



Job Title:

Site Management Officer

Department:

Planned Investments

Reporting To:

Technical Supervisor

Please note: this job description outlines key responsibilities and duties but is not exhaustive. Additional tasks may be assigned as needed to support Magenta Living's goals and objectives.

How your role will contribute to Magenta Living's Purpose, Vision & Values:

Our Purpose:

Empowering people is our purpose.

Our Vision:

We believe in opening doors to homes full of love, communities full of life and a world full of possibilities.

Our Values:

'Do the Right Thing.'

This is the thread that weaves our actions, decision-making, and connections.

- Ensure the safety, cleanliness, security, maintenance, and repair of communal areas within blocks of flats and surrounding areas.
- Support the maintenance of a pleasant living environment for our tenants by making sure paths and surrounding areas are clear, clean, and free from any potential hazards.
- Regularly check chute rooms, bin rooms, toilets, storerooms, lift motor rooms, and pump rooms and to ensure they are always kept clean for our tenants.
- Create a welcoming and safe environment by maintaining communal areas to a high standard and ensuring the safety and security of residents.
- Responsible for resident liaison and providing a link to other networks, such as Housing Officers, repairs services, and support services.
- Collaboration with our Neighbourhood Management team to report any acts of anti-social behaviour as well as our Allocations and Lettings teams by carrying out viewing with potential customers when required.
- Open and friendly interaction with residents and other stakeholders to ensure effective service delivery barriers are identified and addressed promptly.
- Constant adherence to safety regulations and a proactive approach to maintenance and repairs to demonstrate your commitment to always Do the Right Thing for our tenants and community.
- Conducting regular compliance checks, including fire alarm testing, lift and emergency lighting checks, and reporting any defects immediately.

At **Magenta Living**, our **Purpose, Vision & Values** aren't just words that sit on a page.

They serve as a constant reminder of **why we do what we do**.

*Let's all **#BeMoreMagenta**.*



What you will bring to us:

Essential Skills & Experience

- Flexibility and willingness to occasionally work weekends, Bank Holidays and attend out of hours emergencies (*prior notice and lieu hours will be provided*).
- Experience of cleaning large, public areas.
- Strong communication skills and comfortable dealing with the public.
- Basic IT skills, with the ability to email and send photographs.
- Strong organisation skills with a proactive approach to work.
- Advocate diversity and equality and treat everyone with respect.

Education & Qualifications

- A thorough knowledge of basic DIY and Health & Safety procedures.
- Hold a valid driving licence and have access to your own vehicle.
- NVQ L1/L2 (Cleaning) is advantageous.
- A First Aid Certificate is desirable.
- Knowledge of COSHH regulations would be beneficial.

This role is subject to a mandatory DBS check.

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