

Statement of main terms and conditions

ROLE PROFILE	
Job Title:	<i>Property and Facilities Manager</i>
Level:	<i>Reporting to the Head of Property</i>
CONTEXT / SCOPE	<p>A role has arisen for an enthusiastic and experienced professional to join a busy property team in Dublin Port. The team is responsible for over €13m of income in an estate spanning over 309ha, and for the development of the new Inland Port. With the Port undergoing a transformation, making the Port ready to meet the challenges of a rapidly growing economy, this represents an excellent time to join the company.</p> <p>While facilities management will be a key component part of the role, it will be a varied role covering general property matters, including property management, managing property transactions, and management and co-ordination of small projects. The properties are in various locations throughout the Port, and include office buildings, pedestrian terminals, yards and parking areas.</p> <p>The successful candidate will come from a property and facilities management background, either client side or agency side, and have at least 3 years post qualification experience. He/She must have experience in facilities management as they will have responsibility for all FM and the post holder will be instrumental to setting up and implementing appropriate systems for the Port to meet its needs for the 21st Century.</p> <p>The candidate must have an ability to understand lease terms and ensure occupiers are meeting these obligations.</p> <p>He/she will have strong numerical literacy.</p> <p>The candidate must be able to work on his/her initiative.</p> <p>He/she will support the head of property in delivering on its functional tasks within the company</p>

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<p>Qualifications, experience & required skills</p>	<p>Ideally, be a member of the SCS or RICS</p> <p>3rd Level qualification preferably in a Property related discipline</p> <p>At least 3 years post qualification experience with at least 2 years having been spent in property management/facilities management.</p> <p>Good IT skills and use of property management software (use and knowledge of Qube a distinct advantage)</p>
<p>TOP ACCOUNTABILITIES</p>	<p>Excellent time management</p> <p>Set up a FM structure</p> <p>Demonstrate an ability to manage relationships with DPC occupiers and internal customers</p> <p>Knowledge and experience of the effective use of facilities management providers so that DPC meets all best standards</p> <p>Knowledge of best market practice in enforcing of lease clauses</p> <p>Ability to navigate a variety of legal documentation and ensure occupiers are meeting their obligations.</p>

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Barriers to success in role	<ul style="list-style-type: none">• Inability to communicate effectively.• Communication style is unsuited to the role.• Insufficient attention to detail.• Poor customer service skills.• Poor knowledge and lack of practical experience in facilities management• Limited ability to put legal understanding of agreements into commercial practice.
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