

Property Asset Manager – 12 Month Fixed Term Contract – Maternity Leave Cover

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 an Approved Housing Body with a property portfolio of approximately 160 properties, located in Cork city and county, Kerry and the South East region. The portfolio consists of a wide variety of property types, including private residential dwellings, multi unit residential developments, shared housing accommodation, offices, and storage units. We are significantly increasing our portfolio of housing stock in Cork, Kerry and the South East region, and are seeking a Property Asset Manager to join our management team on a 12 month fixed term contract.

Main areas of responsibility include:

1. Management of the existing portfolio of properties
2. Acquisitions to expand the residential property portfolio
3. Management of maintenance, including reactive, planned, compliance and cyclical
4. Overseeing Tenancy management

Essential Skills:

- Third level Degree in property or a related discipline, with minimum 3 years post qualification experience (Member of SCSi / RICS would be an advantage)
- Ambitious, energetic and motivated individual
- Must have a solution 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

What we offer:

- ✓ Five weeks' annual leave per annum
- ✓ Time off in lieu (TOIL) system in place
- ✓ Flexible working environment
- ✓ Excellent support
- ✓ A positive and welcoming environment
- ✓ Excellent training opportunities
- ✓ Wellbeing supports
- ✓ Cycle to work scheme
- ✓ Sick Pay Policy

For informal enquiries about the role please contact Ursula Galvin, Head of HR, Governance & Compliance on 087 2120141 / Melissa Clancy Head of Property Asset Management on 087 957 3233.

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 - 12 month Fixed Term Contract - Maternity Leave Cover

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:

1. Management of the existing portfolio of properties
2. Acquisitions to expand the residential property portfolio
3. Management of maintenance, including reactive, planned, compliance and cyclical
4. Overseeing Tenancy management

1. Management of the property portfolio

- Ensure full compliance with Approved Housing Bodies Regulatory Authority, and all other relevant authorities in terms of rental accommodation standards and guidelines
- Maintain the property asset database and organise asset condition surveys.
- Assume responsibility for the asset management plan and delivery of cyclical and planned programmes of work, ensuring compliance with public procurement requirements where applicable.
- 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.
- Ensure the organisation's policies and procedures for asset management and maintenance are implemented.
- Maximise the potential of the portfolio, by maximising occupancy rates, reducing void periods, availing of all available rent supplement schemes administered through local authorities

2. 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.
- Overall management of the delivery of acquisition programme from inception to completion, including identifying, negotiating, arranging surveys, budgets & finance facilities, timeline, all required refurbishment works, 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 organisations to ensure collaboration and partnership in delivery.
- Coordinate scheme completions and handover to Housing Support Services; excellent communication throughout the process to minimise timeline from completion to occupation.

3. Property Maintenance

- Ensure the quality of the housing and property portfolio is maintained to a high level.
- Oversee the in-house maintenance team.
- Ensure that 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.

4. Tenancy Management

- Oversee the Tenancy Management function and supervise the Tenancy Management Team Leader
- Ensure policies and procedures on rent collection, void properties, routine inspections, RTB procedures, complaint handling etc, are fully implemented in a timely fashion.
- 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 vacant housing.
- Monitor tenant satisfaction levels and plan for improvements.
- Maximise rental income, ensuring that all relevant rent supplement schemes administered through local authorities are availed of.
- Oversee budgets and expenditure of Tenancy Management team, and implement efficiencies where possible

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 CEO.
- 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 related discipline, with minimum 3 years post qualification experience (member of SCSi / RICS an advantage)
- Ambitious, energetic and motivated individual
- Must have a solution focused attitude
- Proficiency in MS Excel, Word and Outlook
- A team player with excellent attention to detail
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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"> Relevant Professional Qualification in a property related discipline essential. E.g. accreditation with SCSi / RICS. At least 3 years' experience in a development / acquisitions / property management / tenancy management role at a senior level 	√	
<ul style="list-style-type: none"> Previous experience of supervising performance and processes. 	√	
<ul style="list-style-type: none"> Experience of financial management and accountability 	√	
<ul style="list-style-type: none"> Property management and overseeing on site works 	√	
<ul style="list-style-type: none"> Experience of procuring contracts for planned maintenance works 	√	
<ul style="list-style-type: none"> Experience of Health & Safety Management 	√	
<ul style="list-style-type: none"> Experience of working in social housing sector 		√
<ul style="list-style-type: none"> Experience of Tenancy Management, and working knowledge of RTB guidelines, direct handling of complaints / breaches of tenancy, drafting of notices, Landlord and Tenant legislation 	√	
Key Skills:		
<ul style="list-style-type: none"> Knowledge and application of contract procurement, commissioning and contract administration processes and documentation suite 	√	
<ul style="list-style-type: none"> Full awareness of Building Regulations and Planning and Development Regulations in the context of building maintenance management, upgrade and refurbishment 	√	
<ul style="list-style-type: none"> Proven track record in administering and managing several projects concurrently 	√	
<ul style="list-style-type: none"> Maintenance, construction law, contract law and contract administration, building technology 	√	
<ul style="list-style-type: none"> Budgeting and financial administration 	√	
<ul style="list-style-type: none"> Knowledge of Health and Safety legislation and compliance within a construction setting 	√	
<ul style="list-style-type: none"> The ability to supervise direct reports and address any areas of underperformance 	√	
<ul style="list-style-type: none"> Excellent organisational skills and ability to prioritise and plan workload. 	√	
<ul style="list-style-type: none"> Ability to resolve, anticipate and prevent problems 	√	
<ul style="list-style-type: none"> Ability to provide expert property advice, make decisions, and develop long term plans for effective property portfolio management 	√	
<ul style="list-style-type: none"> Drivers Licence 	√	
<ul style="list-style-type: none"> Excellent written and oral communication skills including report writing and the ability to effectively communicate key updates and decisions to all relevant staff 	√	
<ul style="list-style-type: none"> MS Word, Excel, Outlook, PowerPoint and Visio and strong analytical and reporting skills 	√	

Additional Information

Job title	Property Asset Manager
Vacancy	12 month fixed term contract – maternity leave cover
Location	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.
Working days/hours	<p>35 hours per week.</p> <p>9am – 5pm, Monday to Friday, with occasional evening and weekend work if required.</p> <p>We are open to discussing a reduced working week.</p>
Breaks	Daily break(s) of 60 minutes (unpaid) in total
Salary	<p>Salary will be assessed according to experience.</p> <p>Point 1 €55,000, Point 2 €56,800, Point 3 €58,000, Point 4 €59,500, Point 5 €62,000, Point 6 €63,500</p>
Annual Leave	5 weeks per annum pro rata
Closing Date:	5pm, Monday 8 July 2024
Interviews:	Interviews will take the place on week commencing 15 th July 2024 for those who progress after shortlisting.