

Job Description

Job Title: Property Operations Manager

Department: Property

Salary: £53,491

Line Manager: Senior Facilities Manager

The job description is an operational document that does not form part of the contract of employment.

It may be that from time to time an individual is expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day to day performance of their duties.

St Paul's Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.

Purpose of the Job

To lead the operational delivery of compliance, maintenance and projects. Responsible for assigning work to the property team in accordance with the weekly schedule, ensuring all team members are actively engaged, efficient and carrying out work safety.

Main Duties

- Daily briefing to the team and task allocation;
- To lead the property team with logistics for major events and services where staging / chair set up or other installations may be required;
- To provide inductions, project access and protection works for sub-contractors;
- Write Risk Assessments and Method Statements where required;
- Undertaking safety and other training as may be required;
- Assist in the delivery of restoration and conservation projects – allocation of materials and resources
- Line management of the Property Maintenance Operatives
- Ensure response maintenance items are carried out in a timely manner, to a high standard and signed off within the software system
- Ensure compliance tasks are carried out and recorded in Vision Pro
- Ensure cyclical, and planned maintenance is carried out and recorded in Vision Pro
- Assist in the delivery of the 15-year plan of works within budget and programme

- Provide site management support for minor projects (up to £50k)

Additional duties:

- Support the development of Property apprentices
- Identify areas of development (personal and for the team) and discuss opportunities with the relevant line manager
- Work to allocated programme and budgets
- Provide toolbox talks for health and safety, fire safety and welfare
- Lead the team in logistical support for large events and services e.g. the erection of staging and setting out of seating;
- Manage overtime to support out of hours working but ensure this is cost neutral
- Any other appropriate duties that management or Chapter may request from time-to-time.

Person Specification

- Construction knowledge and qualifications – City and Guilds trade background or higher construction qualifications or accreditation
- Be a qualified SMSTS (Site Management Safety Training) or be willing to attend training;
- Be physically fit and active (e.g. able to climb the many staircases in the Cathedral, including the 259 to the Whispering Gallery);
- Be able work at heights;
- Demonstrable operational line management experience
- Understand construction health and safety and fire safety
- Be able to read drawings and provide construction detail sketches where required
- Detail-oriented approach with strong documentation and record-keeping abilities
- Problem-solving mindset with ability to make quick decisions where required, with a positive attitude
- Strong planning and logistical coordination skills
- Understand construction programmes
- Understand and work to budgets
- Experience of working on historic buildings and working knowledge of conservation techniques
- Be practical and show common sense with adaptability;
- Have a courteous manner towards colleagues and the public;

The individual will be:

- expected to share in St Paul's Cathedral's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults
- expected to adhere to Cathedral Safeguarding Policies and willing to attend Safeguarding training and report any Safeguarding concerns through appropriate channels