**Estates Manager (Technical Services)**

The Charterhouse is an almshouse and museum based near the Barbican, providing residential care to a community of elderly people since 1611. Situated on 7 acres in central London, the majority of our buildings date back to the Tudor period, with elements of medieval, Victorian and more modern architecture.

The role of the Estates Technical Services Manager will be to manage, promote, and be responsible for the efficient operation and maintenance of the technical services for the buildings on the charterhouse site and assisting the Estates Bursar in operating the safety management system.

We are primarily looking for someone who has a sound track record in Building, Estates or Facilities Management and maintenance. Appropriate professional qualifications or membership, e.g. RICS, CIBSE or BIFM, will be an advantage.

We will discuss with you your experience and success in managing the technical services of a large multi-building site, including Health & Safety and project management, and examples of how you have managed multiple stakeholders, such as landlord, tenants, visitors, regulatory bodies, architects and contractors.

Your communication skills must be impeccable. You must be organised, able to manage work load and conflicting priorities and have a hands-on approach. Your people skills will be key as well as you will be managing relationships with Brothers, Staff, contractors and tenants.

If you are interested and decide to apply for the role, please apply by sending your CV and a cover letter to the HR Manager, [leslie.kosovsky@thecharterhouse.org](mailto:leslie.kosovsky@thecharterhouse.org), outlining why you are interested in the role..

**MAIN DUTIES AND RESPONSIBILITIES OF THE ROLE**

You’ll have full responsibility for ensuring that the Landlord’s electrical, mechanical, HVAC, public health, life safety, vertical transport, façade access and general services equipment and IT systems are maintained in accordance with the agreed specifications and that they operate efficiently at all times.

You’ll also undertake **reviews of contractors’ H&S obligations and paperwork** including site specific RAs, PPE, work methods statements, training records, and contractor compliance audits.

Other important duties include the **regular inspection** of:

• all plant, equipment, and building structure/fabric, monitoring the progress of remedial works being implemented,

• all services areas, plant rooms, inspection covers, and so on so that they are in pristine conditions at all time, and

• the plant room/equipment compound, recording and documenting efficiencies and hazards plus remedial requirements and timescales.

For **planned maintenance**, you’ll make certain that all works are carried out efficiently and effectively, keeping required records up to date. Also (and including for unscheduled maintenance), you’ll prepare and implement maintenance programs using the given computerised database for the relevant plan and equipment. You’ll also be responsible for scheduling and supervising all contract works and repairs, making sure that the works are to specification and in the best interests of the Landlord and Tenants.

**On budgetary matters**, you will report on service costs in line with allocated funding (or agreed variances) associated with planned maintenance, project, and additional remedial works. You’ll initiate and process purchase order requests in compliance with agreed procedures and expenditure limits.

**Management of people** will also come under your remit. You’ll be accountable for the rostering of external contractor technical staff as necessary to cover emergencies. You’ll convene meetings with external contractors at regular intervals. You will also liaise daily with the facilities staff to advise on technical aspects or request small works