

Vacancy: Assets & Facilities Manager



Hours of work:
Fulltime



Dublin/ Drogheda
Hybrid Working



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:

Facilities Management

- Assist the Director of Assets & Facilities in maintaining indicative, long term maintenance programmes to inform the Business Plan and develop annual, five and thirty year programmes in consultation with other operational departments
- Management of key services in PMVT assets including fire safety systems, lifts, waste management, pest control, legionella control & ground maintenance.
- Ensuring the quality, efficiency and effectiveness of service delivery to PMVT participants
- Manage the distribution of supplies efficiently and timely across service locations.
- Ensuring continuous improvement and value for money through reviewing costs via measures and budget monitoring
- Work closely with the Housing Services staff to manage particular repairs, maintenance works/or participants facilities related issues.
- oMonitors asset performance through reporting including life cycle and asset performance analysis for operations and maintenance
- Utilities / Energy Management – monitoring consumption and seeking opportunities to minimise costs
- Maintaining accurate maintenance reporting into PMVT Salesforce System.
- Management of PMVT leased/management property agreements and liaising with Landlords/OMC/Managing Agents
- Oversight of service charges payments to OMC/Managing agents
- Ensuring adequate levels of appropriate insurance is in place for each scheme
- Contribute to the development of corporate policies, procedures and strategies

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 maintenance contracts in order to deliver value for money
- Be familiar and compliant with current EU Procurement Directives, procurement legislation
- Preparing tenders to external contractors for the delivery of service components in line with PMVT procurement policy
- Monitoring contracts, reviewing actual costs to identify any necessary programme or budget / forecast adjustments and spend to save measures
- Exercise budgetary and effective financial management controls
- Ensuring delivery of key performance targets for all operational activity

Responsibilities:

People Management

- Direct line management including an in-house team of facilities 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
- Develop tailored training for staff to maintain health and safety awareness and safe use of equipment at all times.
- Lead on initiatives to improve the service

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 Property/Facilities Management or equivalent technical qualification relevant to the role	√	
5+ Years' relevant experience in a similar technical role	√	
Relevant Professional Membership accreditation (e.g. SCSl, ClH etc.)		√
Full driving licence and use of car / Ability to meet the mobility requirements of the post	√	
Experience of working in a property environment at a senior level	√	
Specialist role related knowledge in asset/facilities management	√	
Experience procurement / contract supervision	√	
Experience of monitoring and managing maintenance budgets	√	
Strong arithmetical, financial control and budget management skills	√	
Experience of asset/facilities 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.	√	
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