

JOB DESCRIPTION

Job title: Estates Contract Manager

Reports to: Property Services Manager

Line Management: Grounds Maintenance Team Leader and Operatives.

Job Summary

- Manage all Horticultural, Arboriculture, Grounds Maintenance and communal cleaning contracts for the Trust
- Be responsible for the procurement and management of relevant contractors and suppliers; provide relevant KPI reports to the Property Services Manager.
- To develop and manage the arboriculture monitoring and maintenance schedule for trees across the property portfolio.
- Lead and develop our direct labour ground maintenance team in Morden to ensure our service is customer focused and cost effective.
- Comply with relevant legislations and be advocate of H&S in their designated area.
- Collaborate across Haig to create a plan for the improved use of green spaces and living environment for our beneficiaries.
- Carry out regular estate, contractor, and beneficiary visits to ensure a high level of service is provided by the trust and to our beneficiaries. This includes joining the Housing and Surveying team on estate inspections, identify remedial works and areas for improvement.
- To engage with all departments if safety issues are noted during your site visits.
- Act as a liaison and provide support with Facilities Management at our Morden estate office.
- Foster a culture of accountability, innovation, continual learning, personal & staff development, and wellbeing.

Person Specification

	ESSENTIAL	DESIRABLE
Qualifications / Education		
Qualification in Health and Safety Management (IOSH or NEBOSH)	x	
Qualifications in the safe use of Grounds Maintenance machinery and equipment.		x
Management qualification (ILM or CMI)		x
Full clean UK driver's license, must be clean	x	
Knowledge, Skills & Experience		
Minimum 3 years in experience in a similar role with management experience	x	
At least 3 years' experience in Health and Safety Management or monitoring	x	
Proficient in using Microsoft office packages	x	
Experience in customer service	x	
Contract management experience	x	
Experience in Facilities Management		x
Experience in assessing risk, delivering Tool box Talks and COSHH assessments	x	
Experience in Horticultural and Arboriculture services		x

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Personal Qualities		
Positive, proactive, and 'can do' approach	x	
A leader focused on supporting and developing their team.	x	
Results driven and determined to deliver outcomes to the highest standard	x	
Effective organisational/timekeeping skill with a flexible approach	x	
Commitment to Equal Opportunities, Diversity and Inclusion in the workplace	x	