

## Job Description

### Job Title: Estates Supervisor

**Salary:** £31,000

**Report to:** Finance and Resources Manager

**Responsible for:** Maintenance Worker, volunteers, contractors

### Main Purpose:

To ensure that Safer Places Premises are maintained to a satisfactory standard and kept fit for purpose undertaking required in house works with the assistance of the maintenance worker, employing and supervising contractors as required and ensuring that landlord repairs are speedily reported, tracked and completed in line with each agreement. In this way the post-holder will maximise the quality, availability and value for money from Safer Places premises

### Key Responsibilities:

#### Corporate:

1. To maintain and demonstrate a commitment to the Organisation's vision and values and strategic aims and objectives.
2. To maintain high standards of professionalism and keep abreast of current legislation, standards, best practice and maintain a focus of continuous improvement.
3. To maintain knowledge of the Organisation's operating environment.

#### Main Tasks:

1. Take the lead role in maintaining all premises and grounds to a good standard
2. Manage all in house repairs in line with agreements with individual landlords prioritising response on the basis of health and safety, statutory compliance and space availability
3. Maintain Statutory compliance and other Health and Safety records in line with policy and procedure
4. Manage day to day relationships with landlords ensuring all landlord repairs are reported in line with contracts and tracking landlord performance against relevant standards so that compliance issues can be evidenced and raised without delay and compensation can be sought as necessary
5. Develop and maintain a planned progressive maintenance program
6. To manage CCTV ingress, egress and communal points are working properly as part of the security of the building.
7. Manage the engagement of all external contractors, specifying the work and signing off on completed works to authorise payment
8. Project manage agreed upgrades and ensure they are delivered to time, cost and quality
9. Prepare accommodation being returned to landlords to minimise dilapidation costs
10. Assist the Senior Management Team in the assessment of future alternative premises and where agreed to go ahead prepare for occupation in line with agreed transition plans
11. Manage the maintenance worker, tasking and coordinating their work on a daily basis
12. Ensure all work is covered by necessary risk assessments
13. Liaise and assist service manager with turning around of rooms/flats and other cleaning

duties.

### **General**

1. The role holder will be expected to perform any other duties that may reasonably be asked of them.
2. The role holder will be able to work within the Safeguarding arena following organisation policies and procedures, be able to Recognise; Respond to; Report and Record
3. Comply with data protection legislation, confidentiality and information sharing policy and procedures and all legislation connected to your work.
4. Respect and value the diversity of the community in which the services works in, and recognise the needs and concerns of a diverse range of survivors ensuring the service is accessible to all.
5. Remain up-to-date and compliant with all organisational procedures policies and professional codes of conduct and uphold standards of best practice.

## Person Specification

### Job Title: Estates Supervisor

DIMENSION		Relevance	How demonstrated	Further action	Score
<b>EXPERIENCE</b>	Extensive experience in multiple disciplines of estates maintenance	Essential	Application form	<b>No evidence</b> - regret Shortlist - score	
	Project management	Desirable	Application form	Shortlist - score	
	Work on own initiative	Essential	Application form	Shortlist - score	
<b>KNOWLEDGE</b>	Understanding of the needs of vulnerable people and sensitivity of working in this environment	Essential	Application form	Shortlist - score	
	The limitations of non -qualified trades and when it is essential to use a registered professional	Essential	Application form	Shortlist - score	
	Health and Safety Legislation	Essential	Application Form	Interview question/Assessment Centre	
<b>SKILLS</b>	Report writing – proposals and monitoring reports	Essential	Application form	Shortlist - score	
	Time management and organisation	Essential		Interview question/Assessment Centre	
	Good numeracy and literacy skills	Essential	Application form	Shortlist - score	
	Ability to keep accurate records	Essential	Application form	Shortlist - score	
	Ability to use Microsoft word, email and internet	Essential	Application form	Shortlist - score	
<b>QUALIFICATION</b>	Qualified in a relevant trade	Desirable	Certificates	Shortlist - score	
	Relevant Health and Safety qualifications /preparedness to undertake further training	Essential	Certificates	Shortlist - score	
<b>PERSONAL CHARACTERISTICS</b>	Act with integrity and respect when working with all clients, agencies and individuals.	Essential		Interview question	
	Be optimistic about the possibility of personal growth and change	Essential		Interview question	
	Work flexibly as part of a team.	Essential		Interview question	
	Motivate individuals and agencies to move through courses of action and decision	Essential		Interview question	

	making processes.				
	Demonstrate commitment to the organisation's aims and objectives.	Essential		Interview question	
	Be able to motivate others and provide leadership within the service particularly in crisis situations.	Essential		Interview question	
	Be able to perform under pressure	Essential		Interview question	
	Be a strong negotiator and influencer	Essential		Interview question	
<b>OTHER REQUIREMENTS</b>	<b>Subject to Enhanced DBS Check</b>	Essential	Application form	Shortlist score	
	Car driver with access to a vehicle	Essential	Application form	<b>No evidence</b> – regret Shortlist score	