



Role: National Property Manager

Area: Shared Service Centre

Sub-Area: Facilities

Location: Cork/Dublin

Duration: Permanent **Salary:** Competitive **Ref:** 018S18

Ervia is a commercial semi-state company which provides strategic national gas and water infrastructure and services in Ireland. Through our regulated business, Gas Networks Ireland, we build and operate one of the most modern and safe gas networks in the world. In 2014, we took responsibility for the operation and maintenance of Ireland's water and wastewater assets through our other regulated business Irish Water. Ervia directly employs over 1,600 people who deliver services to 1.6 million customers daily. We are guardians of the national assets and experts in our field. Our infrastructure supports economic and social development, protects the environment and enhances the health and quality of life of the Irish people.

Background:

The Facilities function within the Shared Service Centre is responsible for the obtaining and maintaining of Ervia HQ's and Regional offices, including activities such as ; Security, Reception Services, Spatial Planning, Fleet Management, Cleaning and building maintenance. Facilities will provide these services to all of Ervia organisations including; Gas Networks Ireland, Group and Irish Water, ensuring a consistent and effective facilities service is provided.

The Role:

Reporting to the Head of Facilities & Property, the National Property Manager has responsibility for ensuring the property needs of Ervia including; Gas Networks Ireland, Aurora, Irish Water and Group are met; including the acquisition or leasing of new buildings, managing the lease arrangements in place for the Property Portfolio, providing property advice to the organisation, managing the Rates requirements for the Organisation. The purpose of this role is to deliver a highly effective and efficient Property Management Service to Ervia. The role requires the successful delivery of the current and future Property portfolio and Rates management (expected spend €60M annually).

It is also a requirement, of the role, to work closely with the WIOF team to deliver strategically important projects such as the National Laboratories, Capital Delivery Offices, and National Storage Depots etc. as part of the transformation of the water services industry in Ireland over the coming years. The National Property Manager shall be accountable and responsible for the delivery of the Property portfolio in strict compliance with the Ervia policies and governance requirements. The role will provide a source of industry recognised documentation, guidance and metrics for the delivery of the Property portfolio to a highly efficient standard.

Duties and Responsibilities:

- Recruit and manage dedicated National Property Team (comprising both internal and outsourced resources) to deliver a quality service.
- Manage the Ervia portfolio of properties (Leasing, Rent Reviews, Land Lord Management, etc), for Commercial offices, Laboratories, Depots, Stores, Residential property, etc.
- Meeting the property needs of the business through securing of new facilities (either leasing or acquiring new buildings) and providing in-house valuation services.
- Manage the Ervia Property Policies and develop new policies to align with the business needs.
- Manage the annual Property OPEX budgets for the various Business Units.
- Preparation and presentation of papers at various Investment approval committees for approval of spend and contract authorisation.

- Managing and maintaining company Property Register including liaison with Valuers, Property Project Manager and Legal Advisors.
- Manage the Procurement arrangement of all Property (both purchase and disposal)
- Develop and manage new Property Management Software System to assist with consolidation of Property management functions centrally into Facilities.
- Manage the National Property Framework Contract; hold regular review and KPI meetings
- Track and report monthly on Property & accommodation performance
- Ensuring effective facilities capacity planning based on forecasted business trends
- Analysing and actioning land title registry issues.
- Preparing schedules and oversee the works in association with professional advisors; reporting on progress, liaise with business managers to ensure that milestones are met
- Ensuring all governance and compliance protocols are maintained
- Monitor and Ensuring compliance with statutory and legislative requirements in respect of Health and safety, the environment, building and workplace regulations
- Managing residential properties required to support Graduate training programme, liaising with landlords, tenants, HR and other areas of the business as appropriate
- Managing the Rates/valuation of the Ervia Assets leasing with the Business Units, Finance, Valuations office, external advisors, etc. to ensure a satisfactory outcome for the business.
- Manage the rates payment to the various local authorities on an annual basis.
- Complete an Annual Property Report for Ervia.
- Develop and maintain strategic relationships with Senior Business Managers within Ervia to ensure successful Property management services.

Knowledge, Skills and Experience:

- Facilities/Property/Estate Management degree or holder of an SCSi accredited property degree or relevant qualification.
- Minimum of 5 years' relevant experience managing a property portfolio
- Knowledge of Property management systems
- Experience in Financial Budgeting, Contract Management and Procurement
- Knowledge of Property law, Health & Safety legislation, etc.
- Strong communication, report writing and document preparation skills.
- Previous experience with initiating and maintaining strategic relationships both internally and externally, using strong influencing skills to achieve business goals.
- Ability to work both independently and as a co-ordinated part of a team and strong ability to pursue issues to closure on own initiative.

The closing date for receipt of applications for this vacancy is 8th March 2018

Applications, including a current Curriculum Vitae should be emailed to: recruit@ervia.ie

Please include the Reference Number for this Role when making an application