

<b>Job title:</b>	<b>Job Description - Housing and Property Manager</b>
<b>Location:</b>	Central Hotel Chambers, Dame Court, Dublin 2.
<b>Responsible/Reporting to:</b>	CEO
<b>Job purpose:</b>	Working as part of the Senior Management Team responsible for the Housing and Property functions with HAIL
<b>Salary Scale:</b>	€56,450 to €75,919
<b>Job Information:</b>	This post is a permanent full-time post. 35 hours per week - 9.00 – 5.00 Monday to Friday.

## **HAIL is an Approved Housing Body with over 320 properties in the Greater Dublin area**

HAIL's vision is to be the provider of choice for housing and support for people with mental health difficulties, enabling them to achieve and sustain independent living in the community by having secure, quality, affordable accommodation with appropriate support services tailored to their needs.

HAIL's mission is to provide housing and individually tailored support services to support tenants and clients, primarily those with mental health difficulties, to integrate and live independent lives in the community.

### **Job Purpose Summary**

The Housing and Property Manager will be responsible for the housing management and maintenance of HAIL's stock, including day to day repairs cyclical and planned maintenance and property functions in relation to the development programme. Reporting to the CEO, the Housing and Property Manager will form part of HAIL's Senior Management Team. They will be responsible for keeping the Management team up to date on all housing and property related matters.

### **Key Role and responsibilities**

#### **1. Housing**

- Management of the Housing function within the organisation
- Effect management of the housing functions for example voids, allocations, rent arrears
- Management and development of the housing staff; Housing Officers and Maintenance Operative

- Identifying & promoting opportunities to engage with tenants to improve the quality of services delivered
- Ensuring services are relevant and sensitive to the needs of tenants/clients

## **2. Property**

### **2.1 Maintenance**

- Overall responsibility and performance management of contractors delivering the day to day maintenance service and servicing contracts
- Ensuring compliance with legal requirements, including staying informed on all relevant legislation and drafting policy which enables compliance with new legislation and policy

### **2.2 Asset Management**

- Drafting the Asset Management Strategy and implementation of this Strategy
- Managing a continuing programme of stock condition surveys and maintenance of a stock database
- Working with the Head of Finance to produce long term investment programmes
- Management of the planned and cyclical maintenance programme
- Drafting specifications, tendering procuring and managing contracts to deliver on the maintenance programme

### **2.3 New Development/Growth**

- Complimenting the CEO in forming partnerships to deliver on the growth programme
- Identifying and assessing new projects for viability
- Working with building surveyors/architects to deliver on projects
- Managing new acquisitions from a housing and technical/property perspective, working with the Head of Finance
- Where required negotiate, liaise and communicate with clients and agencies involved in projects
- Preparing reports for Board, including working with Head of Finance on financial and risk appraisal
- Collaborate with other AHBs, LAs to deliver on organisational goals

## **3. Organisational & Managerial**

- Contribute to the business planning and strategic planning process
- Actively contribute at senior management level in developing and delivering organisational strategy and assisting HAIL deliver on the aims and objectives of the organisation
- Oversee the resourcing and people management with the Housing section
- Performance management and improvement planning in areas of responsibility, ensuring delivery of targets for all operational activity
- Leading on the drafting of policies and procedures

- Reports to Board and its Committees
- Attendance at Sector meetings as appropriate
- Responsible for Health & Safety in areas of responsibility
- Leading on and co-ordinating Procurement within the organisation
- Budget management/budget setting
- Ensuring value for money in the housing and maintenance service

## **Personal Specification**

Key requirements for the position of Housing and Property Manager are:

### **Technical Skills / Knowledge**

- Relevant experience and proven track record of working in the housing/property environment (ideally minimum of 5 years)
- Demonstrable knowledge of maintenance service and asset management
- Strong awareness of the regulatory environment in which HAIL operates
- Proven experience of developing relevant policy and procedures
- Previous relevant service delivery experience
- Proven experience of delivering projects on time and within budget

### **People and Stakeholders Skills / Knowledge**

- People Management experience – leading, motivating and developing staff
- Demonstrable experience of managing relationships with a diverse stakeholders including contractors, partners, tenants and staff
- A successful track record in building and nurturing stakeholders, key relationships and partnerships with a wide range of diverse collaborators with Government, and AHBs

### **Operational Skills / Knowledge**

- Demonstrable knowledge of procurement regulations
- Knowledge of not-for-profit sector
- Excellent planning and organisational skills
- Proven experience of report writing, including a high level of numeracy

## **Professional Requirements**

- Relevant third level or professional qualification

## **The Conditions**

The Salary will be commensurate with the experience of the individual appointed and in line with the Organisations salary scale.

## **Recruitment Process**

Please send a cover letter and a detailed CV, referencing HAIL002, outlining your experience skills and suitability for the position for the attention of our HR Partner – [recruitment@adarehrm.ie](mailto:recruitment@adarehrm.ie)

For queries relating to the role please contact Derek McKay in confidence – [recruitment@adarehrm.ie](mailto:recruitment@adarehrm.ie) / (01) 561 3594

Closing date for receipt of applications is 5pm, Friday 10<sup>th</sup> November 2017.

**HAIL is an Equal Opportunities Employer**