**JOB PROFILE**

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| **POST:** | Buildings Manager |
| **SALARY:** | £23 868 per annum |
| **HOURS:** | 35 per week  |
| **LINE MANAGER** | Business Manager |
| **RESPONSIBLE FOR:** | Housekeepers; Apprentice; external contractors |
| **DURATION:** | Permanent, subject to funding |
| **LOCATION** | Various across Manchester |

**JOB PURPOSE:**

To ensure the efficient, effective and safe management of PTMWA buildings and grounds, managing housekeepers and outsourced maintenance contractors to deliver high standards. To implement, monitor and report on both reactive and planned works.

**Main duties and responsibilities:**

1. Provide effective line management to housekeepers including recruitment, training, absence management, supervision and appraisal
2. Participate in the organisation’s on-call rota for out-of-hours response, attending site where necessary
3. Responsible for implementing appropriate health and safety systems and procedures across the estate and ensuring they are kept up-to-date and consistently reviewed, ensuring compliance with all terms of the management agreements with the landlords
4. To promote a culture of safe working practices and buildings management across the staff teams and estate
5. Ensuring void levels across our residential sites are kept to a minimum by managing decoration, cleaning and waste disposal actions effectively
6. Implement and manage the organisation’s decoration and maintenance service including carrying out periodic inspections and managing external contractors
7. Project manage building projects including tender document preparation, schedule of works for procurement purposes and cost estimation
8. Manage and control the organisation’s maintenance budget, liaising with the Finance Manager and Emerge Manager to ensure priorities are met
9. Maintenance of the asset register, all building drawings, compliance certificates, service records, warranties, etc
10. To provide quarterly written reports for management, the Board of Trustees and other stakeholders detailing maintenance works, health and safety incidents, RIDDOR reporting, and landlord updates
11. To identify funding opportunities for building-related projects and liaise with the Fundraiser regarding application and delivery
12. To follow strict confidentiality and data protection procedures.
13. To attend relevant training courses/conferences in consultation with line managers and provide feedback to colleagues on training courses attended as requested.
14. To keep up to date on new legislation/national guidance relevant to the role and on any new developments within the field
15. To undertake any other reasonable duties within the scope of the post as specified by their line manager from time to time in consultation with the post holder.
16. It is a duty of the post holder not to act in a prejudicial or discriminatory manner towards service users or employees and to be aware of the companies Equal Opportunities Policy
17. To promote, monitor and maintain health, safety and security in the working environment

**GENERAL:**

1. To follow confidentiality procedures as required by PTMWA and statutory legislation
2. To work at all times in mindfulness of the organisations values
3. To identify own training and development needs and participate in all training courses relevant to PTMWA’s commitment to providing high quality services
4. To work at all times with due regard to all the policies and procedures of PTMWA, both operational and non-operational, and participate in their development and amendment where required
5. To support awareness raising and fundraising efforts by contributing to, and participating in, publicity fairs and other events that promote and enable sustainability of PTMWA’s services
6. To be mobile and work across all areas of the city as required

**OTHER:**

* This post has been assessed and confirmed as open to women only under the Equality Act 2010, schedule 9, part 1
* This post is subject to an enhanced DBS check which will be carried out immediately on completion of a job offer being made and again every 3 years. Failure to engage in the completion of the relevant DBS application may result in the job offer being withdrawn.

This job description attempts to cover the main duties of the post but is not intended to provide an exhaustive list of tasks. The postholder is therefore expected to undertake any other reasonable duties within the scope of the role as specified by their line manager.

 **Organisational values**

Our staff, service users and volunteers have contributed to, and developed, a set of values that reflect who we are, what we do and why we do it.

 **Generous:** sharing our skills, creating energetic positive links, and thriving together
**Affirming:** supporting and inspiring, paying attention to discover what matters
**Courageous:**challenging inequality, stepping forward and making change
**Rooted:** secure and participating in our communities, nurturing a sense of belonging

**PERSON SPECIFICATION**

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| **CRITERIA** | **ESSENTIAL/****DESIRABLE** | **ASSESSED** |
| **EDUCATION/QUALIFICATION** |
| Relevant professional qualification, e.g. IOSH Level 3 in Occupational Safety and Health or proven recent relevant experience | **E** | Application form/Interview |
| Evidence of continuous professional development, learning and qualifications relevant to post | **E** | Application form/ Interview |
| Qualification in project management | **D** | Application form/ Interview |
| **EXPERIENCE** |
| Recent experience of supervising or managing a staff team and/or contractors | **E** | Application Form/Interview |
| Recent significant experience of working in a buildings and/or health and safety environment | **E** | Application Form/Interview |
| Experience of having managed successful project/s | **E** | Application Form/Interview |
| Experience of effectively managing a budget | **D** | Application form/ Interview |
| **KNOWLEDGE AND UNDERSTANDING** |
| Knowledge of risk management and an understanding of its application in public and residential buildings | **E** | Application Form/Interview |
| Knowledge of the statutory requirements for the organisation as an employer and managing agent regarding health and safety in offices, public buildings and residential accommodation | **E** | Application Form/Interview |
| Knowledge of how to set up and manage a database to keep track of works and incidents | **E** | Application Form/Interview |
| An understanding of the impact of domestic abuse on individuals and families | **D** | Application Form/Interview |
| An understanding of the specific responsibilities of managing a building with Grade 2\* listing | **D** | Application Form/Interview |
| **SKILLS AND ABILITIES** |
| Ability to lead, engage and train a team to deliver effective buildings management | **E** | Application Form/Interview |
| Ability to identify and effectively manage risk | **E** | Application form/ Interview |
| Ability to influence contractors, partners and potential funders to achieve successful outcomes for building users | **D** | Application Form/ Interview  |
| Have a practical “can do” approach and problem solving attitude | **E** | Application form/ Interview |
| Ability to undertake basic repairs and diagnostic tests | **D** | Application Form/Interview |
| Ability to write reports that are clear, meaningful and of a professional level  | **E** | Application Form/Interview |
| Ability to work on own initiative and prioritise work in a busy environment with conflicting demands and function well under stress | **E** | Application Form/Interview |
| Ability to work effectively in partnership with colleagues and other agencies to share knowledge, provide advice and training | **E** | Application Form/Interview |
| **OTHER** |
| Commitment to equal opportunities and anti-discriminatory practice. | **E** | Application Form/Interview |
| Willingness to undertake training and a commitment to continuous personal development.  | **E** | Application Form |
| Willingness to work flexibly and able to travel to different sites and venues.  | **E** | Interview |
| Ability to use a computer for the purpose of data entry, written correspondence and presentations | **E** | Application form/ Interview |
| Mobile to visit and work across the city | **E** | Interview |

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| **POST HOLDER SIGNATURE:** |  | **DATE:**  |  |
| **LINE MANAGER SIGNATURE:** |  | **DATE:** |  |