

Vacancy: Assets & Repairs Manager



Hours of work:
Fulltime



Dublin/ Drogheda



Reporting to:
Director of Assets & Facilities



€59,408-67,978

About Peter McVerry Trust

Peter McVerry Trust is a national housing and homeless charity committed to reducing homelessness and the harm caused by substance misuse and social disadvantage.

The charity provides low-threshold entry services, primarily to younger people and vulnerable adults with complex needs, and offers pathways out of homelessness based on the principles of the Housing First model.

The Purpose for the Role:

The role of Assets & Repairs Manager will be responsible for the effective management and delivery of the maintenance programmes of Peter McVerry Trust assets, which include housing, other residential stock, non-residential service buildings and offices.

As a member of the Asset and Facilities Team, the Assets & Repairs Manager will assist the Director of Assets & Facilities to ensure all asset management services are delivered to a high standard across all our homes and services, as well as ensuring high quality and efficient maintenance services to our participants.

The Assets & Repairs Manager will work collaboratively with colleagues to bring a whole organisation perspective to managing our assets, utilising the knowledge, experience and expertise across the organisation.

The Assets & Repairs Manager will demonstrate strong leadership in the delivery of the asset management services to ensure Peter McVerry Trust continues to provide sustainable quality homes and commitment to the ethos of Peter McVerry Trust (PMVT).

Responsibilities:

The role will include, but not limited to, the following key responsibilities;

Stock Condition Surveys

- Manage the stock condition survey programme to ensure accurate stock data is collated and maintained
- Manage the collated and populated property data information into PMVT asset management system
- Use available stock condition data, local knowledge, repair trends and consultation with Participants and colleagues to develop investment plans to maintain the condition of the stock and contribute to the strategic direction of the organisation

Responsive Repairs & Maintenance

- Carry out defect diagnosis inspections, pre and post-inspections of repair work and prepare reports
- Implement measures to understand repair and component performance trends and their impact on future planned investment programmes
- Provide timely and accurate management information for the purposes of reporting performance against our KPIs and Service standards
- Manage and supervise the response repair maintenance contracts and cost control
- To ensure consistent standards of maintenance, the development of the material and supply chain specification, the development and utilisation of appropriate technical standards
- Manage external audits of PMVT stock and deal with repairs-related complaints/queries, ensuring that the participant's experience is positive, professional and within set timescales at all time
- Manage the void properties, including pre and post-inspections and prepare a schedule of works to bring properties up to standard
- Monitor the progress of maintenance and repair works with periodic site visits, quality checks and ensure all contracts are effectively administered
- Embed a strong performance culture with a commitment to meeting the needs of participants and achieving high levels of service satisfaction

Responsibilities:

Planned & Cyclical Maintenance

- Assist the Director of Assets & Facilities in maintaining indicative, long-term planned programmes to inform the Business Plan and develop annual, five and thirty-year programmes in consultation with other operational departments
- Attend contract meetings for planned and cyclical maintenance schemes and monitoring progress and performance
- Prepare specifications and contract documentation for maintenance contracts and advise on the appointment of contractors
- Manage and supervise planned maintenance contracts and cost control.
- Liaise with participants and contractors on the planned cyclical programme and quality control
- Where required, act as PSDP throughout the Contract

Procurement & Value for Money

- Work with the Director of Assets & Facilities to develop and deliver a procurement strategy which delivers consistency and best value for money for PMVT
- Oversee the management of centrally procured repairs and maintenance contracts in order to deliver value for money
- Be familiar and compliant with current EU Procurement Directives, procurement legislation
- Regularly review actual costs to identify any necessary programme or budget/forecast adjustments and spend to save measures
- Exercise budgetary and effective financial management controls
- Ensure delivery of key performance targets for all operational activity

People Management

- Direct line management including an in-house team of maintenance operatives
- To identify and agree staff/ team training needs and encouraging, supporting and evaluating staff training and development in line with the business objectives
- Keeping informed of key technical and regulatory developments and making relevant information available to team members
- Collaborate with other colleagues across department and organisation applying "one team approach" at all times
- Scheduling, assigning duties and coordinating workloads for staff
- Reporting on performance, creating action plans to enhance the service and delivering on agreed improvements
- Assist with staff recruitment, induction, training, and development enabling them to deliver quality services
- Lead on initiatives to improve the service

Responsibilities:

Assurance & Risk Management

- Ensure ongoing assurance in respect of legal obligations in respect of Health and Safety, including (where applicable)
 - Safety of Staff & Participants
 - Fire safety
 - Mechanical and Electrical safety
 - Safety, Health and Welfare at Work (Construction) Regulations
- Assist in the identification, management and mitigation of PMVT property related risks through effective risk management
- Assist the Director of Assets & Facilities in maintaining and managing the risk register
- Assist the Director of Assets & Facilities in the resolution of any significant property related emerging risks (e.g. fire safety, etc.) and bring to their attention any newly arising significant risks

General

- Provide monthly reporting on key areas of works ensuring reports are accurate and concise.
- Contribute to the on-going activities of the Asset & Facilities team
- Undertake any other agreed duties to ensure the provision of the service

Experience Required

Key Skills & Knowledge	Essential	Desirable
<i>Candidates will be shortlisted on the basis of illustrating in their application that they fulfil the following criteria.</i>		
Minimum of Degree (at level 8 of NFQ) required in Building Surveying or equivalent technical qualification relevant to the role	√	
5+ Years' relevant experience in a similar technical role	√	
Relevant Professional Membership accreditation (e.g. SCSl, CIOB, CIH etc.)		√
Full driving licence and use of car / Ability to meet the mobility requirements of the post	√	
Project Supervisor Design Process Certification (PSDP) (or capability and willingness to achieve accreditation)		√
Specialist role related knowledge in asset management	√	
Experience procurement / contract supervision	√	
Experience of monitoring and managing maintenance budgets	√	
Strong arithmetical, financial control and budget management skills	√	
Experience of housing/asset management-based software		√
Value for money achievement	√	
The ability to monitor team workloads and performance against corporate target and service standards, reviewing and addressing any areas of underperformance	√	
Working in a customer focused organisation with frequent customer contact	√	
Ability to work accurately / attention to detail.	√	
Experience working in a social housing environment		√
Handle conflict situations in a confident and positive manner and is tenacious in achieving objectives	√	
Excellent written and oral communication skills including report writing and the ability to effectively communicate key updates and decisions to all relevant staff	√	
Willingness to undertake further professional development	√	
Commitment to the ethos and values of Peter McVerry Trust	√	

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.

Other Information

- Confidentiality: It is a condition of service that all information obtained during the course of employment, especially with regard to participants affairs is treated with the strictest confidence
- Equal Opportunities: To implement Equal Opportunities into your daily practice at all times
- Health and Safety: To be responsible for your own health and safety and that of your Colleagues in accordance with relevant PMVT policies and procedures

Employee benefits

- Attractive salary: €59,408-67,978
- 25 days annual leave allowance
- Core Professional Training and CPD
- Cycle to Work Scheme and Tax Saver
- Death in Service Benefit
- Employee Assistance Programme
- Career progression opportunities

How to apply:

To apply please download the application form or visit pmvtrust.ie/careers:
[Application Form](#)

Completed application forms should be sent to recruitment@pmvtrust.ie along with your CV and Cover Letter.

Peter McVerry Trust is an Equal Opportunity Employer.
Registration Number 412953 | Charity Number CHY7256