

Job Description & Person Specification

Last updated: May 2021

Job evaluated:

JOB DESCRIPTION

Post title:	Library Buildings Manager		
Service:	Library & Arts		
Career pathway:	CAO	Level:	3
Posts responsible to:	Head of Partnerships & Place MSA 5		
Posts responsible for:	Building Supervisors CAO 2a		
Post base:	Highfield campus (see special requirements)		

Job purpose
To support the delivery of a high-quality user experience across the Library Estate, through the coordination and supervision of effective and efficient operational services (student and staff support, maintenance, cleaning, health and safety, security, resource management, building inductions and staff training).

Key accountabilities/primary responsibilities	% Time
1. As Buildings Manager you will be accountable for the following in terms of building management: • Liaising with the Head of Partnerships & Place to review procedures, ensuring they are fit for purpose and maximise efficiency Consulting and planning with the Head of Customer Experience & Head of Partnerships & Place, improvements and/or remedial works within all areas of the Library Estate. • Managing building defect reporting and coordinate actions for rectification, identify equipment damage/failure and arrange for repair/replacement. • Oversee the provision of support services (e.g. Estates, Facilities, iSolutions) within the buildings, ensuring that, work is completed to the agreed standard and timetable. • Communicate activities relating to the Library Estate to all staff that work within those buildings. Organising and coordinating a plan with occupiers of the building for the responsibilities to assist in the Health and Safety, maintenance and efficient operation. • Deliver building inductions, as required, and keep an electronic record of those in attendance and manage notice boards and display areas to ensure information displayed is appropriate and current. • Report on matters of health and safety, security, room use, quality and performance.	35%
2. Line manage direct reports, exercising good people management practices including mentoring, coaching, training, advice and guidance, as necessary. Ensure the right mix of skills and capabilities through continuous professional development, recruitment and performance feedback. Overseeing the work of others (directly or indirectly), providing guidance and coaching relevant colleagues through on-the-job training to help them acquire skills and experience. Actively engage in the appraisal process to create an environment which values achievements, celebrates success, delivers balanced feedback and enables improvement.	20 %

Key accountabilities/primary responsibilities		% Time
3.	In conjunction with the Health, Safety and Risk department, ensure that H&S standards and guidance are maintained for the Library Estate. To act as point of contact for health and safety, fire and security for the Library Estate. To act as senior fire warden for Hartley Library and as a first aider. Conduct regular workplace inspections and ensure that health and safety, fire and security systems / equipment are appropriately maintained. To prepare and monitor compliance with risk assessments and method statements associated with the building or tasks undertaken therein. To manage and lead the coordination of the H&S Audit and return of the Annual Health and Safety Report.	20%
4.	Manage access requirements including keys, access cards, parking etc as well as the Permit to Work process for the library buildings and ensure relevant checks are carried out and details logged within the Estate reporting software. To assist in the planning and provision of events within the building. To ensure adherence to building operational procedures.	10 %
5.	Contribute to special projects as required, for example, working in themed groups or participating in the implementation of new tools and services.	5 %
6.	Actively engage in a range of training and development opportunities and to be an active participant in developing skills and knowledge, engaging with the wider team and the University.	5 %
7.	Any other duties as allocated by the line manager following consultation with the post holder.	5 %

Internal and external relationships
Departmental and University senior management Other members of the department External customers Relevant suppliers and external contacts Faculties and Professional Services

Special Requirements
- Occasional requirements to work outside your normal working hours (which may include evenings or weekends) in negotiation with your line manager. - Post holders will be expected to work across the various libraries across the university campuses to support the delivery of their role and maintain library operations. - Embedding University of Southampton Behaviours (Embedding Collegiality – see below.

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	A levels/HNC/or skill level equivalent with proven work experience. Experience of working with customers/clients in a supervisory capacity or coaching role. Knowledge of Health and Safety management. Able to apply a comprehensive understanding of relevant University systems and procedures and procedures, and an awareness of activities in the broader work area. Able to accurately analyse and interpret complex quantitative and qualitative data, presenting summary information in a clear and concise format.	Experience of working within HE in a customer-facing role. Holder of an IOSH Managing Safely qualification (or equivalent). Holder of a current First Aid qualification. Experience in building management.	Application

	Knowledge and understanding of digital systems and approaches to find, evaluate, create, collaborate, and communicate.	Expertise in the use of relevant library systems	
Planning and organising	Able to maintain clear and accurate records Able to organise and prioritise own work and that of the team and other service providers.		Interview
Problem solving and initiative	Able to identify and solve problems by applying initiative and through development of improved work methods. Experience of managing informal complaints.		Application Interview
Management and teamwork	Able to motivate service staff as part of the wider Library & Arts Team. Able to positively influence the way a team works together. Able to ensure staff are clear about changing work priorities and service expectations. Able to effectively allocate to, and check work of staff, coaching/ training and motivating staff as required. Cooperative team working and participation in effective team collaborations to meet business need(s) requirements.	Staff supervisory experience.	Interview
Communicating and influencing	Good interpersonal and communication skills. Able to persuade and influence in order to foster and maintain relationships. Able to resolve tensions and difficulties as they arise. Able to offer proactive advice and guidance. Excellent customer service skills.		Application / Interview
Special requirements			Interview

JOB HAZARD ANALYSIS

Is this an office-based post?

☐ Yes	If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below.
☒ No	If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder.

- HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

ENVIRONMENTAL EXPOSURES	Occasionally (<30% of time)	Frequently (30-60% of time)	Constantly (> 60% of time)
Outside work			
Extremes of temperature (eg: fridge/ furnace)			
## Potential for exposure to body fluids			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:			
Frequent hand washing			
Ionising radiation			
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling			
## Driving university vehicles(eg: car/van/LGV/PCV)			
## Use of latex gloves (prohibited unless specific clinical necessity)			
## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)			
PHYSICAL ABILITIES			
Load manual handling	X		
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing			
Repetitive lifting			
Standing for prolonged periods	X		
Repetitive climbing (ie: steps, stools, ladders, stairs)	X		
Fine motor grips (eg: pipetting)			
Gross motor grips			
Repetitive reaching below shoulder height			
Repetitive reaching at shoulder height			
Repetitive reaching above shoulder height			
PSYCHOSOCIAL ISSUES			
Face to face contact with public		X	
Lone working	X		
## Shift work/night work/on call duties			

Collegiality represents one of the four core principles of the University; Collegiality, Quality, Internationalisation and Sustainability. Our Southampton Behaviours set out our expectations of all staff across the University to support the achievement of our strategy.

All staff	Behaviour
Personal Leadership	I take personal responsibility for my own actions and an active approach towards my development
	I reflect on my own behaviour, actively seek feedback and adapt my behaviour accordingly
	I show pride, passion and enthusiasm for our University community
	I demonstrate respect and build trust with an open and honest approach
Working Together	I work collaboratively and build productive relationships across our University and beyond
	I actively listen to others and communicate clearly and appropriately with everyone
	I take an inclusive approach, value the differences that people bring and encourage others to contribute and flourish
	I proactively work through challenge and conflict, considering others' views to achieve positive and productive outcomes
Developing Others	I help to create an environment that engages and motivates others
	I take time to support and enable people to be the best they can
	I recognise and value others' achievements, give praise and celebrate their success
	I deliver balanced feedback to enable others to improve their contribution
Delivering Quality	I identify opportunities and take action to be simply better
	I plan and prioritise efficiently and effectively, taking account of people, processes and resources
	I am accountable, for tackling issues, making difficult decisions and seeing them through to conclusion
	I encourage creativity and innovation to deliver workable solutions
Driving Sustainability	I consider the impact on people before taking decisions or actions that may affect them
	I embrace, enable and embed change effectively
	I regularly take account of external and internal factors, assessing the need to change and gaining support to move forward
	I take time to understand our University vision and direction and communicate this to others