

ESTATE MANAGER

PURPOSE

1. Primary Purpose. To be responsible for the daily management of the estate, its upkeep and improvements on behalf of the CO.

SUPERIORS

2. The Estate Manager (EM) is accountable to the Unit 2IC.

AUTHORITY

3. The EM is:

a. Authorised to liaise with:

(1) Estate Management HMNB Devonport.

(2) Babcock, Interserve and other contractors conducting work related activities for 47 Cdo (RG) RM.

(3) Devonport Safety Group (DSG).

(4) CESO (RN).

b. Authorised to sign correspondence on behalf of the Unit 2IC on non-policy matters.

c. To stop work of hazardous natures that contravenes relevant legislation.

d. To report to the SHEFO/A on all SHEF matters of non-compliance.

PRINCIPAL TASKS

4. Act as the principal liaison between 47 Cdo (RG) RM and all works related activities' providers to RM Tamar.

5. Conduct management and oversight of all minor works projects supporting RM Tamar.

6. Undertake duties as 47 Cdo (RG) RM (RM Tamar) Estate Manager to include

a. Deputy 4Cs Area Custodian.

b. Act as the Unit's Energy, Utility and Waste Coordinator.

- c. Act as the Unit's Asbestos Management Advisor,
- d. Supervise RM Tamar hierarchy of Area and Building Managers.

REPORTING

- 7. The EM's 1RO is the Unit 2IC, 2RO is CO.

QUALIFICATIONS REQUIRED.

- 8. Essential.

- a. IOSH Managing Safely.

- 9. Desirable.

- b. COSHH Assessors Course