

VALLEY HOUSE

PROPERTY SERVICES OFFICER

JOB DESCRIPTION

Responsible to:	Central Services/HR Manager
Responsible for:	Maintenance Team
Conditions of service:	<ul style="list-style-type: none">• 37.5 hours per week.• 26 days annual leave per annum.• Plus 1 additional day's leave for every 2 years of service up to a maximum of 29 days per annum.• 8 Public holidays.• Pension contribution to Valley House group personal pension scheme.
Salary:	£25,093 per annum
Location:	Valley House premises and/or properties

Main Purpose of Job:

- To be responsible for the supervision of the maintenance team and ensure there is maintenance cover between 8am – 5pm.
- To work alongside the maintenance team to ensure that Valley House is a welcoming, safe and well-maintained environment for service users, the public and staff.
- To be responsible for all Valley House premises and properties and ensure we comply with all current legislation.
- To supervise and support trainees in Property Maintenance, liaising with their training provider as required.

Key Tasks and Responsibilities:

- Line manage the maintenance team, including trainees, ensuring effective time management and allocation of work.
- To ensure all Health & Safety checks are completed with any actions completed and reported to the Facilities Officer.
- To ensure maintenance tasks are completed and reported to the Facilities Officer as required.
- Assist with allowing access to properties by landlords and contractors.
- To ensure inventories for all accommodation units, including keys and stock lists are kept up to date.
- Authorize purchase orders for renewals and replacements when required.
- To work in conjunction with the Facilities Officer to ensure cyclical works are monitored, arranged, and completed to schedule.
- Create and maintain a preferred and approved contractors list.

Corporate Responsibilities:

- Adhere to all Valley House policies.
- Ensure the effective implementation of Valley House Equality and Diversity policies.
- Ensure the service user is at the heart of all service delivery and development.
- Attend all meetings and training relevant to your role.
- Act as an ambassador for Valley House.
- To carry out other duties appropriate to the post as requested by your line manager or other manager or Board member.

- 1. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail**
- 2. Workers should not refuse to undertake any work, which is not specified in this Job Description, but they should record any additional duties they perform and these will be taken into account when the post is reviewed.**
- 3. Valley House is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to services.**
- 4. Valley House is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.**
- 5. All posts at Valley House are subject to continued funding.**
- 6. This job description may be subject to change by agreement from time to time to reflect the changing needs of Valley House and its funders.**

PERSON SPECIFICATION

QUALIFICATIONS / EXPERIENCE
Experience of all aspects of property management.
Experience of supervising others.
Experience of setting up and recording systems (e.g. accommodation inventories, equipment).
Experience of liaising with other professionals and contractors.
KNOWLEDGE AND UNDERSTANDING
Knowledge, or willing to acquire knowledge, of issues relating to Health & Safety, PAT testing, Gas Safety and COSHH regulations.
Understanding of the needs of Valley House service user groups.
Sensitive to the needs of residents and ability to maintain professional working relationships.
Understanding of safeguarding and confidentiality.
SKILLS AND ABILITIES
Ability to set up and manage the process for stock management.
Be flexible and use initiative when dealing with situations.
Competent in the use of Microsoft Office, including Word, Excel and Outlook.
Excellent communication skills, both written and verbal.
ADDITIONAL REQUIREMENTS – Desirable but not essential
A current and valid driving licence to use own vehicle.