

<b>Job Title:</b>	BVSC Buildings Manager
<b>Salary:</b>	SCP 37 (£35,815 pro rata per annum)
<b>Responsible to:</b>	BVSC Deputy CEO
<b>Location:</b>	Latham House.
<b>Hours of work:</b>	21 hours per week
<b>Duration:</b>	Permanent

BVSC (Birmingham Voluntary Service Council) is Birmingham’s CVS (Council for the Voluntary Sector). We are an umbrella body that supports Birmingham’s VCFSE (Voluntary, Community, Faith and Social Enterprise) sector to deliver for the citizens of Birmingham.

As part of its operations BVSC owns Latham House. Latham House is a multi-occupied office and retail building sited in Birmingham city centre and is the base for BVSC’s activity.

The post-holder will play a critical role in transforming Latham House into a vibrant centre of BVSC’s operations and a significant income generating asset. The successful candidate will be responsible for the development of the building to meet BVSC’s evolving operational requirements, income generation through the management of the tenancy offer and the ongoing maintenance and improvement of Latham House.

### **DUTIES AND RESPONSIBILITIES**

To hold operational responsibility for the running of all BVSC estates, currently Latham House, Ensuring:

- Well appointed, managed and maintained estates.
- An effective physical base for BVSC operations.
- BVSC estates generates maximum revenue for BVSC.

#### **Estates Management**

1. To lead on estates management for BVSC. Driving the transformation and renovation of BVSC estates so that they support BVSC operations and maximise revenue into BVSC.
2. To ensure the smooth day-to-day running of BVSC estates for its occupiers, visitors and BVSC staff.
3. To procure and performance manage contractors in line with BVSC policies and procedures.
4. To ensure BVSC has effective knowledge of and relationships with suppliers to undertake effective estates management.
5. Carry out regular inspections of the property and organise remedial works.
6. Specify and adopt a planned preventative maintenance programme - including the replacement of M&E and other elements of the physical infrastructure.
7. Oversee and manage the physical space in which BVSC undertakes direct delivery.

8. Conduct regular site checks to identify any health & safety hazards and ensure an appropriate response from BVSC.
9. To be responsible for Health and Safety and other legislative requirements relevant to BVSC estates. Retain records of risk assessments and ensure all recommendations are actioned.
10. To ensure appropriate insurances are in place in relation to BVSC estates.
11. To ensure BVSC buildings meet the highest possible standards in relation to accessibility and impact on the environment.

### **Income Generation**

1. To maximise the resale and rental value of BVSC estates.
2. To lead on maintaining the business model regarding BVSC estates that supports maximum revenue generation for BVSC.
3. To act on behalf of BVSC in regard to establishing new tenants ensuring all lettable space is occupied. This may involve managing external letting agents.
4. To be responsible for revenue generation from BVSC estates. Overseeing the raising and recovery of rent demands, and all other costs to be recovered from the tenants, including the apportioning of utility bills where required.
5. To work with BVSC staff to support inward investment into the building from grant making bodies, trusts and statutory agencies.

### **Managing Tenants**

1. Establishing good relationships with the office and retail tenants and acting as the primary contact to resolve any queries and situations which arise regarding their use of the building and to do so in a timely manner.
2. Retain accurate tenancy records and ensure that rent reviews, lease expiries and new lettings are triggered, and appropriate terms negotiated in the best interests of BVSC. This may involve the appointment of external advisers.
3. Ensure that tenants comply with their terms of occupation and deal with any issues arising from tenants.
4. Manage the building service charge including its apportionment, annual budgeting, -quarterly invoicing and annual reconciliation. Monitor expenditure during the year.
5. Ensure compliance with health and safety across the building including the tenanted areas in so far as the tenants must comply in accordance with their lease terms.
6. To act in compliance with RICS Service Charge Code

### **Managerial Responsibilities**

1. To line and performance manage staff to deliver against the requirements of each post, in accordance with appropriate BVSC HR policies and procedures.
2. To manage budgets appropriate to the role and within BVSC's financial guidelines, by

monitoring income against expenditure and dealing with issues around budget variance.

3. To deputise for other staff when required.
4. To respond positively and constructively to internal performance management processes and to contribute to the ethos of continuous improvement within BVSC.

### **Corporate Responsibilities**

1. To contribute to all in-house and external information and communication activities.
2. To ensure the implementation of BVSC's policies and procedures including Health and Safety legislation and Equal Opportunities.
3. To contribute to the development of internal policy and strategic planning.
4. To contribute to BVSC's business development activity by promoting BVSC services, identifying new opportunities, relationship building and supporting BVSC's response to funding processes.
5. To keep abreast of strategic and policy issues affecting the voluntary sector and to contribute to policy analysis activities as appropriate.
6. To ensure your own continuing professional development by undergoing training, attending conferences and seminars and by any other appropriate means.
7. To write reports, carry out presentations and undertake administrative duties in connection with the post.
8. To carry out evening and weekend work where required.

## EMPLOYEE SPECIFICATION

	Application	Assessment	Interview
<b>Experience:</b>			
1. Demonstrable equivalent estates management experience.	x	x	x
2. Demonstrable equivalent experience of tenant management.	x	x	x
3. Demonstrable equivalent experience of responsibility for Health and Safety	x	x	x
4. Demonstrable equivalent experience of managing renovation and maintenance.	x	x	x
5. Demonstrable equivalent experience of responsibility for income generation from tenancy.	x	x	x
6. Proven track record of managing financial resources, including setting budgets, monitoring expenditure, producing variance reports and working towards financial targets.	x	x	x
7. Experience of working within a culture of continuous improvement and of implementing and maintaining a range of quality assurance processes.	x	x	x
<b>Skills:</b>			
8. Proven capacity to work with minimal supervision, and be the organisational expert on 'Estates Management'	x	x	x
9. Financial and business acumen	x	x	x
10. Excellent communication and presentation skills with the ability to facilitate and provide information to a wide range of audiences.	x	x	x
11. The ability to challenge the status quo and encourage others to contribute and make rational decisions.	x		
12. Excellent interpersonal skills with a proven ability to manage challenging and competing demands, respond to change and act under pressure.	x	x	x
13. Strong attention to detail in the production of reports and paperwork relevant to the project.	x	x	
14. Demonstrable ability to work effectively in a team environment.	x		x
15. ICT-literate and familiar with a range of basic software packages.	x	x	x

<b>Attitudes/Behaviours:</b>			
16. Understanding of and commitment to the ethos of BVSC as expressed in its Strategic Plan and values.			x
17. Demonstrable commitment to BVSC's equal opportunities and anti-discrimination ethos and an ability to incorporate it into practice.			x
18. Empathy with the values of the voluntary sector and the policy context within which BVSC operates.			x
19. Creativity and enthusiasm with a positive and solutions-focused attitude.		x	x