

## Vacancy: Head of Asset & Facilities Management



Dublin



Hours of work:  
Full-time



Reporting to:  
Director of Housing Development

### **About Peter McVerry Trust:**

Established in 1983 by Fr Peter McVerry, the charity works with individuals at risk of, or experiencing homelessness, in Dublin, Kildare, Laois and Limerick. Peter McVerry Trust provides a wide range of services in the areas of homelessness prevention, housing, homeless services, under 18s residential and drug treatment.

Vision: "An Ireland that supports all those on the margins and upholds their rights to full inclusion in society."

### **Mission:**

Peter McVerry Trust is committed to reducing homelessness and the harm caused by substance misuse and social disadvantage. Peter McVerry Trust provides low-threshold entry services, primarily to younger persons and vulnerable adults with complex needs and offer pathways out of homelessness based on the principles of the Housing First model.

### **The Purpose for the Role:**

This new role will ensure the effective and professional management of Peter McVerry Trust assets which includes housing, other residential stock, non-residential service buildings and offices.

## **Key responsibilities include:**

- Peter McVerry Trust is a Tier 3 Approved Housing Body delivery housing and other supports primarily to people impacted by homelessness on a national basis. The organisation has a diverse range of property types with over 1,100 units under ownership or management.
- The Head of Asset Management role is to strategically implement the organisations asset management strategy. Reporting to the Director of Services for Compliance, this role will be situated in a newly established Asset & Facilities Department.
- The Head of Asset Management and Facilities will provide high-level oversight to the Director of Compliance and the Senior Management Team, particularly in the area of statutory compliance and financial planning and reporting; and ensure that there are appropriate procedures in place to manage, execute, report, and track all reactive, cyclical and planned maintenance delivered by the Asset & Facilities Management Department.

### **The primary focus for the role will be:**

- To implement and develop PMVT Asset Management Strategy
- To deliver PMVT Asset Management Strategy ensuring that the physical assets of PMVT are delivering homes and services in settings that are maintained to the highest standards.
- Develop and implement a strategy for the management of PMVT's physical assets. maintaining accurate stock, inspection and servicing data.
- Overseeing the procurement and management of planned servicing contracts in order to deliver increasing value for money.
- Oversee and manage PMVT Facilities management services across PMVT stock nationally
- Reporting on performance, creating action plans to enhance the service and delivering agreed improvements.

## **Responsibilities continued:**

- Supporting PMVT Housing Development with advice on specifications and technical insight on asset management requirements.
- Work directly with the Director of Compliance and Senior Management Team to ensure delivery of the outputs from the Inspections Programme and implementation of asset management framework.
- Maintain and upkeep PMVT Stock Condition Survey (SCS) and develop workflows and programmes of work informed by the SCS.
- Develop annual, and longer-range programs, to ensure compliance with all regulatory standards and quality standards reflecting the priorities outlined in the Asset Management Framework to ensure accuracy and further development of internal data management systems to inform costing, budgeting and forecasting.
- Ensuring optimal cost control and delivering efficiencies in asset management and provide information and insight to support the preparation of the annual budget.
- Advise on asset management strategies and policies to optimise the use of stock.
- Work with all internal stakeholders to ensure that planned maintenance programs remain relevant and timely
- Update the Director of Services with real time reports and lifecycle asset management.

**Skills:**

- Strong organisational and administrative skills, with high level of attention to detail and accuracy
- Project Management
  - Demonstrated ability to co-ordinate multiple programmes
  - Provide strategic direction, manage relationships and inter-dependencies of multiple programmes
- Excellent communication & time management skills
- Professional positive outlook and willingness to work to task completion and manage multiple tasks
- Ability to work both independently and as part of a team
- Discretion handling confidential information
- A can-do person with great problem-solving skills and the ability to think outside the box. They will be a detailed-oriented, innovative and organised leader who can manage the continued growth
- A commitment to PMVT Ethos through demonstration and promotion of PMVT Values

**Experience:**

- Must have the appropriate knowledge and ability to fulfil the function of this role
- Minimum of 5 years industry experience and over 3 years in a management / senior position
- Experience of leading teams and managing staff

*The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time*

**To apply, please submit a CV and cover letter to [recruitment@pmvtrust.ie](mailto:recruitment@pmvtrust.ie) or to the HR Department, 29 Mountjoy Square, Dublin 1**

**Peter McVerry Trust is an Equal Opportunity Employer**

**Peter McVerry Trust Operations Ltd Registration Number 412953**

**Charity Number CHY7256**

**Our Vision:**

“An Ireland that supports all those on the margins and upholds their rights to full inclusion in society.”

**Our Mission:**

Peter McVerry Trust is committed to reducing homelessness and the harm caused by drug misuse and social disadvantage. Peter McVerry Trust provides low-threshold entry services, primarily to younger persons with complex needs, and offers pathways out of homelessness based on the principles of the Housing First model and within a framework that is based on equal opportunities, dignity and respect.

