



# Role Profile

## Job Title - Co-Ordinator Business Property (Facility Management)

Reference No.	1SS2476	Type	Individual
Service	Business & Employability (Economic Development Team)		
Job Family	Professional	Grade	FC8

### Purpose

To undertake the day to day facility & property management of Economic Development Service business property account. This involves the delivery of a range of high quality services to ensure the smooth running of the portfolio and to ensure compliance with a range of statutory requirements in this field. The postholder will also assist and encourage companies to start-up, grow and relocate into Fife, working in partnership with other members of the team; other services within Fife Council, external Service providers and other organisations in the business support network throughout Fife.

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

To undertake the day to day management/co-ordination of Facility Management provision in relation to the Economic Development Business Property Account.

Co-ordinate and prepare, issue and monitor all requests for repairs & minor works for all tenanted/vacant premises (approx. 300 individual lettable units in 39 locations).

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

<b>E</b>	<b>D</b>
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Chartered Membership of a relevant professional body with significant post chartered qualification experience

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Educated to SCQF level 9, which includes a Degree, Post Graduate Diploma, SVQ level 5 or equivalent job experience.

	X
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Project Management Qualification

	X
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Manage and monitor all Service contracts relating to the property portfolio, to ensure contract compliance in line with Service Level Agreements and Contract particulars and ensure Best Value is maintained throughout the portfolio, in conjunction with Property and Procurement Services, where appropriate. Ensure an accurate audit of all Service contracts is maintained for properties across the Economic Development Business Property Account.	Property and facility management experience in a commercial property environment	X	
Undertake and/or monitor Health & Safety requirements in relation to the Economic Development Business Property Account, including Asbestos Monitoring, Legionella Management, Energy Performance Certificates, Hard Wire Testing, Gas Supply and Heating Maintenance, Fire System testing & Fire Assessments and Risk Assessments, including management and monitoring of all external H&S contracts as required, in line with service level agreements and contract particulars.	Theoretical, technical and specialist knowledge of Public/ Private sector commercial property management	X	
Undertake and/or monitor Health & Safety requirements in relation to the Economic Development Business Property Account, including Asbestos Monitoring, Legionella Management, Energy Performance Certificates, Hard Wire Testing, Gas Supply and Heating Maintenance, Fire System testing & Fire Assessments and Risk Assessments, including management and monitoring of all external H&S contracts as required, in line with service level agreements and contract particulars.	Health & Safety compliance experience	X	
Contribute to the design, development and implementation of systems, to facilitate the efficient and effective management of Economic Development Business Property Account.	Good working knowledge of related current legislation, government guidance and practices	X	
To undertake the day to day management / co-ordination of Property Management provision in relation to the Economic Development Business Property Account.	Strong interpersonal, networking and group communication skills	X	
To undertake the ongoing marketing of vacant business property through external/internal websites, the maintenance of the Council's and Service information systems and the compilation of publications/literature, where appropriate.	Ability to co-ordinate multi-disciplinary project implementation teams	X	
To undertake the ongoing marketing of vacant business property through external/internal websites, the maintenance of the Council's and Service information systems and the compilation of publications/literature, where appropriate.	Technology and digital skills	X	
Co-ordinate the control and monitoring of all financial expenditure / income, including the control, monitoring and reconciliation of all Service Charges in relation to the Economic Development Business Property Account.	Experience in Service contract management in relation to business premises		X

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Administer the debt management of the tenancies within the business property account and to monitor 'bad debts' developing, implementing management systems/procedures to minimise bad debt.	Good financial management skills	X	
To manage the collation and monitoring of non domestic rates and NDR empty property rates in relation to the Economic Development Business Property Account.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

**Additional tasks or responsibilities** – this is a generic role, however this particular job may also require you to undertake the following:

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<b>Job Title (Specialists Tasks)</b>			

### **Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required**

**Before confirming appointment:** You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

## Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

## Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.