**SELWOOD LTD**

**POSITION DESCRIPTION:**

**Regional Property Manager (North/South)**

**LOCATION:** Northern / Southern Branch Based

**POSITION PURPOSE:** Manage and oversee regional property operations and projects, delivering the property scope of service. Providing onsite delivery of non-routine works, and statutory compliance activities. Administer and maintain, budgets, property asset information and management processes, working closely with the Property Helpdesk, Branch Teams, and Supply Chain.

**RESPONSIBLE TO:** Property Manager

|  |  |  |
| --- | --- | --- |
| **REGULAR CONTACTS:** | **External** | Professional Services and Supply Chain (Contractors)  Brokers and Third Parties  Local Authorities  Members of Public (Property Enquiries)  Landlords and Landlord Representatives  Solicitors, Managing Agents |
| **Internal** | PRS Managing Director  Technical Solutions Director  Finance Director  PRS Regional Operations Managers  PRS Branch Managers and Teams  SHEQ Director & Team  Fleet Managers  Sales Managers and Sales Teams  Solutions Director, PMs and Solution Teams  Installation and Electrical Managers and Teams  All Departmental Managers  Operational Managers  Accounts Receivable Team  HR Team |

**MAIN RESPONSIBILITIES:**

As a Regional Property Manager, you will be responsible for leading the day-to-day property operation within your designated region, overseeing non-routine compliance and planned maintenance activities, and delivering property upgrade and replacement projects. You will be the main point of contact for regional property-related issues and will coordinate with Property Helpdesk, Branch Teams, and Supply Chain, to ensure safe delivery of site activities, audits, and inspections. Success in this role will require strong property and project management experience, communication skills, and a customer-centric mindset.

The main responsibilities of this role include:

* Actively promote a positive safety culture in line with our Think Safe, Work Safe, Home Safe behaviours, and ensure relevant legislation requirement, and group policies are achieved daily across our properties.
* On site management of contractors and supply partners, ensuring works/documentation are planned and delivered safely, in line with relevant policies and procedures.
* Serve as the first point of contact for all property-related enquiries as they arise, resolving within areas of authority, or escalating accordingly.
* Support with the development and maintenance of local operating procedures and planned preventative maintenance workflow (PPMs), in line with agreed templates, workflow timescales and review periods.
* Build and maintain good working relationships with external, contractors and supply partners, ensuring safety, quality of delivery and value for each activity.
* Maintain up to date property asset information - including drawings and plans, documents, maintenance, condition information and service records – checking and inspecting site records periodically, to ensure compliance.
* Lead and participate in scheduled internal and external property related audits, ensuring accurate property documentation is available in site logbooks and coordinating with the Property Helpdesk.
* Support with maintaining the supply chain matrix and resource list for key compliance areas, auditing and inspecting work and providing performance information for, and leading/attending contract review meetings as needed.
* Lead on regional management of property budgets annually, over-seeing daily and monthly budgetary activities, ensuring budget expenditure is in line with the agreed plan and financial process is followed for overspends.
* Ensure daily adherence to group/property management procedures and local operating procedures, resolving and escalating non-conformances as they arise.
* Provide accurate, compliance and performance information and reporting in line with reporting timelines.
* Conduct regular inspections to monitor scheduled works and identify maintenance and repair needs with the Branch Teams and raise as reactive works via the Helpdesk.
* Contribute to business risk identification and mitigation, ensuring mitigation measures are captured and implement appropriately, raising and managing risk via our Assure system, identifying and escalating trends where appropriate.
* Ensure suitable risk-based site emergency procedure are developed and tested in support of the Branch Teams, ensuring compliance with relevant property procedures and process.
* Actively contribute to the creation and maintenance of asset / fabric maintenance and replacement strategies for all building assets, ensuring efficiency and value for money in line with core business requirements.
* Undertake all assigned asset upgrade/replacement projects in line with the gated procedure, ensuring projects are delivered safely, accurately, on time and on budget, following procedure for any non-conformance.
* Evaluate and manage direct report performance, conduct and capabilities, set SMART objectives and take corrective action as necessary to ensure team members maintain acceptable standards.
* Monitor changes, innovations and new technologies within the industry and evaluate the value of their application. Monitor and respond to legislative and industry best practice developments.
* Support with the delivery of environment and sustainability activities, assisting with the monitoring of utility usage and delivery of the ESG targets, objectives and required outputs of our Environmental Management System (EMS).

The main responsibilities are outlined above. This is not a definitive list and other tasks/activities may be necessary as the Company’s commercial activities require.

**QUALIFICATIONS & EXPERIENCE:**

* Current IWFM membership (at member grade or higher), with relevant qualification undertaken.
* Achieved or prepared to work towards NEBOSH qualification (General Certificate).
* Relevant property/facilities/building and construction/maintenance project management experience.
* Demonstrable technical understanding of relevant mechanical / electrical / fabric systems.
* Relevant financial experience in overseeing budgets and project finances.
* Good communication skills - able to influence within and beyond own teams and with customers.
* Able to evidence an effective positive safety culture with ability to challenge and resolve unsafe acts and conditions on site.
* Strong relationship building abilities, with demonstrable experience of developing and maintaining good working relationships with key contractors, framework providers or supply partners.
* Team leadership and development skills.
* Relevant experience of computer aided facilities management (CAFM) systems, or similar.
* Proven experience in commitment-based management.
* Strong written communication skills with ability to write, modify and review documents and management reports.
* Customer focussed with ability to manage and resolve difficult situations.
* Ability to balance multiple workstreams and manage concurrent tasks.
* Experience of working in a fast-paced environment.
* Ability and willingness to travel throughout the region, with full UK driving licence.
* Willingness and aptitude to contribute to continuous improvement.
* Demonstrable experience of authoring procedures and processes and maintaining compliant records would be advantageous.