

UNISON

WEST MIDLANDS REGION

REGIONAL PREMISES MANAGER

JOB DESCRIPTION

Grade:	Grade 6
Salary:	£32,608 pa pro rata (£25,620)
Hours:	Part time 27.5 per week Hours 7.30 am – 1pm. UNISON operates flexible working policies however candidates should note that due to the requirements of this postholder to open the building postholder needs to start by 7.30am.
Location:	West Midlands – based at the UNISON Regional Centre, 24 Livery Street, Birmingham B3 2PA.
Reports to:	Central Services Manager
Accountable to:	Regional Secretary

Overall Summary

- To provide/ensure the maintenance and security of all plant, machinery, building services and site operations at the West Midlands Regional Centre.

Key Tasks and responsibilities

Managerial/Supervisory

- To supervise cleaning staff employed at the UNISON Regional Centre (including Development Reviews and 1:1's).
- To devise cleaning schedules and methods and ensure that these are undertaken satisfactorily.
- To devise and arrange programmes of site maintenance.
- To liaise with external providers of building related services and ensure that all works are carried out satisfactorily.

Financial

- To obtain prices from outside firms for building works and services in accordance with UNISON procedures.
- To ensure that financial records associated with site maintenance are kept in accordance with UNISON procedure.

Administrative

- To be responsible for the purchase, receipt and distribution of all incoming materials, goods and stores to various locations within the Regional Centre.
- To maintain all appropriate records associated with the building cleaning, maintenance and site services functions.

Communications

- To liaise with the Central Services Manager and to advise on site management issues.
- To liaise with staff in the Property Services Section at Head Office as appropriate.
- To liaise as necessary with outside contractors and suppliers.

Security

- Access on behalf of Regional Management Team the CCTV cameras.
- Issue and maintain Door Fob Access.
- Issue UNISON ID Badges.
- To act as a 'Key Holder' for the premises (24 Livery Street) and to be the primary contact for security call-outs.
- To ensure the effective and safe performance of the fire protection system, the intruder alarm system and other security equipment and procedures.
- Responsible for unlocking the Regional Centre including the setting of alarms also organising cover arrangements.
- To ensure that valuable equipment and stores are kept secure as appropriate.
- In consultation with the Central Services Manager, ensure safety check and maintenance agreements are renewed in respect of Lifts; Fire Extinguishers; Boiler and Heating Systems; Electrics; Water Supplies; Smoke and Fire Alarm Systems

Health & Safety

- To liaise with the designated Health and Safety Manager and with staff Health and Safety representatives to ensure compliance with all relevant Health and Safety legislation and good practice.
- To ensure that all exit routes are kept clear of obstruction at all times.

- To ensure that all cleaning materials and other chemical substances are stored, used and disposed of in a safe manner.
- To undertake staff ergonomics assessments/risk assessments.
- To co-ordinate annual PAT testing.

Information Technology

- To be the main contact for IT for the Regional Office, duties include co-ordination and roll out of any new equipment or telephones, including associated staff communications.
- Assist with setting up IT equipment, cables and desk moves.
- Maintenance of equipment i.e. photocopiers and print room equipment.
- To be responsible for the effective operation of IT equipment in the meeting rooms including video conferencing.

Other Duties

- To undertake ad-hoc cleaning tasks as necessary.
- To assist with the distribution of stationery and other office stores and equipment within the Regional Centre.
- To assist in the induction and training of cleaning staff (and other staff with respect to security and other site services).
- To lay out the furniture and set out equipment in the meeting and training rooms as specified.
- To ensure the effective disposal of refuse and materials for recycling.
- To carry out minor maintenance tasks including changing light bulbs, minor repairs to fixtures and fittings, maintaining the efficient operation of the heating system etc.
- To assist in the transfer and removal of furniture and equipment.
- Other duties appropriate to the post assigned by the Central Services Manager.
- Responsible for any issues relating to the Car Park.

Terms and Conditions

UNISON terms and conditions will apply in respect of this appointment.

Other Information

Send completed application forms to HR Administrator, UNISON, 24 Livery Street, Birmingham B3 2PA.

Completed applications must be received by no later than Sunday 4 October 2020.

Interviews for this post will be held via Microsoft Teams on Tuesday 20 and Wednesday 21 October 2020.

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PERSON SPECIFICATION

UNISON is an equal opportunities employer, committed to providing equal opportunities regardless of race or ethnic origin, gender identity, family situation, sexual orientation, disability, religion or age. This person specification is designed to help members of Interviewing Panels judge the qualities of interviewees in a systematic and consistent way and in accordance with UNISON's equal opportunities policy. It is given to all job applicants for information.

Assessment Code

A – application form

PI – panel interview

Heading	Selection Criteria	Assessment
1. Supervisory Skills	1.1 The ability to supervise and motivate staff.	A & PI
2. Security and Maintenance knowledge	2.1 Knowledge and experience of building maintenance requirements including heating, security, ventilation, lighting, plumbing and electrical systems. 2.2 Good planning and organisation skills. 2.3 The skills to carry out minor maintenance tasks. 2.4 A good knowledge of cleaning processes and cleaning equipment.	A & PI A & PI A & PI
3. Health & Safety	3.1 An appreciation of good Health and Safety practice and knowledge of current Health & Safety Law.	A & PI
4. Communication Skills	4.1 The ability to communicate effectively with colleagues and outside suppliers via email, letter and telephone.	A & PI
5. Administrative skills	5.1 Basic record keeping skills including Excel spreadsheets and shared IT storage as appropriate.	A & PI

6. Education & Qualifications	6.1 Training, qualifications and experience relevant to the above skills will be advantageous, formal qualifications are not essential.	A
7. Personal Attributes	7.1 The ability to work with minimum supervision. 7.2 A well developed sense of personal responsibility. 7.3 The ability to work as part of a team.	A & PI A & PI A & PI
8. General Knowledge	8.1 Knowledge of and commitment to aims and values of UNISON. 8.2 Commitment to and understanding of Equal Opportunities	A & PI A & PI