



BUILDING MANAGER CANDIDATE BRIEF

The Cranborne portfolio comprises a mixture of historic, vernacular and modern buildings, including Grade I Listed Cranborne Manor. We are upgrading our portfolio to make it fit for the challenges of modern living and to reduce our environmental impact. We are building new houses and identifying older buildings for conversion to employment uses. Our focus is our Vision: Growing lasting social and commercial value for the communities we serve.

We are looking to appoint a Building Manager to help us manage the maintenance, repair and projects of the built portfolio. The total rent roll is nearly £2m per annum with over 50% currently derived from residential property. The role involves being responsible for the routine and emergency repairs on the Estate; specifying, tendering and managing projects and contracts, plus assisting the wider property team in targeting efficiencies in our lettings and returns. You will also be responsible for our heritage property, more particularly Cranborne Manor – home to Lord and Lady Cranborne.

In addition, the Building Manager will contribute to how we manage the portfolio as a whole and contribute to ensuring it fits with the wider business strategy of managing core and non-core assets; planning for and building new homes and commercial space; benchmarking and analysis of performance and ensuring the estates reputation is upheld.

We are looking for a Building Manager to perform the core aspects of their role, whilst demonstrating a willingness and ability to positively contribute to the wider team, business, and Estate.

Apply: info@cranborne.co.uk
www.cranborne.co.uk

Job Title: **Building Manager**

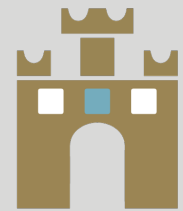
Responsible to: **Estate Director**

Location: **Cranborne, Dorset**

130 houses & cottages

20

1X GRADE I
4X GRADE II*
15 X GRADE II



>50k sq ft employment space



400

SUPPORTED
JOBS

250k sq ft farm buildings

Person

Innovative, well organised, self-motivated and adaptable.

- Have a proven track record in site supervision, project management and contract administration.
- Capable working under pressure, managing & prioritising workloads.
- Genuinely passionate about architecture and design, with a keen eye for detail and quality.
- Possess a practical working knowledge of both traditional and current construction methodology.
- Competent in key areas including drawing/CAD and preparation of specification documents.
- A good communicator.
- Demonstrate an ability to work both independently and in a busy team environment.
- An ambassador for the Estate.

Job description

- Day to day management of routine maintenance and repairs.
- Writing, tendering and contract management/ supervision of projects.
- Appointment and direction of contractors.
- Materials procurement, ordering and purchasing.
- Budgetary and performance analysis including benchmarking.
- Managing planning issues, building consents and conservation policy.
- Contributing to the ongoing development of policies for the built Estate.
- Management of Health & Safety and an up-to-date knowledge of relevant legislation such as CDM, COSHH & Building Regulations.

Desirable Skills and Attributes

- Motivated, self starter with an ability to multitask and prioritise workload.
- Ideally a Building Surveyor, qualified to appropriate professional standards.
- Proficient in Office 365; Sharepoint; Teams and other common apps.
- Demonstrable experience in a property maintenance and management.
- UK Driving licence.
- Working experience of QUBE property software.
- A knowledge of Dorset, its local context, characteristics, and market.
- The individual's personality and ability to perform the role is considered above formal academic or professional achievement.

Link to Estate privacy notice is [here](#).

