

Job Profile

Job Title: Property Manager
Job Grade: Level 3 Zone 2
Salary Range: £36,984 - £42,526

About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

About the role

To be responsible for the effective management of a property portfolio including administrative buildings, care homes, resource centres, libraries, sports centres, play centres and depots. To carry out regular building and condition inspections, and organise and manage any necessary works as a result of these inspections. To prepare reports and information to the Senior Property Manager for larger works and schemes that should be considered for capital funding. To be directly responsible for managing relevant property related budgets and all aspects of their financial control, including construction forecasts and profile spend. The jobholder will manage and monitor all budgets relating to the property portfolio. To be responsible for managing contractors on site, to include provision of security services, grounds maintenance, CCTV, pest control etc, and to ensure a high quality of work, customer satisfaction and all health & safety legislation is considered and adhered to. Also to assist in the monitoring and management of corporate contracts, and for ensuring compliance with specifications and contract terms.

To be responsible for ensuring all building related health and safety legislation is met and implemented. To include health and safety audits and risk assessments. Specifically control of asbestos, DDA, gas safety, electrical safety, fire safety, control of legionella, lifts hoists & lifting equipment and control of substances hazardous to health. To receive incoming repairs and maintenance requests, ensuring that the data is accurately entered onto the Property Management system, and ensuring orders are placed with the correct contractor; monitoring the works order through to completion, providing regular updates to building occupiers and commercial tenants and assisting with payment of approved invoices. Responsible for scrutinising repairs and maintenance invoices using the agreed schedules of rates. To reconcile with the contractor any disputes regarding performance or costs and to reconcile financial commitments against orders. To be responsible for ensuring any out of hours emergencies are handled effectively, ensuring robust procedures are in place and communicated effectively to minimise disruption to services or prevent financial loss.

About you

- A good knowledge of building management and related services i.e. planned and reactive maintenance, security
- The National Examination Board in Occupational Safety and Health (NEBOSH) general certificate (within one year of taking up post).
- A good knowledge of managing contracts and contractors on site
- Budgetary management and financial procedures

- A thorough knowledge and understanding of health and safety legislation (Health & Safety at Work Act 1974) and how it relates to property management
- A knowledge of a wide variety of IT packages including finance packages, facilities management, security and Microsoft
- A thorough knowledge of customer services
- A good knowledge of the Disability Discrimination Act
- The willingness to work flexibly, including out of hours when the need arises
- Working together with all teams to promote good working relationships and improved service provision
- Taking responsibility for workload and delivering high quality service to our customers
- The ability to prioritise workload and work with conflicting priorities and deadlines
- The ability to lead and control emergency situations i.e. evacuations, power failures, flooding
- To influence and guide building users, particularly in relation to emergency procedures and their implementation
- Effective communication both oral and written.
- The ability to negotiate with contractors and building users in order to provide better and cheaper ways of doing things
- Analytical skills to understand and grasp complex information and situations and to deal with root cause issues leading to service improvement
- Willingness to go the extra mile for the benefit of the service
- Experience in managing a varied portfolio of buildings
- Experience in managing and developing multiple budgets
- Experience in delivering services where high level of customer care and satisfaction is necessary
- Experience in working with and practically implementing health & safety legislation
- Experience in working with a variety of IT packages
- Experience in writing clear and concise reports
- Experience of working under pressure and to deadlines
- Experience in successfully managing conflicting priorities

Work Environment:

The post holder is required to work away from the office unsupervised and sometimes work alone in empty properties.

The requirement of this post is for flexibility in role as service also has to be provided out of hours and in some cases a 24 hour service.

The nature of work is such that there are conflicting priorities that arise i.e. flooding, power failures, faulty plant that has to be dealt with immediately, which all fall out of the control of the manager.

People Management Responsibilities:

None

Relationships:

Communications and working relationships

This job requires daily working with Senior Managers, internal customers, contractors, consultants, colleagues within Property Services and the rest of the Council.

Innovation (decision making and creativity)

Regular innovative thinking is required to review current services and demonstrate continuous improvement and find better and cheaper ways of delivering our service.

This job requires the post holder to take immediate decisions in emergency situations that can arise regularly i.e. evacuations, power failure and flooding, therefore constructive and innovative thinking is required for this role.

Resource management

To be responsible for managing budgets.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,