

JOB DESCRIPTION

Job title: Area Manager

Company: Peverel Retirement

1. MAIN PURPOSE OF JOB

To provide an efficient, cost effective management service to our customers and achieve the standards of performance set by Peverel Retirement to maintain its position as the leading manager of retirement housing and related services in Great Britain.

2. POSITION IN ORGANISATION

Reports to the Regional Manager and liaises with personnel up to and including Director level.

3. SCOPE OF JOB

Responsible for adhering to the company standard as laid out in the Company Estates Management document by:

- **Property Portfolio**
 - Managing a portfolio of property
 - Undertaking a quality control inspection of administrative records, development services, communal grounds, Resident social activities/welfare, development maintenance, and cleanliness
 - Encouraging and supporting Residents Associations and their formation and acting at an ongoing liaison, in accordance with guidelines
- **Site Visits**
 - Conducting regular management visits within 12 weeks, with core-time to each development
- **Developers**
 - Liaising with developer/management company on handover of new schemes into management
- **Financial**
 - Presenting draft budget meetings, and audited accounts meetings each year
 - Managing overall control of all cost heads, producing budgets, and accounts for presentation to the Residents
- **Contractors**
 - Negotiating contracts with preferred contractors and overseeing contractor performance

- **Company Policy**
 - Developing and implementing Company policy and procedures
- **Performance Management/Recruitment**
 - Ensuring vacancies are filled in a timely manner, and recruiting quality staff within Peverel Policy and legislation
 - Supporting and managing House Managers' performance
 - Co-ordinating House Manager Conferences
 - Identifying staff training needs and evaluating the training carried out to meet those needs
- **Statutory Obligations**
 - Fulfilling Landlord statutory obligations
- **Technical Issues**
 - Dealing with technical issues and liaising with technical staff concerning major building works, etc
- **Timescales**
 - Correspondence, phone calls and emails
- **Health and Safety**
 - Undertaking risk assessments for Health & Safety

There will be considerable travelling and Area Managers will be expected to work from a self-imposed rota of visits that will involve working outside normal business hours at times.

4. AREAS OF RESPONSIBILITY / ACCOUNTABILITY

- Signing cheque requisitions and placing works orders
- Health and Safety on each development
- Authorise expenditure in line with Company Policy

5. KEY INTERFACES

Landlords/Developers
 Internal departments/businesses
 External businesses
 Professional organisations
 Residents/customers