**Job Profile Information: Property Manager**

**This supplementary information for Property Manager is for guidance and must be used in conjunction with the Job Capsule for**

**Job Level 3 Zone 2. Camden Way Category**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

To manage the regular inspection of, and planned and reactive maintenance of a portfolio of properties, ensuring that all health, safety and environmental management issues are addressed

**Example outcomes or objectives that this role will deliver:**

* Effective management of property portfolio which may sport centre, car parks, depots and administrative buildings
* Regular site inspection of all buildings within portfolio which should be documented with supporting evidence of statutory compliance

On property folder, central repository and compliance matrix

* Evidence of statutory compliance for all buildings within portfolio and across all disciplines
* To accurately report budget expenditure and income for all buildings. To manage and monitor all budgets relating to the property portfolio
* To ensure all health and safety audits, insurance engineering report inspections and risk management reports are reviewed with actions met and implemented
* Daily review of repairs raised for all buildings using the CAFM system and progressing overdue items with FM contractor; whilst ensuring works are undertaken in accordance with contract mechanism. Reconcile with the contractor and contract management any disputes of repair and performance on costs and SLA
* Ensure all health and safety reminder actions across disciplines are met and implemented

**Relationships;**

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

**Work Environment:**

* This job requires regular site inspection and audit. Role holder is expected to be working away from the office on site for at least 50% of the time. Office based working is Agile.

**Technical Knowledge and Experience:**

* The National Examination Board in Occupational Safety and Health (NEBOSH) general certificate (within one year of taking up post)
* IOSH Managing Safely
* Proven experience of property and portfolio management

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>