

Peter McVerry Trust: Director of Assets & Facilities **(<https://www.activelink.ie/node/115729>)**



Director of Assets & Facilities

Hours: Full- time

Reporting to: Chief Executive

Location: Hybrid

Salary: Commensurate with experience starting point € 86,974

About Peter McVerry Trust

Peter McVerry Trust is a national housing and homeless charity committed to reducing homelessness and the harm caused by substance misuse and social disadvantage.

The charity provides low-threshold entry services, primarily to younger people and vulnerable adults with complex needs, and offers pathways out of homelessness based on the principles of the Housing First model.

The Purpose for the Role:

The role of Director of Assets & Facilities will have overall responsibility for the strategic development and performance of the asset management function of the organisation. The Director of Asset Management will work collaboratively with the Executive Team, statutory agencies, local authorities, and all key external and internal stakeholders

Working with the Executive Team, the Director of Assets & Facilities will develop a long-term vision and strategy for our asset & facilities management services. This will include strategies for the effective deployment of resources, investment in our property assets, achievement of strong cross-business collaboration, the development of key partnerships, and cost-effective contract management and delivery. The key priority is to ensure all asset management services are delivered to a high standard across all our homes and services, as well as ensuring high quality and efficient maintenance services to our participants.

The Director of Assets & Facilities will demonstrate strong leadership in the delivery of the asset management services to ensure Peter McVerry Trust continues to provide sustainable quality homes and commitment to the ethos of Peter McVerry Trust (PMVT).

Responsible For:

Asset & Facilities Managers/Procurement Manager/Asset & Facilities Officers/Administrators/Maintenance Operatives/Logistics Team.

Responsibilities:

The role will include but not limited to, the following key responsibilities;

- **Asset Management Strategy (AMS)**
 - Lead on the review of PMVT's Asset Management Strategy included aligned policies, procedures and processes

- Lead on the implementation of PMVT stock condition survey programme to ensure accurate stock data is collated and maintained
- Ensure the collated and populated property data information into PMVT asset management system
- Produce detailed investment programmes for PMVT stock included a 30 year projection of maintenance spending
- Use available stock condition data, local knowledge, repair trends and consultation with Participants and colleagues to develop investment plans to maintain the condition of the stock and contribute to the strategic direction of the organisation
- Use professional knowledge and experience to identify innovative proposals for asset management and use of the organisation's assets in support of the corporate strategy.
- Ensuring that the organisations portfolio meets regulatory legislative standards
- **Maintenance Service Delivery**
 - Maintain indicative, long term planned programmes to inform the Business Plan and develop annual, five and thirty-year programmes in consultation with other operational departments
 - Oversee the contract management of all key property service contracts and ensure that the contracts continue to deliver in terms of both quality and cost and continue to meet the needs of the customer and business
 - Ensure continuous improvement and value for money through reviewing costs via measures and budget monitoring
 - Provide timely and accurate management information for the purposes of reporting performance against our KPIs and Service standards
 - Monitor asset performance through reporting including life cycle and asset performance analysis for operations and maintenance
 - Oversee the planning of annual safety servicing of components in tenants' homes and annual safety servicing of facilities in apartment blocks and offices
 - Monitors asset performance through reporting including life cycle and asset performance analysis for operations and maintenance
 - Oversee the management of void properties ensuring properties are returned to PMVT standard
 - Provide financial oversight of functional activity, and maintain management systems in place to ensure that all financial due diligence is conducted, and delegated authority thresholds are adhered to at appropriate stages of transactions
 - Ensuring that the role PSDP is in place where necessary
 - Embed a strong performance culture with a commitment to meeting the needs of participants and achieving high levels of service satisfaction
- **Procurement & Value for Money**
 - Oversee the management of centrally procured repairs and maintenance contracts in order to deliver value for money
 - Ensure PMVT is compliant with current EU Procurement Directives, procurement legislation
 - Exercise budgetary and effective financial management controls
 - Ensuring delivery of key performance targets for all operational activity
 - Oversee the management of Owners Management Companies (OMCs) related expenditure. Regularly review costs and service standards and ensure services are appropriately costed.
 - Work closely with the Head of Finance to ensure all costs are captured and presented in a suitable reportable manner.
 - Ensure annual budgets are established in a timely manner to enable effective ongoing service and budget management as well as all necessary legal reporting.
- **People Management**
 - Direct line asset and facilities management team including an in-house team of maintenance operatives
 - Drafting and agreeing a training plan for team members in consultation with the Director of HR
 - Identify and agree staff/team training needs and encouraging, supporting and evaluating staff training and development in consultation with the Director of HR
 - Keep informed of key technical and regulatory developments and making relevant information available to team members
 - Collaborate with other colleagues across department and organisation applying "one team approach" at all times
 - Report on performance, creating action plans to enhance the service and delivering on agreed improvements
 - Assist with staff recruitment, induction, training, and development enabling them to
 - deliver quality services
 - Lead on initiatives to improve the service
- **Assurance & Risk Management**
 - Ensure ongoing assurance in respect of legal obligations in respect of Health and Safety including (where applicable)
 - Safety of Staff & Participants
 - Fire safety
 - Mechanical and Electrical safety
 - Safety, Health and Welfare at Work (Construction) Regulations
 - Identification, management and mitigation of PMVT property related risks through effective risk management

- Maintaining and managing the risk register
- Lead on the resolution of any significant property related emerging risks in the resolution of any significant property related emerging risks (e.g. fire safety, etc.) and bring to their attention any newly arising significant risks
- **Management**
 - Provide ultimate oversight management of the function's activity.
 - Provide monthly asset management reporting on key areas of works ensuring reports are accurate and concise
 - Produce asset management status update reporting to board and committees and attend board and committee meetings.
 - Ensure that policy and procedures relevant to the asset management function are adopted, implemented and delivered
 - Ensure compliance with PMVT health and safety policy
 - Complete Property & Asset Management AHBRA annual monitoring return and ensure compliance with regulatory requirements
 - Manage external audits of PMVT stock and repairs related complaints/queries ensuring that the participants experience is positive, professional and within set timescales at all time
 - Undertake any other agreed duties to ensure the provision of the service

Experience Required

Key Skills & Knowledge

Candidates will be shortlisted on the basis of illustrating in their application that they fulfil the following criteria.

- Minimum of Degree (at level 8 of NFQ) required in Building Surveying or equivalent technical qualification relevant to the role - **Essential**
- 7+ Years' relevant experience in a similar technical role -**Essential**
- Relevant Professional Membership accreditation (e.g. SCSI, CIOB, CIH etc.) - **Essential**
- Full driving licence and use of car / Ability to meet the mobility requirements of the post **Essential**
- Experience of working in a housing/property environment at a senior level -**Essential**
- Specialist role related knowledge in asset management -**Essential**
- Experience procurement / contract supervision - **Essential**
- Experience of monitoring and managing maintenance budgets - **Essential**
- Experience of preparing / managing cyclical / planned works maintenance programme -**Essential**
- Experience of developing policy and strategy - **Essential**
- Strong arithmetical, financial control and budget management skills - **Essential**
- Experience of housing/asset management-based software - **Desirable**
- Value for money achievement - **Essential**
- The ability to monitor team workloads and performance against corporate target and service standards, reviewing and addressing any areas of underperformance - **Essential**
- Working in a customer focused organisation with frequent customer contact - **Essential**
- Ability to work accurately / attention to detail. - **Essential**
- Experience working in a social housing environment- **Desirable**
- Handle conflict situations in a confident and positive manner and is tenacious in achieving objectives -**Essential**
- Excellent written and oral communication skills including report writing and the ability to effectively communicate key updates and decisions to all relevant staff - **Essential**
- Takes ownership for effective development and implementation of the asset management strategy and business plan - **Essential**
- Willingness to undertake further professional development - **Essential**
- Project Supervisor Design Process Certification (PSDP) (or capability and willingness to achieve accreditation - **Desirable**
- Knowledge of AHBRA Standards - **Desirable**
- Commitment to the ethos and values of Peter McVerry Trust - **Essential**

The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time.

Other Information

- **Confidentiality:** It is a condition of service that all information obtained during the course of employment, especially with regard to participants affairs is treated with the strictest confidence.
- **Equal Opportunities:** To implement Equal Opportunities into your daily practice at all times
- **Health and Safety:** To be responsible for your own health and safety and that of your Colleagues in accordance with

relevant PMVT policies and procedures.

How to apply:

To apply please download the application form or visit pmvtrust.ie/careers/ (<https://pmvtrust.ie/careers/>): [Application Form](https://pmvtrust.ie/wp-content/uploads/2024/01/PMVT-Application-Form.docx) (<https://pmvtrust.ie/wp-content/uploads/2024/01/PMVT-Application-Form.docx>)

Completed application forms should be sent to recruitment@pmvtrust.ie (<mailto:recruitment@pmvtrust.ie>) along with your CV and Cover Letter.

Closing date: Friday, 20th June 2025

*Peter McVerry Trust is an Equal Opportunity Employer.
Registration Number 412953 | Charity Number CHY7256*

Region

Hybrid

Date Entered/Updated

19th May, 2025

Expiry Date

20th Jun, 2025

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