

PROPERTY AND FACILITIES OFFICER

Role Profile and Person Specification

Role:	Property and Facilities Officer
Responsible to:	Estates Manager
Hours of work:	37.5 hours per week
Location category:	Atlas House – Leicester with agile working practices in place
Driver Status:	Authorised Driver

Main purpose of the role

The Property and Facilities Officer is a key member of the Estates team and is responsible for co-ordinating building compliance and assisting with the management of the Association's nationwide property portfolio. Key elements of this include ensuring statutory building compliance, provision of FM advice and support to local branches and assisting with the commercial letting and disposal of property.

Primary responsibilities

- Act as first point of contact, providing FM technical guidance to Branches and Clubs in relation to building compliance matters.
- Assist in the day to day management of commercially let properties and residential tenanted properties.
- Co-ordinate records of building compliance and maintenance history and ensure that planned and reactive maintenance jobs are recorded appropriately, ensuring that recognised accreditations and insurance from contractors are evidenced and recorded.
- Produce reports related to building compliance matters including executive summaries, action plans and priorities identified as required.
- Assisting the wider Estates team with property inspections (which will require site visits).
- Co-ordinate day to day maintenance and planned maintenance activities, liaising with external expert contractors to produce relevant information reports on Association properties, raising and monitoring orders and onsite works.
- Provide project support where required in relation to the acquisition and disposal of buildings including physical clearance and set up activities where the Estates Manager requires this.
- Organise the disposal of unwanted furniture, memorabilia and confidential paperwork by a variety of methods.
- Assist with securing empty properties and dealing with property emergencies which may require occasional out of hours activity.
- Provide a proactive and effective property support to the Estates Manager and key customers across all aspects relating to property management.

This role profile is intended to represent the core criteria of the role rather than providing an extensive list of tasks. In addition to the responsibilities listed above, all employees are required to observe the Association's commitment to Health and Safety and Safeguarding as outlined in the Employees' Health & Safety & Safeguarding Commitment.



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Person Specification

	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none">- Building studies / Estates Management or Facilities Management qualification or extensive working practice of supporting property management.- Sound understanding of property occupational agreements.- Working knowledge of applicable legislation (specifically building legislation) and ethical codes of practice, GDPR etc.- Ability to co-ordinate multiple strands and activities against time and budget.- Proven IT skills across the Microsoft Office suite.	<ul style="list-style-type: none">- Working knowledge of welfare and benefits.- Awareness of the work of the RAF Association.- Keen interest in charitable work.
Communication and Relationships	<ul style="list-style-type: none">- Strong communication skills both written and verbal with particular skills in managing relationships and contractor/supplier arrangements.- Ability to report and converse with leadership teams around service performance and quality assurance and compliance activities.	
People Management	<ul style="list-style-type: none">- Management of relationships with internal colleagues, external customers, contractors and in particular our Branches.	<ul style="list-style-type: none">- Previous experience of working with volunteer committees.
Financial / Physical Resources	<ul style="list-style-type: none">- Experience of coordinating buildings activities and monitoring budgets and spend/petty cash related to property and/or service management.	
Physical/ Mental Effort	<ul style="list-style-type: none">- This role requires a combination of both mental and physical effort at times being a technical specialist whilst also acknowledging the requirement to assist in the acquisition and/or disposal and closure of buildings.- May require overnight stays.- A full, clean driving licence and able to drive own car for business use	
Working Conditions	<ul style="list-style-type: none">- Will need to work alone at times without direct supervision.- Evenings working may be required at times, for which time off in lieu will be granted.	