



Cumberland Council

Post Specification

Date	September 2024
Post Group Number	7172
Post Title	Building Management Advisor
Job Family	Regulation & Technical
Job Family Role Profile	RT11
Final Grade	Grade 11

To be read in conjunction with the job family role profile

Service Area description

This is a key post within the Property team. The Property team is responsible for the delivery of the reactive maintenance and management of all of Cumberland Council's assets including corporate buildings and schools. 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 corporate functions. The Property team supports the Capital Programme team and is part of the Resources Directorate.

Purpose of this post

- To support the Building Management Coordinator in the assessment and provision of a high quality building management function and ensure compliance throughout the whole of the Council's assets.
- To act as a single point of contact providing support and advice and acting as a business partner for the Directorates on building management issues to support the effective management of buildings through a matrix management arrangement and 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.
- Working with the Corporate Health and Safety Team within the organisation and liaising with the relevant disciplines within the Commercial Investment and Property Team ensure that there is an effective assessment of the assets for compliance purposes and property based health and safety arrangements.
- Ensure Health and Safety standards are understood and achieved, working with building representatives and users across a diverse portfolio and liaising with the relevant Property Surveyors and Engineers 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 Council's Assets and that all Health and Safety information and maintenance regimes are uploaded into the same.

Key job specific accountabilities

1. To act as the primary point of contact and partner to the directorates ensuring the effective communication of advice and information into the directorates and reporting building issues as

required.

2. To ensure that the Council's buildings are managed effectively, clear management arrangements in each building class are clearly defined, records are updated regularly and a clear framework to obtain and update the compliance information for the external assets outside of the organisation, with regular communication/reports to the Building Management Coordinator.

3. To obtain all relevant reports via the CAFM system-Concerto, to link with the Property Surveyors and Engineers and Building Managers in relation to a gap analysis for compliance of the Council's assets.

4. To ensure that the building files are available for each individual building for compliance and management purposes in an electronic format.

5. To ensure effective communication through the CAFM system-Concerto with the customer base and the wider team.

6. 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

- None

Other

- None

Essential Criteria - Qualifications, knowledge, experience and expertise

- NVQ Level 4 in Business Management equivalent or demonstrable experience required.
- Some experience of engaging and working with external consultants
- Ability to work systematically and to effectively prioritise tasks in a pressured delivery environment.
- Excellent computer skills; Analytics, Microsoft Office, Spreadsheets, Email communication, Data visualisation.
- Awareness of building issues and compliance requirements.
- 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

- Cumberland Council is undertaking a step change in its modernisation and efficiency programme. The Property team are fundamental to the success of this through the delivery of modernisation and local service remodelling that directly support the communities of Cumbria. The establishment of a newly formed Property team working to high standards encourage applications from candidates who relish challenge and share our vision for the delivery of high quality services which can reshape the future of service delivery within our communities.