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**Job Description and**

**Person Specification**

**POST TITLE: Building and Office Manager**

**DURATION: Permanent**

**HOURS OF WORK**: 35

**SALARY:** **Grade 5, £30,363 - £33,737**

**PURPOSE OF POST:**  The Building and Office Manager will be responsible for ensuring the smooth running of the organisation. This includes overseeing the organisation’s premises, managing resources effectively, and providing administrative support to the organisation and Board of Directors.

**MAIN DUTIES:**

Manage the organisation’s premises

* Responsible for the day to day running of our main office
* Lead on Health and Safety for the building, ensuring risk assessments are carried out and implemented
* Deal with contractors for repairs and maintenance as required
* Ensure appropriate emergency evacuation plans are in place and reviewed regularly
* Provide support to other premises in relation to Health and Safety and daily management as required
* Ensure appropriate security arrangements are in place and reviewed as required
* Liaise with cleaning contractors to ensure cleaning is carried out to expected standards
* Ensure Reception is covered during the opening hours of the building and that a welcoming atmosphere is provided for all visitors
* Line management of Reception staff, including those providing cover on a sessional basis
* Maximise income from the building by promotion of meeting facilities, and empty office space

Liaison with Tenants in Number Ten

* Ensure effective communication with tenants
* Deal with any repair/maintenance issues
* Ensure regular meetings are held with tenants
* Work with Finance to review rental payment process
* Ensure invoices for rent, postage and any other costs are raised in good time.

Manage the organisations supply contracts

* Maintain oversight of supply contracts for DVVA and the building
* Ensure a register of assets (laptops, mobile phones and other equipment as appropriate) is maintained and updated
* Act as main point of contact/liaison for all supply contracts for the organisation, and ensure that these remain cost effective and provide good value.
* Make recommendations regarding contracts/suppliers to the SMT as appropriate.

Provide a comprehensive administrative resource for the organisation and Board of Directors

* Line management of administrative staff
* Provide administrative support for projects as required
* Manage the organisation of files, both paper and electronic
* Oversee the membership list and annual renewal process
* Provide administrative support to the Board of Directors including minuting and collating papers for Board Meetings and the AGM
* Work with the Company Secretary to ensure continued compliance with OSCR, Companies House and relevant legislation
* Oversee and manage budgets in relation to the building and central costs
* Work in accordance with our values, policies and procedures, including our equal opportunities and diversity framework

# OTHER DUTIES

The job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties as it is recognised that jobs change over time. Should the duties change radically then the post and grading will be reviewed.

# CONDITIONS OF SERVICE

* These are set out in the organisation’s staff handbook.
* All staff meeting the qualifying criteria may join a defined contribution pension scheme provided by TPT Retirement Solutions.
* The organisation has an equal opportunities policy and seeks to be an equal opportunities employer.

**ANNUAL LEAVE:** 21 days per annum on appointment increasing each year by 1 day to a maximum of 25 days, plus 6 public holidays, plus 5 days Christmas closedown.

**LOCATION:** The postholder will be based on site at our main office in Dundee city centre. They also be asked to work at our community location in Lochee or any other location deemed necessary to fulfil the duties of the role.

**WORKING HOURS:** Our main office is currently open from 8.30am to 9pm, Monday to Thursday, and from 8.30am to 6pm on Friday. It is expected that the postholder will be able to work flexibly within these hours to ensure all aspects of the post are covered.

**TRAINING:** Staff may make application to pursue appropriate training.

**Person Specification**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Professional/Educational Qualifications |  |  |
| Qualified to degree level or equivalent relevant experience | **X** |  |
| Health and Safety qualification/certificate |  | **X** |
| **Knowledge and Experience** |  |  |
| Proven track record in managing administrative work | **X** |  |
| Experience of managing staff | **X** |  |
| Experience of implementing and managing effective operational management systems | **X** |  |
| Experience managing health and safety | **X** |  |
| Experience managing budgets | **X** |  |
| Experience of work in the voluntary sector |  | **X** |
| **Skills and Abilities** |  |  |
| Excellent communication skills, both written and oral | **X** |  |
| Excellent organisational skills with the ability to handle multiple tasks simultaneously | **X** |  |
| Strong interpersonal skills, with the ability to manage internal and external relationships effectively | **X** |  |
| Strong leadership skills | **X** |  |
| Advanced IT skills, including in the use of Microsoft Office/365 | **X** |  |
| Personal Qualities |  |  |
| Self-motivated, enthusiastic and committed | **X** |  |
| Highly innovative and experienced in designing new systems and processes | **X** |  |
| Flexible approach with an ability to meet deadlines | **X** |  |
| Additional Job-Related requirements |  |  |
| A commitment to equal opportunities for all, tackling disadvantage and promoting diversity | **X** |  |
| Has a clean driving licence and or access to a car and driver |  | **X** |
| Satisfactory Disclosure Scotland check | **X** |  |
| Flexible and able to cover building opening hours when required | **X** |  |

**EMPLOYEE BENEFITS AT DVVA**

**Work/Life Balance**

* Generous annual leave and public holidays, including 2 week shutdown over Christmas/New Year
* Increased annual leave entitlement based on length of employment
* Most roles are eligible to work flexibly, including hybrid options
* Right to request flexible working from day 1

**You/Your Family**

* Enhanced sick pay entitlement
* Increased sick pay entitlement based on length of employment
* Free access to a confidential 24 hours a day/7 days a week helpline service for you and your family with a specialist range of support and information, including access to coaching and counselling
* Discounted membership fees with Leisure and Culture Dundee for you and your family

**Finances**

* Generous pension contributions
* Access to voucher and discount schemes via Perks at Work
* Opportunity to join Discovery Credit Union and benefit from loans and savings at fair rates

**Opportunities at Work**

* Opportunities to undertake training relevant to your role and professional/personal development
* A lively and active Staff Consultation Group providing opportunities to influence how we work
* Recognition agreement with UNITE giving you legal support and much more
* Support for Wellbeing, including access to Wellbeing Champions