

## **FUSION HOUSING – Job Description**

Job Title	Property Administrator
Department	Fusion HOMEs
Location	Huddersfield
Responsible to	Property Management Team Leader
Hours	37 per week
Salary:	Grade 3A (NJC points 15 – 17) £22,911 to £23,836

### **Main Objectives**

To ensure that Fusion operates a successful Managed Tenancy Scheme through the minimization of void periods and good levels of maintenance on all properties.

### **Key Responsibilities and Duties**

- To ensure that all repairs to properties are carried out within required time scales while maintaining good standards.
- To ensure that work carried out by external contractors is done to required standards and is of good value for money.
- To ensure that the time properties are void is kept to a minimum.
- Support to the Property Management Team Leader.

### **Role Specific Duties**

- Co-ordinate and effectively schedule all repairs and general maintenance for Managed Tenancies, ensuring good communication on timescales with housing management staff.
- Create and maintain administrative systems to manage and report on the provision of repair and maintenance.
- Liaise with Property Owners where needed regarding maintenance and structural repairs to managed properties.
- Liaise with external Contractors to ensure that quotes are received for all maintenance work and that jobs are scheduled and completed on plan.
- Liaise with out of hours repairs services as and when needed to ensure that all reported jobs are carried out effectively.
- Liaise with housing management staff regarding time scales for the letting of new or vacant Managed Tenancies to ensure void times are kept to a minimum.
- To produce monthly reports for HPMT regarding types of repairs, condition of property and turnaround times.
- Liaise with homes resource workers ensure all Gas and Electric certification and EPC's are up to date.
- Ensure that licenses for any property that requires a HMO License is up to date.

- Liaise with the Fusion finance team over budgets and the cost of repairs and maintenance and stock replenishment.
- Liaise with external suppliers to ensure that furnishings and fittings for Managed Tenancies are of good quality and cost effective.
- To ensure that stores have up to date inventories and that stock is kept to required levels.
- Attend regular HOMEs Team Meetings and local team briefings as required.

## **Organisational Responsibilities**

### **1. Policies and Procedures**

- 1.1 To participate in the formation and review of Policies and Procedures in the Fusion Office Manual and to adhere to them.
- 1.2 To support and abide by the policies and practices of the organisation with regard to Equality, Diversity and Inclusion and play a key role in its successful implementation.
- 1.3 To work within the Health and Safety and Fire regulations and to be familiar with Health and Safety appliances, policy and procedures, fire drill and evacuation.
2. To liaise and promote Fusion's services with other organisations to build good working relationships and maintain them.
3. A commitment to safeguarding children and adults at risk.
4. To participate in strategic development of the organisation, internally and externally.
5. To attend and contribute to staff meetings and other relevant meetings.
6. To take joint responsibility for the effective use of support and supervision and annual appraisals.
7. To work with the team in monitoring, evaluating and developing the services.
8. To participate in relevant training courses.
9. To complete all required information within Fusion Housing's Information System (FHIS) and manage email and other forms of communication effectively and check for policy updates in the office manual at least once per month.
10. To undertake any other duties as required by the Director.
11. To participate in the development of this job description as necessary. This job description reflects the present requirements of the post. As duties and responsibilities develop and change, the job description will be reviewed.

This job description cannot cover every issue or task that may arise within the post at various times and the post-holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document.

This job description does not form part of the contract of employment.