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| Role title | Property Assistant |
| Responsible to | Head of Property Services |
| Location | Oxford Street Glasgow |

About Alzheimer Scotland

Alzheimer Scotland is Scotland's national dementia charity. Our aim is to make sure nobody faces dementia alone. We provide support and information to people with dementia, their carers and families, we campaign for the rights of people with dementia, support vital dementia research and promote positive brain health.

Alzheimer Scotland is committed to fair work and to enabling an environment of trust, integrity and respect, for which everyone in the organisation has a responsibility. We encourage creativity and innovation as we strive to continually improve the ways we support people with dementia, their families, and carers. Our employees and volunteers work collaboratively to provide the best outcomes for those who rely on our services, so that together we can deliver on the charity's vision to make sure no one faces dementia alone.

All Alzheimer Scotland employees and volunteers are encouraged to fully engage in activity within the organisation, and we actively promote an effective voice so that the views of those who work with us are sought out, listened to, and can make a difference. We advocate continuous development across all our teams, providing opportunities to learn in an environment that is safe and supportive.

About the role

The Property Assistant is a key member of the Property team and is responsible for helping the property officer to co-ordinate building repair, refurbishment and maintenance work and assisting with the development of a comprehensive asset management record and systems database within the Property Function.

This post will fulfil the day-to-day functions associated with the effective management of all Alzheimer Scotland owned and leased premises covering a wide range of duties and will include office based and 'on site' activity. The role will be based in Oxford Street, Glasgow but some travel will be required throughout Scotland.

Key responsibilities

Role Specific Responsibilities

- To assist with the cost-effective management of all Alzheimer Scotland sites promoting cost effective and efficient management
- To coordinate communications between colleagues within Alzheimer Scotland and the Property Team as well as with external contacts in a professional manner

- To assist the Head of Property Services in liaising with landlords and agents as required
- To attend and at times minute meetings
- To update the Property section on the intranet
- To coordinate service contracts for all sites
- To manage the Trackplan Asset Management helpdesk, logging and arranging repairs as required for all sites, and liaise with contractors as required.
- To liaise with contractors on reactive maintenance, minor works, and larger scale projects
- To carry out administrative tasks
- To assist in the resolving of any property related issues in a professional manner
- To contribute to the activities of other departments, if necessary, as directed by the Head of Property Services and Property Officer
- To support the Head of Property Services and Property Officer in the management of all utility contracts
- Provide system reports from the Trackplan Asset Management system and carry out data analysis to identify trends
- Ensure that an approved list of Contractors is maintained and reviewed at regular intervals and the correct documentation is in place
- Co-ordinate stock condition surveys, life cycle costing and any additional information for existing stock and any new projects with assistance of Head of Property Services
- Maintain records including as built drawings, specifications, and Health & Safety files for all stock
- Liaise with external agencies as appropriate such as Energy Savings Trust, Climate Exchange and Carbon Trust to share best practice on carbon reduction measures
- Be aware of and complying with safe working practices as instructed and in accordance with policies and procedures e.g. fire evacuation procedures, data protection
- Report any defective equipment to the manager
- Act in a calm and professional manner when responding to an emergency
- Report on key performance indicators of repairs

Other responsibilities

- Ensure Health and Safety is actively monitored and implemented and identify and manage risk in line with Alzheimer Scotland's operational guidance.
- Use IT systems appropriate to the role, including Microsoft Office suite, ALIS (intranet), and iTrent (HR and People system) and ensure all required measures to relating to the safe and secure use of sensitive and personal data are adhered to at all times.
- Actively collaborate with peers and colleagues both internally and external to the Charity, as appropriate to the role, in developing positive working relationships and collaborative, flexible approaches.
- Operate within the context of all Alzheimer Scotland policies and procedures.
- Participate fully in team meetings, learning and development opportunities and CPD/ CPL activities, and personal review and appraisal meetings.
- Adopt and maintain a positive approach in supporting, contributing to, and enabling effective employee voice.
- At all times adopt a positive approach to Alzheimer Scotland's commitment to building a diverse, inclusive and representative Charity in all aspects of our work and seek to remove any barriers, wherever possible, to enable and encourage diverse and inclusive practice and participation.
- Actively support and promote the integration of volunteer activity and effective volunteer voice.
- Work flexibly and undertake any other appropriate duties commensurate with the general remit of the role, as required.

General

This job description remains subject to review by the Charity at any time and does not form part of the postholder's contract of employment unless explicitly stated

Accountability

This post will be line-managed by the Property Officer

Reviewed: June 2024

Person Specification

Property Assistant

This person specification should be read with the above job description for the post of Property Assistant. Please note that these competencies are not ranked in order of priority.

The following criteria will be used in selecting a candidate:

| | Essential | Desirable |
|--|-----------|-----------|
| Excellent digital skills | X | |
| Minimum 2 years administration experience | X | |
| Ability to self organise, prioritise and meet deadlines | X | |
| Ability to work under pressure while paying attention to accuracy and detail | X | |
| Ability to analyse problems and develop solutions | X | |
| Demonstrable strong project management abilities | | X |
| The interpersonal and relationship building skills when working with internal and external stakeholders. | X | |
| Dynamic, self-motivated person who has the ability to work unsupervised whilst also being a team player | X | |
| Ability to communicate effectively and influentially with a range of stakeholders verbally and in writing | X | |
| The ability to act proactively and with limited direct supervision, while at the same time recognising when matters need to be referred to more senior managers. | X | |
| Ability to drive the implementation of plans to achieve objectives | | X |
| Empathetic to the aims and values of Alzheimer Scotland | X | |
| Flexible in approach | X | |
| Experience of working collaboratively and in partnership with individuals, groups, organisations and stakeholders internally and externally | | X |
| Full and valid driving licence and access to a vehicle. | | X |