

Role profile



Role title:	CAPEX Co & Cost Manager
Reports to:	Head of Property
Department Head:	Head of Property
Location:	Hybrid – Head Office based, office working 1-2 days per week

Objectives of the role

- To provide outstanding reporting and insight into the reactive, maintenance (R&M) and preventative programmed maintenance (PPM) spends within the Admiral estate via the Ostara system
- To audit Contractor work and contractor performance via Ostara systems
- To Work with the Property Manager (PM) Network to streamline and improve the Capital Investment Approval process utilising DocuSign, Nav and Agiles
- To 'Green Light' Capex projects, maintain a data repository for all schedules of condition, CAPEX pre-start and post completion forms and provide reports to PFD on any missing or incomplete forms
- To own and drive reporting in other areas where required

Key Responsibilities

- To utilise and maintain the Ostara System.
- To analyse, cross check and challenge reactive maintenance spends
- To analyse spend and assess whether the spend can be capitalised in line with Admirals Capitalisation policy
- To assist in the onboarding, training, and management of the contractor network to ensure that the right contractors, providing the right services are recruited into the network.
- To ensure the Ostara system and Navision system work coherently, are kept up to date and can be reconciled
- To perform audits within the system, spot checking invoices to ensure correct rates, and parts have been invoiced against work orders
- To build an asset register for all sites working alongside Ostara systems and contractors with specific focus on boilers, cellar cooling units and fire alarm panels with a view to reducing maintenance costs on all disciplines
- Highlight to PM's under performance of contractors and organise review meetings
- To cleanse on a regular basis of all old quotes and work orders.

Skills and Experience

- Professional Manner and confident communicator with proven customer service skills.
- Understanding of cost management
- Understanding of re-active contractor rates
- Ability to quickly understand capitalisation accounting policy
- Excellent analytical approach to data and reporting
- To build a comprehensive understanding of Ostara to develop the system and build efficiencies and reporting.
- Highly organized and skills in all MS Office programs.

- Willing to take responsibility and ownership of tasks given
- Strong stakeholder management skills and the ability to build rapport quickly.
- Proactive and flexible approach to work and the ability to problem solve.
- Ability to work autonomously when required, alongside effective teamwork and interpersonal skills.
- A background in a similar role would be advantageous but not essential.

Key Relationships

- Property Strategy Director
- Head of Property
- Property Managers
- Finance Team
- Contractors
- Property Help Desk
- Compliance Administrator

Working Arrangements:

This is a Hybrid role. The requirement is to attend Head office 1 - 2 days in the office, with remote working from home, site audit and travel days on site

Admiral Taverns Values and Behaviours

Core to the Group's ongoing success is the strength of our team. We are incredibly proud of the culture we have developed across our business. Our team are passionate, hardworking, dedicated and ambitious. Our team developed the company values themselves which means that we live these through to the core of our business. Everything we do as an organisation revolves around supporting and enabling our licensees to make their business the very best it can be.



Behaviours

1. Clarity for all
2. Positive attitude
3. Passion to succeed
4. Collective accountability
5. Mutual trust
6. Achieve together



Behaviours

1. Show empathy
2. Listen and understand
3. Support, guide, develop
4. Communicate clearly
5. Recognise and appreciate
6. Respect each other



Behaviours

1. Don't fear failure
2. Make impossible possible
3. Innovate and motivate
4. Remove barriers
5. Aim higher
6. Make a difference



Behaviours

1. Take ownership
2. Can do attitude
3. Exceed expectations
4. Aim high
5. Challenge positively
6. Deliver on time

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