

**PG**

**7171**

**Post Specification**

**Regulation and Technical**

|  |  |  |
| --- | --- | --- |
| **Date** | | **November 2020** |
| **Post Title** | Building Management Coordinator | |
| **Job Family Role Profile** | | **RT14** |
| **Final Grade** | | **Grade 14** |

**To be read in conjunction with the job family role profile**

|  |  |  |
| --- | --- | --- |
| **Service Area description** | | |
| This is a key post within the Economy & Infrastructure Directorate. The Building Management Team are responsible for the collation of information for all the Council’s assets for building compliance purposes, including corporate buildings and schools for over 500 assets. The service provided supports a diverse range of property requirements to ensure statutory compliance and management of the council’s portfolio to enable council functions to be delivered efficiently and effectively including children’s services, adult services, highways and fire service. | | |
| **Purpose of this post** | | |
| * To support the Building Compliance Manager in the assessment and provision of compliance of the whole of the council’s assets. * To maintain, manage and update the Council’s asset information through the Council’s CAFM system-Concerto for compliance purposes, to assist and liaise with the Building Managers understanding of compliance for each of the council’s assets (gap analysis). * Communicating with the Health and Safety Teams within the organisation and liaising with the relevant surveyors and lead compliance surveyor to ensure that there is an effective assessment of the assets for compliance purposes. * To link with the Capital Programme team to ensure that the CAFM System- Concerto is updated to reflect changes made to the Assets and that all Health and Safety information and maintenance regimes are uploaded into the same. | | |
| **Key job specific accountabilities** | | |
| 1. To ensure that the Council’s asset lists are updated regularly, to obtain and update the compliance information for the external assets outside of the organisation, with regular communication/reports to the Building Compliance Manager. 2. To obtain reports from the three Building Management Advisors and the Technical Support Officer, via the CAFM system-Concerto, to link with the Lead Compliance Surveyor and Building Managers in relation to a gap analysis for compliance of the Council’s assets. 3. To ensure that the three Building Management Advisors and Technical Support Officer update and provide the building files for each individual building for compliance purposes in an electronic format. 4. To ensure effective communication through the CAFM system-Concerto with the customer base. 5. Liaise with and assist the H&S team in relation to Building Compliance. | | |
| **Please note annual targets will be discussed during the appraisal process** | | |
| **Key facts and figures of the post** | | |
| **Budget Responsibilities** | | * N/A |
| **Staff Management Responsibilities** | | * Three Building Management Advisors an one Technical Support Officer |
| **Other** | | * None |
| **Essential Criteria - Qualifications, knowledge, experience and expertise** | | |
| * IOSH or NEBOSH qualification in Health and Safety * NVQ Level 4 or equivalent or demonstrable experience required. * Experience of engaging and working with external consultants * Excellent computer skills; Analytics, Microsoft Office, Spreadsheets, Email communication, Data visualisation. * Ability to work systematically and to effectively prioritise tasks in a pressured delivery environment. * Knowledge and understanding of Property Information Support Systems. * Ability to problem solve through creative thinking. * Positive approach to team working. * Solution focussed with ability to resolve challenges through own initiative. * Highly motivated and organised, excellent communication skills. | | |
| **Disclosure and Barring Service – DBS Checks** | | |
| * This post does not require a DBS check. | | |
| **Job working circumstances** | | |
| **Emotional Demands** | * Minimum exposure. | |
| **Physical Demands** | * Normal effort required. | |
| **Working Conditions** | * No additional demands. | |
| Other Factors | | |
| * Cumbria County Council is undertaking a step change in its modernisation and efficiency programme. The capital programme and property team is fundamental to the success of this through the delivery of major works programmes that directly support the communities of Cumbria and also in the delivery of corporate assets critical to modernised working | | |