

Job Title:	Estates Equipment Manager	Function:	Property Asset Management & Maintenance
Reports To Manager:	Estates Service Manager	Job Family:	Support & Professional
Date:	January 2025	Band:	5

Purpose: To ensure the effective management, maintenance, and optimisation of all equipment across PDSA estates, supporting our mission of keeping people and their pets together when times are tough by providing safe and efficient facilities

Responsibilities	Performance Measures	Organisational Skills & Values
<ul style="list-style-type: none"> Oversee the specification, delivery, installation, and maintenance of equipment across all PDSA estates. Develop and implement preventive maintenance schedules to minimise equipment downtime. Ensure compliance with health and safety regulations related to equipment usage and maintenance. Manage equipment inventory, including tracking, auditing, and reporting. Coordinate with vendors and service providers for equipment servicing and repairs. Collaborate with internal departments to assess equipment needs and co-ordinate the provision of technical support. Monitor equipment performance and recommend upgrades or replacements, as necessary. Prepare and manage budgets related to equipment procurement and maintenance. Train staff on proper equipment usage and safety protocols Compliance with all PDSA policies and procedures 	<ul style="list-style-type: none"> Reduction in equipment downtime and maintenance costs Compliance with health and safety standards Accuracy of equipment inventory records Timeliness and effectiveness of equipment servicing and repairs Operate in line with departmental SLA's 	<ul style="list-style-type: none"> Head and Heart Better together Passion with purpose Planning and organising Acting commercially Leading Effectively
	Dimensions <ul style="list-style-type: none"> Direct Reports: 0 Indirect Reports: 0 Budget: TBC Internal Contacts: Internal teams External Contacts: Vendors and suppliers, commercial landlords, contractors 	Role-specific knowledge & skills <p>Essential</p> <ul style="list-style-type: none"> Proven experience in specifying equipment and managing the provision of equipment, associated services and suppliers/contractors within an estates or facilities environment. Strong knowledge of health and safety regulations related to equipment usage. Excellent organisational and project management skills Understanding of supply chains and inventory management systems and Microsoft <p>Desirable</p> <ul style="list-style-type: none"> Experience in the charity or non-profit sector Certification in facilities or equipment management Familiarity with veterinary equipment and its maintenance requirements
Approved By: People Operations		Date: January 2025