



Diocese of Westminster

Job Profile	Property Administrator (Health & Safety and project monitoring)
Department	Property Service Office
Employer	Aedificabo Ltd (subsidiary company of the Diocese of Westminster)
Cost Centre	160
Location/Address	Hendon Property Office plus regular travel across the Diocese.
Management of	n/a
Contract type	6 x months Contract
Hours	35 hours per week (Monday-Friday, with some evening work required – time off in lieu)
Salary	Up to £35k per annum (pro-rata) depending on experience and qualifications
Job Reference number	360-160

Job purpose:

Reporting to the Director of Property and through line management, working with the Health & Safety Manager and Administration colleagues to carry out Health & Safety administration duties, including managing and monitoring of Health & Safety records on Excel or similar electronic system, for fire risk assessments, Asbestos, Legionella, lifts etc, organising planned and reactive maintenance queries, Health & Safety enquiries and monitoring of Health & Safety projects to Parish and Curia Property

Assist the property Administrator with managing and actioning the incoming enquiries for reactive and planned day-to-day maintenance repairs, and project monitoring by way of record keeping.

Principle duties and responsibilities:

1. Competently undertake by use of Excel or other electronic system record keeping for all Health & Safety legal requirements to include Fire Risk Assessments and compliance, Health & Safety compliance including Gas Safety, Asbestos Management, servicing of lifts, Legionella and other legislative demands.
2. Plan with the Health & Safety Manager, Parishes and Curia and the service provider to schedule Health & Safety visits.
3. Monitor performance of service Contracts.
4. Manage and monitor adherence to regulatory and statutory requirements.
5. Review Risk Assessment Reports and Certificates to identify Substantial Risks and works for remedial actions.
6. Working with the Health & Safety Manager to prepare the PPM schedule.
7. Update Certification for legislative compliance, and chase the service providers as necessary for the Certificates.
8. Ensure Due Diligence is carried out on all new contractors by carrying out contractor compliance checks and update contractor compliance of all existing contractors.
9. Ensure Permits to Work are in place for works as required – Internal or External.
10. Collate data for reports as directed by the Health & Safety Manager for submission to SMT and Trustees.
11. Document and distribute minutes from regular monthly meetings.

12. Assist the property administrator with incoming phone calls and emails from Parishes and Curia Property for reactive, planned day-to-day maintenance repairs and actioning emergency calls.
13. Triage and manage new enquiries and monitor and update existing projects as required to include holiday and sickness absence of other members of administration team.
14. Process invoices for payment in line with completion of works or stages of projects. Monitor invoices, suppliers and payments received and follow up where necessary.

Person specification:

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

Skills/competence requirements	Essential/ Desirable
Organisational skills, diligence, attention to detail and a high level of accuracy.	E
Ability to arrange multiple appointments taking account of the needs of the sites while making best use of Engineers time and availability.	E
Working knowledge of projects working with Listed Buildings.	D
Good communicator at all levels including senior and operational staff, customers, suppliers and other stakeholders.	E
Technical and systems aptitude and willingness to learn and share learned knowledge.	E
Inquisitive by nature with the ability to take initiative.	E
Team player willing to go the extra mile to support other team members and internal stakeholders.	E
Competent to oversee and organise multiple projects on multiple sites	E
Experience	
Experience of H & S administration and monitoring	E
Competent to oversee and organise multiple projects on multiple sites	E
Qualifications	
Hold or working towards a relevant H & S qualification or can prove experience	E
Working knowledge of H & S requirements	E
Working knowledge of Statutory H & S legislation, administration, including completion of application forms.	E
Familiarity with requirements of contractor compliance	D
Familiarity with Microsoft products and confidence with Excel. Knowledge of Microsoft Project an advantage.	E

N.B This is not intended to be a comprehensive description of the duties of the post. The post holder may be required to undertake other related duties.

Our Diocese Values

Catholic social teaching covers all spheres of life, whether this is economic, political, personal or spiritual. At the heart of Catholic social teaching are principles and the four ethical values of love, truthfulness, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person centered and place human dignity at our centre. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance and Love.**

Competence

We strive to achieve total competence in all that we do – as an employer and as the administrative support function to our parishes, agencies and schools we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those that we serve.

Reliability

Because our parishes, agencies and schools rely upon us to support them in the work that they do, we aspire to deliver with consistency excellence in service. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

Honesty

We will act with integrity, truthfulness and straightforwardness at all times. We will challenge when appropriate and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

Perseverance

We shall always demonstrate a steady persistence in every course of action – we will be tenacious disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenge. We shall be persistent in our pursuit of continuous improvement and excellence and will demonstrate determination, tenacity and integrity in everything that we do.

Love

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion – we will value each other and celebrate colleague's success; we will support, provide care and compassion for those who need it and be relied upon to be competent, reliable & honest.