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Job Title: **Building Manager**

Responsible to: **Estate Director**

Location: **Cranborne, Dorset**

**130 houses & cottages**

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**>50k sq ft commercial space**

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**250k sq ft farm buildings**

BUILDING MANAGER

CANDIDATE BRIEF

The Cranborne portfolio comprises a mixture of historic, vernacular and modern buildings, including Grade 1 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](mailto:info@cranborne.co.uk)

[www.cranborne.co.uk](http://www.cranborne.co.uk)

A metal frame structure under construction

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**Person**

* Innovative, well organised, self-motivated and adaptable.
* Have a proven track record in site supervision, project management and contract administration.
* Capable of 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 within a busy and challenging team environment.
* An ambassador for the Estate.

**Job description**

* Writing, tendering and contract management/ supervision of projects.
* Driving energy performance of the built estate and the subsequent management systems for ongoing running of same.
* 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.
* Assist with the day-to-day management of routine maintenance and repairs.
* Management of Health & Safety

**Desirable Skills and Attributes**

* Motivated, self starter with an ability to multitask and  prioritise workload.
* Ideally a Building Surveyor or qualified to appropriate professional standards.
* Proficient in Office 365; Sharepoint; Teams and other common apps.
* Demonstrable experience in a property maintenance and  management environment.
* Up-to-date knowledge of relevant legislation such as CDM, COSHH; NEBOSH and Building Regulations.
* 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](https://www.cranborne.co.uk/privacy-notice/).

A watercolor of a house and a fence

Description automatically generatedA person on a ladder climbing a brick building

Description automatically generatedA house with a fence and a garage

Description automatically generatedA brick wall with scaffolding

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