	The post will be based in Cork City with travel to various Cork Simon locations in Cork, the South East and Co Kerry, as required.
<b>Number of hours per week</b>	35 hours per week
<b>Normal Hours / Days per Week</b>	9am – 5pm, Monday to Friday, with occasional evening and weekend work if required.
<b>Breaks</b>	Daily break(s) of 60 minutes (unpaid) in total
<b>Annual Leave</b>	5 weeks per annum pro rata
<b>Occupational Pension Scheme (Defined Contribution Scheme)</b>	Compulsory membership on completion of 6 month's service. Employer contribution 5%. Employee contribution is minimum 3% with option of Additional Voluntary Contribution.
<b>Death in Service Benefit Group Scheme</b>	Compulsory membership on completion of 6 month's service. Death in Service Benefit contribution is currently €1.15 per week. Benefit is twice annual salary.
<b>Health Insurance Group Scheme</b>	Optional Laya Healthcare membership. 10% group discount applies. No employer contribution.
<b>Closing Date:</b>	5pm, Monday 26 April 2021