



## RUGBY BOROUGH COUNCIL

### JOB PROFILE

<b>Post No.</b>	60401
<b>Post Title:</b>	Senior Corporate Property Officer
<b>Unit/Team:</b>	Asset Maintenance
<b>Grade:</b>	Grade G
<b>Service:</b>	Communities and Homes
<b>Reports to:</b>	Asset Maintenance Manager
<b>Issue Date:</b>	April 2023

### PURPOSE OF THE JOB

To assist the Asset Maintenance Manager in managing and maintaining the Council's properties other than council housing. However, there will be some cross over with Social Housing sites.

### 1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

#### Maintenance

- 1.1 Develops contract specifications and schedule of rates, on occasions in conjunction with consultants, for the maintenance, improvement and alteration, and comprehensive facilities management for all corporate buildings including all mechanical and electrical installations and building fabric.
- 1.2 Uses the Council's Property Information Management system (TF Cloud) for recording information on repairs to corporate properties, including logging repairs, defining jobs, allocating work and processing invoices.
- 1.3 Manages a planned maintenance programme and budget for all corporate non housing properties. Has responsibility for budget monitoring and reporting including providing reports/outturns for all budget meetings.
- 1.4 Manages the data collection of energy consumption at corporate properties in conjunction with the Decarbonisation Projects officer and the Corporate Property Officer.
- 1.5 Prepares and Manages an energy initiative improvement plan along with the Decarbonisation Projects Officer.
- 1.6 Manages Mechanical and electrical installations of all corporate property including the operation of the BMS or similar system

- 1.7 Ensures that the procurement of property maintenance services complies with the Council's policies and Contract Standing Orders
- 1.8 Manages and monitors contracts and procurement agreements.
- 1.8 Ensures that proper measures are in place to safeguard the health, safety and welfare of all employees, contractors' employees and members of the public.
- 1.9 Responsible for compliance with statutory health and safety requirements such as for asbestos, legionella and fire risk for Corporate Buildings, plus reporting on this.

### **Asset Utilisation**

- 1.10 Helps to seek and co-ordinate feedback from occupiers of property with a view to meeting their needs as fully as possible.
- 1.11 Helps draw up service level agreements for corporate property management services.
- 1.12 Helps monitor service level agreements.
- 1.12.1 Manages the long-term environmental impact of the use of corporate buildings with particular regard to the use of energy, water and repair and maintenance materials.
- 1.13 Assists with the production of an energy procurement strategy.
- 1.15 Assists the Property Manager, and in liaison with the Corporate Property Officer, and the Asset Maintenance Manager in reviewing the current and future use of land and buildings, ensuring that a corporate approach is taken.
- 1.16 Assists the Property Manager and the Asset Maintenance Manager with the development, implementation and review of the corporate maintenance strategy.
- 1.17 Assists in procuring and managing the rolling programme of property condition surveys
- 1.19 Collects and reports on national and local property performance indicators

## **2. OTHER DUTIES AND RESPONSIBILITIES**

- 2.1 Assists the Asset Maintenance Manager in the management of the corporate property budgets.
- 2.2 Assists the Asset Maintenance Manager in the development and review of criteria for prioritising schemes for inclusion in the capital programme.
- 2.3 Assists the Asset Maintenance Manager in procuring specialist consultants to support the work undertaken by the Corporate Property Unit.
- 2.4 Such other duties as may reasonably be required

**3. SUPERVISORY RESPONSIBILITIES (ie List the job titles of the staff and numbers)**

- 3.1 Manages Town Hall Superintendents and supervises maintenance related elements of work of the Corporate Property Officer

**4. FINANCIAL RESPONSIBILITIES (Eg Raising Purchase Order, Budgetary Responsibility, Income Generation)**

**5. RESPONSIBILITY FOR ASSETS AND DATA (Eg Equipment, Vehicles, Supplies, Databases)**

**6. EXTENT OF PUBLIC CONTACT**

Will be required to have some contact with members of the public about queries arising from repairs to public buildings

**7. WORKING CONDITIONS AND ENVIRONMENT**

Primarily office based, but with occasional need to work in potentially hazardous areas such as sites where building repair works are being undertaken.

Travelling as required by the duties of the post. Post holder may qualify for a casual user car allowance

**8. CORPORATE RESPONSIBILITIES**

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting  
Equality and Diversity  
Health and Safety  
Risk Management  
Anti- Fraud  
Data Quality and Data Protection  
Business Continuity  
Major Emergency Plan  
Procurement and Contract Management  
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

**9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS**

Refer to Person Specification attached.

**Signed as agreed:**

Postholder

Date

## PERSON SPECIFICATION



### Post: Senior Corporate Property Officer

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Understanding of the local authority procurement regime including relevant legislation	E	A/I
Good working knowledge of the Health and Safety at Work Act and its practical implications	E	A/I
Good project management skills	E	A/I
Good negotiation skills	E	A/I
Good interpersonal skills and the ability to use written and oral communication skills effectively at all levels	E	A/I
Good numeracy and data handling skills	E	A
Experience of specifying and monitoring contracts	E	A/I
Experience of developing managing and monitoring capital and revenue maintenance and improvement programmes	E	A/I
Experience and proven skill in using ICT systems including Microsoft Outlook, Word and Excel	E	A
Qualification: Must possess a professional property /building related qualification	E	A/D
Familiarity with the use of Building Management System and able to interpret, analyse and utilize the information to manage the facilities.	E	A/I
A commitment to work within our CAN DO values	E	A, I
Knowledge of energy efficiency and procurement issues	D	A/I
Experience of carrying out risk assessments related to building and maintenance projects. Working knowledge of the Construction (Design & Management) Regulations	D	A/I
The ability to manage a range of diverse projects at the same time	D	A/I
Change management skills	D	A/I
The ability to liaise between client departments and contractors effectively to ensure that the Council's requirements in property management terms are effectively and efficiently met	D	A/I
Budgetary skills	D	A/I

Experience of specialist contract areas such as mechanical and electrical installations and asbestos management	D	A/I
Previous experience of managing a wide property portfolio	D	A/I
Experience of using specialist ICT systems including Agresso financial system, TF Cloud	D	A/I
Qualification: Possess a professional property/building related qualification and have 3 years post qualification relevant experience.	D	A/D

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D