



Job Description

Job Title: **Planned Maintenance Officer**

Reports to: **Planned Maintenance Lead**

Direct Reports: **None**

Overview

Andium Homes is Jersey's largest landlord, and manages more than 4,700 rental properties, providing excellent and affordable homes and highly valued landlord services for more than 10,000 islanders, alongside an annual programme of assisted purchase sales. We are also Jersey's largest developer with a programme of investment which will deliver at least 2,000 new rental and 1,000 new first-time buyer homes by 2030.

Andium Homes is a not for profit housing provider owned by the Government of Jersey. All our revenue comes from the rent paid by our tenants and our property sales, and we return £30m to Government each year.

With a challenging Business Plan to deliver, and plans for significant growth, we are looking for excellent, client focussed individuals to supplement our dedicated team of housing professionals.

Our Vision

- "Great homes and services for all who need them"

Our Values

- **Client obsessed;** We are obsessed with delivering an excellent and consistent client experience – every time!
- **Results driven;** We work hard to deliver tangible, commercial and sustainable benefits to our clients' and for our Island, in collaboration with our key stakeholders.
- **Passionate;** we are passionate, dynamic, and proud to be part of Andium Homes
- **Resilient;** We are resilient, positive, and self-motivated when working in a fast paced and ever-changing landscape.
- **Courageous;** We are courageous, pro-active and enjoy pushing the boundaries, in design, innovation and service delivery.
- **Act with integrity;** We act with integrity and honesty and build mutual trust and respect amongst ourselves, with our clients, our Guarantor, and other stakeholders.

The Role

The successful applicant will be responsible for procuring, planning and managing a wide range of cyclical and planned maintenance projects, whilst demonstrating value for money. Many of the projects managed by the team are long-term partnering contracts. Applicants will need to demonstrate the ability to manage longstanding professional relationships with contractors and consultants, with periodic reporting back to the Planned Maintenance Lead utilising best practice key performance indicators (KPI's).

Strong IT skills are key to the role, although training is available for certain business systems. Applicants will need to demonstrate an aptitude for using Microsoft Office applications. Experience in monitoring and controlling project budgets as well as a commercially focused approach is also beneficial to the role.

Maintaining Andium Homes' housing stock to a high standard is driven by the stock condition database. The role will involve researching, collating, procuring and delivering a specification of work through to completion to ensure full compliance with best practice, statutory requirements, financial guidelines and the successful delivery of works to defined time, cost and quality parameters.

If you would like to apply for this position, please email your CV and covering letter to careers@andiumhomes.je

Job Specific Outcomes

- **Delivery** – Manage a programme of cyclical and planned maintenance works for a wide range of building components, ensuring that the Andium Homes Standard is met. This will involve managing the projects from concept, through tendering to completion, and employing specialist professionals where necessary;
- **Procurement & Specification Writing** – Manage the competitive procurement of maintenance services, evidencing and delivering value for money. Develop, negotiate and manage an array of contracts and service level agreements which support the day-to-day running of Andium Homes' Planned Maintenance contracts, with the over-arching principle of continuous improvement.
- **Safety** – Monitor and promote safe working practices on our construction sites in accordance with our responsibilities under the Health & Safety at Work (Jersey) Law, 1989. Actively promote the ethos and principles of the Considerate Constructors Scheme.
- **Delivery of Decent Homes** – Maintain 100% decent homes year on year through the delivery of all contracts;
- **Contractor Performance** – Monitor and ensure contractors are performing in line with the contract requirements;
- **Project Budget Management** – Support the Planned Maintenance - Lead in the day-to-day management and financial control of all projects, to ensure timely delivery to agreed cost and quality standards;
- **Contract Administration** – Manage and administer all allocated service level agreements and building contracts, including documentation all certification and notices required in line with the contract;
- **Relationship Management** - Secure, manage and develop effective professional working relationships with contractors, consultants, statutory authorities, clients and other project stakeholders;
- **Seek to Innovate** - Deliver best value for money projects through innovation and discovering new, relevant and more efficient technologies that provide a better service to our clients;
- **Stakeholder Engagement** – Researching and developing social housing best practice service provision in partnership with Andium Homes' clients. Gathering satisfaction data to help develop services that are tailored to deliver client expectations. Take full ownership of allocated projects and act as principal point of contact for all stakeholders;
- **Database Administration** – Ensure the database is kept up to date in terms of attributes and components and drive towards real time reporting;
- **Key Performance Indicators** – Manage, collect and report all key performance data across all projects managed.
- Perform any other reasonable duties assigned by management

Knowledge, Skill & Qualification & other Key requirements

- Graduated with a degree or equivalent from a construction related qualification, with intent to further develop learning via membership of a relevant professional body.
- **OR** A minimum of five years' experience in the construction industry focused, around the Mechanical and Electrical sector
- Proven ability to manage and write specifications and contracts
- A proven ability to assimilate large amounts of data and information
- Excellent client service and relationship management skills
- Excellent and balanced communication skills, both verbal and written

- Excellent prioritisation skills
- Excellent organisation skills
- Team player
- Computer literacy, especially in the Microsoft Office Products, is essential together with the ability to be able to master bespoke packages with training.
- The candidate must demonstrate an understanding and alignment with Andium Homes values and attributes and behaviours that evidence an ethos suitable to the diversity of challenges encountered by the company.
- Entitled to work residential status
- Clean Drivers licence

Financial Budget accountability

Project level accounting is key

Benefits

- Competitive Salary
- Agile working
- Training & Development
- Enhanced statutory benefits:
 - 25 Days holiday
 - 12 Weeks parental leave
- 16% Pension
- Comprehensive Private Medical (Axa) & Dental (Denplan) cover
- Parking in town, if required
- Retail & Leisure corporate discounts
- Social events
- 37 hours per week Monday to Friday

Subject to change

This job description is not contractual and may be subject to change without notice

Failure to fulfil the requirements of the role outlined above may lead to formal action.