

## **Depaul: Operational Facilities Manager - Cork (Hybrid)** **(<https://www.activelink.ie/node/115329>)**



### **Operational Facilities Manager - Regional ROI**

**Facilities - Cork, Munster (Hybrid)**

**Location: Cork (Responsible for Depaul Regional Services)**

**Hours: Full-time, 35 hours/week - hybrid**

**Salary: €43,000.00 per annum**

#### **1. Scope of Responsibility:**

- To co-ordinate property related projects for existing, new and planned projects throughout Depaul Regional Services.
- To provide guidance and support to colleagues where required on property related matters.

#### **2. Role:**

##### **General Management**

- The Operational Manager will support the Strategic Manager in the efficient, effective management of the facilities team and its operations. In conjunction with your line manager, you will be responsible for the day-to-day running of the facilities team, providing repairs, maintenance and support to the Depaul Services and facilities.

##### **Staff**

- Responsible for provision of staff induction, support, supervision and training and manage staff performance through probation, JARS and supervision
- To maintain staff records accurately and in line with GDPR
- To manage the staff rota and ensure adequate cover for department

##### **Health And Safety**

- Responsible together with your line manager for ensuring the facilities team operates as defined by the Organisational Health and Safety Statement/ policy framework

##### **Team Working**

- Develop / manage an operational and well-functioning staff team and ensure team meetings are undertaken, run / participate in the planning and delivery of staff team days and review days as required (to be carried out in conjunction with your line manager)

##### **Operational Management**

- In conjunction with the line manager ensure service policies and procedures are established and operating correctly and communicated to team
- In collaboration with Line manager, develop management and maintenance program of property portfolio for Depaul

and Depaul Housing properties.

- Co-ordinate and engage the necessary professionals to develop, refurbish and maintain.
- Implement leasing and joint management agreements with landlords in collaboration with line manager
- Assess and analyse property surveys, i.e. Engineer Reports, Building Surveys and QS Reports.
- In collaboration with Line manager, Co-ordinate and project manage property development and refurbishments including feasibility studies and planning requirements.
- Collaboration and knowledge sharing with stakeholders, including Housing managers, Housing Associations and Local Authorities
- Co-ordinate or support colleagues in new and existing projects as required.
- Inspect properties and identify repairs and maintenance required.
- Implement and sustain a system to track maintenance/spending.
- Conduct and oversee any condition surveys as part of any partnership leasing schemes or any other development
- To undertake risk management processes as part of the Depaul Health and safety structures and participate in health and safety structures as required
- To co-ordinate any vehicle related issues in line with Organisational policies
- To provide advice and consultancy or project manage projects with other housing bodies that may be determined by senior management.
- The above list is not exhaustive; additional areas of responsibility may be added over time and flexibility to cover for other staff roles is required from time to time.

### 3. Person Requirements:

- Degree and/or trade qualification in a relevant field
- In possession of a valid full driving licence
- Minimum 3 years' experience managing and maintaining a property portfolio including the day to day needs
- At least 3 years' experience engaging the necessary professionals to develop, refurbish and maintain a property portfolio.
- Ability to collaborate, communicate, and negotiate with all stakeholders including Housing Managers, Housing Assoc, and Local Authorities landlord and /or their representatives.
- An ability to assess and analyse property surveys, i.e. Engineer reports, QS reports and Building surveys.
- Working knowledge of project management principles.
- Experience of Budget management and Year planning in accordance with Budgets.
- Knowledge of Health and Safety legislation and policy and the incorporation/implementation of both within the working environment.
- Ability to be a flexible and co-operative member of a team.
- Ability to communicate effectively both verbally and in writing and to produce clear written reports and letters on complex issues. The post requires computer literacy.
- Ability to act calmly and professionally in emergencies, to work under pressure and effectively manage stress.
- Commitment to providing a high standard of service.
- Commitment to personal and staff development.
- Respect for the values and ethos of the Organisation and its founding partners.
- Commitment to and understanding of a working environment which promotes Equal Opportunities and has regard for the Health and Safety of others.
- Commitment to participate in supervision, training and development
- Ability to work flexibly within the role and attend evening meetings and conferences as appropriate to the needs of the job.

**[Apply for This Job \(https://depaul.bamboohr.com/careers/243?source=aWQ9MTU%3D\)](https://depaul.bamboohr.com/careers/243?source=aWQ9MTU%3D)**

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### Why Work For Us?

Depaul is a cross border charity supporting some of the most marginalised individuals, couples and families experiencing homelessness. Our mission is to end homelessness and change the lives of those affected by it. Would you like to help us to meet our mission?

We are a values led organisation and aim, at all times, to live and breathe these values in our everyday work. Our values are based on four key principles:

- We celebrate the potential of people
- We put our words into action

- We aim to take a wider role in civil society
- We believe in rights and responsibilities If you choose to work for Depaul we offer:

## Our Benefits

- Annual Leave Up to 3 years' service: 25 days per year
- 3 years' up to 5 years' service: 27 days per year
- Over 5 years' service: 30 working days per year (Exclusive of bank and statutory holidays)
- 10 public holidays each year with Good Friday as discretionary day. Day off and day pay for Christmas Day, St. Stephen's Day, and New Year's Day worked for shift workers.
- Non-Shift Workers: Paid day off on public holidays.
- Shift Workers: Expected to work on public holidays; receive an additional day of annual leave in lieu.
- Non-Rostered Employees: May be entitled to one-fifth of the normal weekly rate of remuneration for the public holiday.
- Pension Matched by the employer
- Health Assistance Each staff member gets access to a health cash plan so you can claim money back, up to set limits, on a number of treatments. This includes dental, optical, acupuncture and many more. Your children under 16 are also included on the plan. Life Assurance Four times salary Maternity /Adoptive Leave 18 weeks full pay Paternity Leave 2 weeks full pay Sick Leave Entitlement to sick pay starting from day 1 with level of entitlement increasing with length of service (subject to policy terms) Employee Assistance Program EAP is a confidential counselling service that provides support to company employees and their family. It is available 24/7, 365 days a year covering; Counselling, legal advice, financial information, career guidance, life coaching, mediation, health information, cancer support, autism support, infertility and pregnancy loss, elder care support, parent coaching and international employee support.
- Learning and Development Depaul's Vision, Mission and Values course, this involves travel to meet the Depaul International family.
- Emerging Leaders, supporting workers that would like to develop their leadership skills and to progress to a management role.
- Online learning resources within Depaul's award nominated online learning platform, Moodle. Mandatory training including, MAPA, Health and Safety,
- Child Protection, Fire Safety, and First Aid
- Hybrid/Flexible working DePaul support and embrace Flexible Working, including hybrid working and working from home, in line with the DePaul Working Policy (where appropriate and subject to role requirements and location)

### Region

Cork / Hybrid

### Date Entered/Updated

29th Apr, 2025

### Expiry Date

13th May, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/community/115329-depaul-operational-facilities-manager-cork-hybrid>