

Job Advertisement

Job title:	Assets and Facilities Officer
Department:	Assets & Facilities
Reporting to:	Assets & Facilities Manager
Salary:	€50,875 - €60,945
Hours:	Full-Time
Location:	Hybrid Role - Kerdiffstown, Co. Kildare / Dublin

Role overview

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 Assets & Facilities Officer role is a key position providing a range of operational support to the Director of Assets & Facilities and Assets & Facilities Manager in the delivering of effective asset management of Peter McVerry Trust (PMVT) assets, which includes residential/ service buildings and offices.

You will carry out a range of duties which will include but not limited to; coordinating repair & void requests including any overlap of cyclical maintenance services of our assets ensuring correct data entry, data management and certification of works carried out. Other duties include running reports, liaising with colleagues and contractors invoice management & assisting with coordination of in-house maintenance & facilities team.

As a member of the Asset and Facilities Team, the Assets & Facilities Officer will assist the team 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. Key to this role will be collaborating with all internal and external stakeholders applying "one team approach" at all times.

Responsibilities

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

- Assist the Director and Asset & Facilities Manager with a range of general oversight tasks including but not limited to ensuring the data entry & data management is accurate and current, running reports, analysing maintenance trends, liaising with contractors and invoice management.
- Assist the Assets & Facilities Manager with management of key services in PMVT assets including but not limited to Response Repairs, Voids, Grounds Maintenance and Pest Control.

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- Effective monitoring and management of relevant contracts, ensuring compliance with all health and safety requirements ensuring the safety of customers, colleagues and contractors.
- Ensure cyclical maintenance overlaps are communicated within the team and invoiced appropriately with agreed procedures, contract terms & timescales and the schedule of rates.
- Work closely with all departments and colleagues to support the delivery of a high-quality repair service.
- • Ensure accurate data entry, carrying out routine and ad hoc data analysis and updates from our stock data records and our maintenance records held on our Housing Management Systems.
- Management of contractors invoicing and data entry into our Housing management systems.
- Utilities / Energy Management – Assist the Procurement Manager in monitoring consumption and seeking opportunities to minimise costs.
- Assist the Assets & Facilities manager with management of PMVT leased/management property agreements and liaising with Landlords/OMC/Managing Agents
- Monitoring and management of service charges payments to OMC/Managing agents
- Assist the Assets and Facilities team in relation to insurance claims, additions and removals – including any additions or removals of property and fleet and preparations for renewals.
- Manage the PMVT fleet, including arranging motor tax, insurance, vehicle servicing and testing, ad-hoc repairs. Maintaining and updating records on local databases as well as the National Fleet Database.
- Assist with the compilation of information for the Annual Returns, Management Team, Committee and Board reports.
- Assist the Assets & Facilities Manager with the management of facilities in all PMVT owned and managed stock, to include the upkeep of service records, liaising with service contractors, suppliers and data entry of service records into Salesforce.
- Work with the housing Services staff ensuring the quality, efficiency and effectiveness of service delivery on PMVT assets.
- Contribute to the development of corporate policies, procedures and strategies
- Assist with staff recruitment, induction, training, and development enabling them to deliver quality services.
- To contribute to the effective delivery of quality customer orientated service through the formulation, review and proper implementation of policies and procedures.
- To exercise discretion in all aspects of the role.
- Any other agreed duties which are consistent with the role.

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.

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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>		
Higher certificate (NFQ level 6) in construction or a related discipline Or A minimum of 3 years relevant experience in a construction / maintenance related role.	✓	
Relevant Professional Membership accreditation (e.g. SCSi, CIOB, CIH etc.)		✓
Full driving licence and use of car / Ability to meet the mobility requirements of the post	✓	
Specialist role related knowledge in housing/asset management		✓
Experience of a customer focused environment with frequent customer contact	✓	
Strong arithmetical, financial control and budget management skills	✓	
Experience of housing/asset management-based software		✓
Ability to work accurately / attention to detail.	✓	
Experience working in a social housing environment		✓
Strong analytical skills/ability to prioritise & problem-solve	✓	
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	✓	
Good IT skills including proficiency in essential Microsoft applications such as Outlook (email), Excel and word.	✓	
Willingness to undertake further professional development	✓	
Commitment to the ethos and values of Peter McVerry Trust	✓	

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.
- **Child Protection:** Follow all child protection legislation, regulations, and guidelines including the PMVT Child Protection and Safeguarding Policy.

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How to apply

To apply, please download the application form available at pmvtrust.ie/careers and return to recruitment@pmvtrust.ie.

Peter McVerry Trust is an Equal Opportunity Employer.

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