

## **Job Description**

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|-------------------------|---------------------------------------|
| <b>Job Title:</b>       | Property Manager (Sport & Recreation) |
| <b>Department:</b>      | Department of Infrastructure          |
| <b>Division:</b>        | Estates Shared Services               |
| <b>Location:</b>        | Sea Terminal/Peregrine House/NSC      |
| <b>Grade:</b>           | D401                                  |
| <b>Responsible to:</b>  | Properties and Estates Manager        |
| <b>Responsible for:</b> | Technical Staff x 3                   |

### **Job Purpose**

As a member of the Estates Shared Services team, working closely in consultation with the NSC Management team as a liaison officer, to ensure the safe efficient operation, maintenance and repair, of plant, equipment, buildings and grounds at the Department of Education and Children's Sports and Recreation Facilities.

### **Currently the main facilities include:**

- National Sports Centre
- Bowl Stadium
- Regional Sport Pitches

### **Main duties and key responsibilities of the post**

#### **Operations**

- Ensure that all plant is operated effectively, efficiently and safely.
- Ensure that a planned approach is adopted in the delivery of maintenance/service contacts to ensure that statutory inspections are implemented in accordance with legislation and best practice recommendations.

#### **Structures**

- As part of Estates Shared Services and in consultation with the NSC ensure the maintenance and upkeep of the facilities, including internal and external structures, fixtures, fittings, plant and equipment.
- As part of Estates Shared Services and in consultation with the NSC identify, plan and manage refurbishment projects to maximise the service life of the portfolio of assets.

#### **Grounds**

- Manage external contractors to ensure that the NSC grounds are maintained to the appropriate standards.

## **Swimming & Spa Pools**

- Develop and implement procedures for maintaining balanced water conditions and the recommended standards of filtration, sterilisation and temperature of the water.
- Manage the replacement of Pool /Spa plant and equipment to ensure services and water conditions are maintained or improved

## **Building Services**

- Maintain and regularly update the NSC and its ancillary facilities Major Works Plan.
- Develop and implement an effective monitoring, servicing, rectification and replacement schedule which offers an ongoing efficiency of operation combined with the maximising of service life.
- Manage staff and contractors to effectively and efficiently carry out the duties required to ensure work schedules are fully met.
- Ensure that the implementation of maintenance functions has limited impact on customer service provision.

## **Energy**

- Monitor energy consumption and develop and implement an energy reduction plan.
- Ensure the efficient and effective operation of the building management and waste heat recovery systems.

## **Administration**

- Maintain and develop fault reporting procedures for the necessary repair and replacements required to sustain front line service provision.
- Ensure building security measures are adequate.
- Ensure the maintenance and testing of fire alarm systems.
- Source spare parts and consumables appropriate to the operational needs of the centre.
- Maintain relevant building related inventories.
- The post holder will be required to contribute to the production of business cases/reports, to help secure the funding for the replacement of equipment or for the refurbishment of facilities.

## **Financial Responsibilities**

- Ensure that the procurement of goods and services is within financial regulations.
- As part of Estates Shared Services and in consultation with the NSC arrange for the delivery of Planned Preventative Maintenance contracts.

## **Departmental Role**

- Periodically liaise with the Manager's at the three Regional Pools and School pools in order to maximise best value through co-ordination, training and shared best practice.

## **Ancillary Duties**

- Be prepared to attend in emergency situations as necessary (but not being on stand-by).
- Any other duties appropriate to the grade as requested by the Estate Shared Services Manager/General Manager Sport Facilities

## **Additional Information**

### **Training**

- Undertake on-going training relevant to the job function.
- Arrange on-going training, both in house and external for the in-house Technical Team.
- Obtain Swimming Pool Plant and Spa Pool Plant qualifications (short courses) within 12 months of commencing post. Estates Shared Services and in partnership with the NSC will arrange the necessary training for the successful candidate.
- The successful candidate will be required to attend appropriate IOM Government on-going training courses, relevant to the job function, as and when required.

### **Vehicle**

- At times it will be necessary for the post holder to use his/her own vehicle for work purposes and the post holder will be reimbursed through a set mileage allowance.

## **Management of staff and resources**

The post holder is responsible for the line management of three technical staff based at the NSC.

## **Performance Management and Improvement**

All Civil Servants have a personal responsibility for performance management. The post holder will be expected to contribute to their annual performance development review and interim performance reviews.

## **Health and Safety**

The post holder will be responsible for their own health and safety and the impact of their actions on others.

They will be responsible for ensuring all buildings are maintained and used in accordance with all relevant best practice. They will be responsible for identifying any possible risks or near misses to a responsible manager and/or the Health and Safety Officer of the Department.

## **Qualifications and Experience**

To properly deliver the requirements of the post is essential the successful holds an ONC or equivalent qualification in an engineering/construction discipline.

## **Competency Levels For This Post Are:**

### **Leading and working together**

**Level B**

Actively supports/manages staff to deliver objectives; generates enthusiasm and commitment in others and demonstrates this in their own approach; works collaboratively with colleagues to deliver results; develops effective and productive working relationships with colleagues and with contacts in other Departments/externally. Manages disagreements with tact and diplomacy.

### **Communicating and influencing**

**Level B**

Communicates openly with colleagues; is confident speaking in a group or team situation and expresses views in a clear and succinct way. Influences and convinces others to accept or agree to ideas; takes active steps to build acceptance of proposals using knowledge of the organisation.

### **Achieving results**

**Level C**

Manages resources to deliver set objectives; absorbs information quickly, identifying key issues, uses experience and knowledge and takes a broad view to assess the best course of action.

### **Delivering a quality service**

**Level C**

Delivers an excellent service to internal and external customers; proactively seeks out ways to maintain and improve high standards of service; analyses performance data to assess quantity and quality of service provision; looks for ways to improve value for money and encourages colleagues to do so.

### **Changing and learning**

**Level B**

Assists, coaches and advises colleagues to develop competence and confidence; actively looks for new, better ways of working; offers opinions in discussions which are not always the most obvious. Is versatile and adaptable, and prepared to change their views. Applies up-to-date specialist skills, knowledge and experience in their work.

### **Showing commitment and resilience**

**Level B**

Adopts an energetic approach to work and is enthusiastic and interested in their work; stays calm under pressure, and in control when under stress.