

**Job title:** Property Manager

**Reports to:** Head of Property Management

**Role Purpose:** The Property Manager is responsible for the co-ordination and implementation of all maintenance and repair work at Acme's studios sites, work live units, houses, flats and office premises in response to reports by artists/tenants, landlords, contractors or other members of staff.

### **Main Duties and Key Responsibilities of Postholder**

- Ensuring tenants are kept fully informed of the progress of all repair and maintenance work reported by or affecting them.
- Carrying out annual fire-risk assessments at studio sites and implementing any necessary works.
- Carrying out periodic condition surveys at studios sites and implementing any necessary works.
- The co-ordination, through regular inspection and record keeping, of all preventative repair and maintenance work at studio sites in relation to a planned programme of repairs and maintenance.
- Organising regular fire drills.
- The co-ordination of all repair and maintenance work to leasehold properties as requested by the Head of Property Management (subject to lease conditions).
- The inspection, preparation of specifications and co-ordination of works to work/live units at the expiry of residency terms. Ensuring units and, where necessary, buildings are ready for occupation by new tenants.
- The introduction of new work/live residency tenants to their properties (including the distribution of keys) in conjunction with the Residency & Award Department and carry out health & safety inductions with these tenants.
- Overseeing works to alter, divide, or upgrade studios at existing sites. This may include drawing up specifications for contractors.
- Checking work by contractors to ensure that it has been carried out to a proper standard and that the company has obtained value for money.
- Passing invoices for payment once work has been checked as satisfactorily completed.
- Overseeing all aspects of health and safety within the Acme office, including staff training.
- Developing and maintaining a list of approved contractors, in conjunction with the Administrator.
- Liaising with cleaning staff to ensure that a proper programme of cleaning at all sites is maintained.
- Ensuring that access is afforded to studio sites for the reading of electricity, gas and water meters and for inspection by landlords, statutory authorities and insurance companies when requested.
- Maintaining a complete set of duplicate keys for all studio and residential sites and providing copies of these for artist/tenants at the request of Artists' Liaison Officers in conjunction with the Administrator.
- Dealing with present and latent defects at buildings.
- Recording regular quarterly tenant electricity and gas meter readings and providing these to the Rents Manager on request and for obtaining electricity and gas meter readings at the request of the Rents Manager at the expiry of artists' tenancies.

- Ensuring that the terms of the legal agreements entered into by artists/tenants are adhered to in respect of all statutory notices and requirements including the obligations contained in the company's agreements with its superior landlords. This involves the regular inspection of studio sites to ensure that fire regulation and insurance policy requirements are being observed and taking any necessary action to implement them.
- Liaise with landlords or landlords' agents where necessary.

#### **General Tasks and Duties**

- Adherence to Data Protection legislation and Health and Safety requirements.
- Attend relevant training courses with colleagues where appropriate.
- Together with other members of staff, handle general enquiries including written, phone and e-mail.
- Voluntary participation in cross departmental working parties.
- Attend regular monthly staff meetings.

#### **Job Conditions**

4 days / 28 hours a week, the postholder's place of work will be the Acme office, however due to the nature of the role frequent travel to Acme's studio sites across London is required in addition to lone working.

*To undertake such tasks as may be required by Acme that is consistent with the nature of this post. This job description reflects the current requirements of the role. As duties and responsibilities change and develop this will be reviewed and will be subject to amendment in consultation with the postholder*

Criteria	Essential/Desirable	How to be measured
<b>Qualifications</b>		
Good standard of general education to GCSE or equivalent	Essential	Application
Full UK driving licence	Desirable	Application
Building/property management qualification	Desirable	Application
<b>Knowledge/Experience</b>		
Experience of working in property management or similar	Essential	Application / Interview
Proven experience of managing contractors	Essential	Application / Interview
Up to date knowledge of Health and Safety regulation	Essential	Interview
Experience of undertaking fire risk assessments	Essential	Interview
<b>Skills/Attributes</b>		
Excellent MS office skills – Word and Excel including a proficiency in Outlook	Essential	Interview
A good level of numeracy	Essential	Interview
Effective communication skills	Essential	Interview
Proven ability to write reports or similar documents in a clear and concise manner	Essential	Assessment
Good administrative and organisational skills	Essential	Application / Interview
Self-starter, able to work on own initiative	Essential	Interview
Ability to manage a busy workload, plan and manage multiple priorities, meeting weekly and monthly deadlines	Essential	Application / Interview
Ability to be resilient and calm under pressure	Essential	Interview
Strong team player able to work effectively with cross departmental colleagues and client groups	Essential	Interview

Interest in providing opportunities and support for artists	Desirable	Application / Interview
Ability to provide a positive and professional service to artists and colleagues	Essential	Application / Interview
Empathy with the mission, objective and values of Acme	Essential	Application / Interview
Eligibility		
The ability to meet UK 'right to work' requirements	Essential	Pre-employment check

## Summary of Terms and Conditions

**Position:** Property Manager

**Employer:** Acme Artists' Studios Limited

**Place of work:** 44 Copperfield Road, Bow, London E3 4RR  
The office is on the 4th floor. There is a lift and level access throughout.

Your principal place of work is the Company's premises (as above). However, you may, following consultation, be required to work on either a temporary or on an indefinite basis at any premises which the Company currently has or may subsequently acquire or at any premises at which it may from time to time provide services.

**Salary:** £24,000 to £26,400 per annum pro rata (full time equivalent £30,000 to £33,000) dependent on experience.

**Benefits:** A commitment to flexible working  
Annual leave: 26.5 days pro-rata including bank holidays (full-time equivalent 28 days plus bank holidays)  
Enhanced sick pay, maternity, paternity, adoption leave pay  
Pension scheme  
Cycle to Work scheme  
Interest free season ticket loan  
Training and development opportunities  
Employee Assistance Scheme

**Days and hours of work:** 4 days / 28 hours per week, to be mutually agreed. The postholder's place of work will be the Acme office, however due to the nature of the role frequent travel to Acme's studio sites across London is required in addition to lone working.

### How to apply

To apply, please visit our website and complete the Property Manager application form: [cognitofirms.com/Acme10/PropertyManagerRecruitmentForm](https://cognitofirms.com/Acme10/PropertyManagerRecruitmentForm)

The deadline for applications is **Sunday 28 November at 12:00**. Interviews will be held on **Thursday 9 December 2021**. Digital and in person options available.

The anticipated start date for this role is January 2022.

After submitting you will be redirected to an anonymous Monitoring Form. Completing this form helps Acme monitor how effective we have been in communication to and attracting a diverse range of applicants, and in order to identify possible direct or indirect barriers to application. The information you share with us on this form is optional, not part of any selection process, and is kept completely separate from your application.

Please note: applicants who do not demonstrate that they meet the criteria outlined in the person specification will not be considered for the role.

If you have not heard from us within two weeks of the closing date you should assume that you have not been shortlisted for interview.

Unfortunately, we cannot provide feedback on unsuccessful applications.

Acme exists to support the broadest possible range of artistic practice, and creates opportunities for artists to develop and take greater creative risks.

We passionately believe in social equity and the benefits of diversity, seeking to support, encourage and include people, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic.

We particularly encourage applications from disabled people and those from black, Asian and minority ethnic backgrounds, as these groups are currently under-represented in the arts and cultural sectors.

### **Access Requirements**

If you have any access requirements at any stage of the selection process please contact Natasha O'Brien, HR Advisor [natasha@acme.org.uk](mailto:natasha@acme.org.uk)

### **About Acme**

Supporting artists since 1972, Acme is a charity based in London which provides affordable studios, work/live space, and a programme of artist support. Acme is the single largest provider of affordable artist studios in England, and this year it will support over 800 individual artists across 16 buildings in Greater London.

