

JOB DESCRIPTION

Building Manager

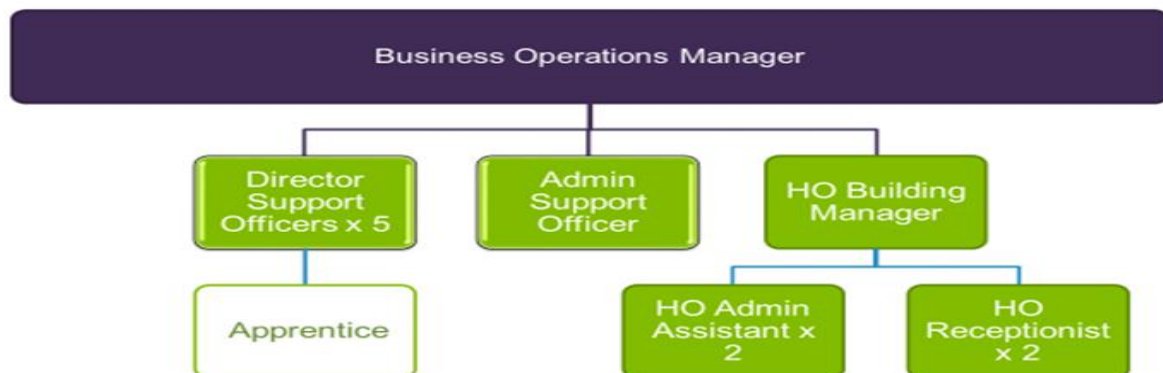
Reports to:	Business Operations Manager
Department/Location:	Corporate Services / Broad Street West, Sheffield
Salary:	£28,646 - £35,212 per annum
Closing Date:	9.00am on Monday 10 December 2018
Interview Date:	Friday 21 December 2018

Job Purpose

Responsible for the day to day management of the Combined Authority's Head Office, ensuring that the building is compliant with all statutory responsibilities.

Organisational Chart

CORPORATE SERVICES



Dimensions

- Responsible for the day to day management of the CA's Head Office building and related services
- Line Management responsibility for the front of house team – 4 employees
- Manage the CA Head Office Budget of c£750k

General Responsibilities

- The Sheffield City Region Mayoral Combined Authority Group is tasked with driving economic growth across the city region's economy and providing the best public transport system possible.
- As the employer on behalf of the Group, SYPTE is fully committed to the active promotion of equal opportunities in its capacity as an employer. It is the individual responsibility of every employee to seek to ensure the practical application of this policy.
- Under the Health and Safety at Work Act, all employees are required to take care of their own health and safety and that of other employees, and to co-operate with their employers in complying with their statutory duties.
- All Line Managers must ensure that the organisations Health and Safety Policy is implemented effectively along with ensuring safe working practices and conditions are in place within the areas under their control.
- The Sheffield City Region Mayoral Combined Authority Group are fully committed to the learning and development of employees

Responsibilities/Key Accountabilities

1. Responsible for the management and operational processes of the Head Office facilities to deliver the highest standard of customer satisfaction and operational efficiency.
2. Responsible for ensuring that routine, preventative, emergency and planned maintenance of the building plant, machinery and installations are completed so as to reach agreed business and service targets; and operation of all such equipment so as to ensure safe, cost-effective performance
3. Responsible for the management (in conjunction with the Facilities Manager) of all contracts with suppliers and contractors in connection with maintenance of buildings, plant and equipment, so as to ensure safe and cost-effective operation within agreed budgets

4. Co-ordinate the preparation of risk assessments for building related issues and common areas in order to ensure compliance with appropriate legislation
5. Carry out assessment of the buildings' security team to ensure they are well poised to combat any arising security challenge
6. Develop and implement building policies and regulations useful in managing the general behavior of tenants/occupants of the building to ensure good practice and compliance with legislation
7. Management of all delegated functions relating to Health and Safety at Work policies and practices, ensuring they are fully implemented, and to take lead responsibility for the development of best Health and Safety at Work practices in respect of these delegated functions
8. Monitor and instruct maintenance staff and contractors on the premises (insofar as their activities might impact upon employees), including checking that they have authorisation to start work, and advising them of any special risks within the premises;
9. Oversee the carrying out of routine testing of fire alarms, emergency lighting, and other safety equipment to ensure all are working and fit for purpose.
10. Lead and promote recycling activities within Head Office. Seeking to reduce the amount of waste the Head Office contributes to landfill and to investigate and evaluate new recycling initiatives.
11. Management of systems that ensure safe management of assets within the reception team, including building keys, CCTV and other equipment.
12. Oversee the provision of a meeting room management service by making effective use of resources to ensure the servicing of rooms to provide the level of care required for meetings with a broad range of stakeholders
13. Day to day responsibility for recording, investigating and responding to enquiries received from building users in an efficient manner to identify the nature of a problem and use initiative to resolve
14. Any other duties commensurate with the post as directed by the Business Operations Manager

Planning and Organisation

- Organise daily work patterns of the team so that agreed performance targets are met.
- Ensure that all necessary works are completed within agreed timescales using the appropriate technology.
- Contribute to team working in the Corporate Services team and liaise with others to continuously improve cross-functional efficiency.

- Assist with the development and delivery of appropriate training programmes for all employees within the front of house team.
- Coach and develop team members to ensure that they are knowledgeable and possess the skills to ensure the desired outputs and objectives are continually achieved.

Decision Making and Use of Judgement

- Make decisions on operational matters as appropriate
- Deploy staff to ensure the effective use of human resources.
- Actively contribute to the decision making as part of the front of house team.
- Liaising with appropriate internal personnel for example, Legal officers regarding procurement processes and Finance regarding the enhancement of budgetary information.

Essential Internal and External Relationships

- Daily supervision of externally sourced services and liaise with contract suppliers.
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- Collaborative working with other members of the front of house team and other members of the facilities and infrastructure team.
- Team working with other members of the organisation in cross functional working groups.

Person Specification – essential (E) & desirable (D) (How identified – application form (A) & interview (I))

Knowledge	E/D	A/I
Educated to degree level or equivalent	E	A
Professional qualification in a relevant area	D	A
Awareness of building management issues, health and safety and good practice	E	A/I
IOSH Managing Safely or equivalent	E	A

NEBOSH DIPLOMA	D	A
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Skills	E/D	A/I
Computer literacy skills – <i>Uses computer technology to support performance</i>	E	A/I
Analytical and numeric skills – <i>Interrogates and analyses data to gather relevant information</i>	E	I
Financial and commercial awareness – <i>Maintains good financial control over resources within their department</i>	E	I
Administration skills – <i>Users core systems</i>	E	I
Strong communication skills, with a good telephone manner	E	I

Behavioural Competencies	E/D	A/I
<u>Living our Values:</u>		
Customer & Stakeholder Driven – <i>Works to add value for the customer/stakeholder</i>	E	A/I
Team Working – <i>Other perspectives</i>	E	I
Integrity & Respect – <i>Models and promotes organisational values</i>	E	I
Achieving & Challenging – <i>Committed to doing a good job</i>	E	I
<u>Delivering With & Through Others:</u>		
Influencing & Persuasion – <i>Seeks to persuade</i>	E	I
Flexible & Adaptable – <i>Accepts need for flexibility and adaptability</i>	E	I
Building & Managing Relationships – <i>Identifies key relationships</i>	E	A/I
<u>Delivering Our Objectives</u>		
Embracing Change – <i>Identifies actions to deliver change</i>	E	I
Research with External Focus – <i>Asks questions</i>	E	I
Developing Self & Others – <i>Offers suggestions and supports others</i>	E	I
<u>Determining Our Agenda:</u>		
Decision Making – <i>Operates within formal authority</i>	E	I

Experience	E/D	A/I
Previous experience of office, building or operations management.	E	A/I
Advanced customer service skills with experience of setting high standards, training and achieving high standards	E	I
Previous experience of management of people and team leadership	E	A/I
Proven experience of Health & Safety / building maintenance	E	A/I
Proven experience of using MS Office Packages	E	I
Experience in managing and monitoring budgets	D	I

Post Holder	Human Resources Team (Int only)
Agreed by:	Agreed by:
Signature:	Signature:
Date:	Date: