

SECTION 1: JOB DESCRIPTION

JOB TITLE:	Director of Building Consultancy		
SERVICE AREA:	Acivico Group		
DIVISION:	Building Consultancy		
GRADE:	B01	NO OF POSTS:	One
ID REF:		DATE:	July 2021

1. PURPOSE OF JOB:

The role of Director of Building Consultancy (DBC) is to provide overall operational and commercial direction and leadership for the Building Consultancy services within the Acivico group, focusing on delivering and developing good quality and sustainable services for its' clients and growing both the turnover and profitability of the services offered.

As the aims of the Acivico group are focussed towards growth, profits and increasing shareholder return it is the responsibility of the DBC to ensure that Acivico Building Consultancy Limited plans and processes are geared towards this. This role will lead on all commercial aspects for the business unit including marketing of services and cross selling of services from the Design, Construction and Facilities Management (DCFM) Department. The postholder will be responsible for professional services delivering to the Acivico business plan and Acivico Building Consultancy Limited divisional plans.

As a minimum you will deliver the targets set out in the approved business plan and will be responsible for the development and delivery of the business plan associated Acivico Building Consultancy Limited.

The Director of Building Consultancy will also be an Executive Director holding a seat on the Board of the relevant subsidiary company and, as such will take on the additional legal responsibilities set out in company law. The Director of Building Consultancy will also be required to attend and give presentations/updates to the Group Board on a regular basis.

The postholder will need to understand and balance the needs of the Council and political context in which it operates. A key requirement of the role is to build strong an effective relationship with the Shareholder and clients.

The DBC will be a member of the Acivico Group Leadership Team and attend all meetings.

The postholder will be expected to work flexibly and exhibit and endorse the vision and values and behavioural traits of the organisation.

The DBC will represent the company in public at events or with the press in accordance with company policy etc. They will be responsible for leading, coaching and mentoring members of the Building Consultancy management team and support their professional development.

2. KEY RESPONSIBILITIES:

2.1 Operational Performance:

The service areas under the direction of the Director of Building Control include:

- Approved inspector service
- Building regulations services (commercial and domestic)
- Statutory duties of the City Council
- Demolition services
- Consultancy services for local authority clients

The post holder for this role will be accountable for

- i. The delivery of BCC's statutory responsibilities and non-statutory services to BCC and other clients in accordance with professional guidance, legislation and contractual terms
- ii. The development of operational plans aligned to the CIPFA guidance for regulatory services.
- iii. The implementation of all company strategic plans, policies etc
- iv. As a minimum, the achievement of the targets set out in the Shareholder and Board approved business plan.
- v. The development and delivery of the sales and marketing strategy for Building Consultancy to deliver/exceed the sales and growth targets set by the managing director (which for clarity may exceed the business plan).
- vi. The continual improvement and transition of the Building Consultancy business to a trading position in line with CIPFA guidance.
- vii. Building Consultancy CSR, sustainability, opportunities and development plans
- viii. Ensure that Building Consultancy adopts the Acivico business approach to account management and ensuring that relevant development opportunities are available for the workforce.
- ix. Leadership, direction and motivation of the Building Consultancy division
- x. Driving service improvement and cultural change in the division
- xi. For the Director to implement an Acivico organisational development plan, customer focused culture, quality service delivery to clients and performance improvement.
- xii. Relationships with the Trades Unions and the workforce insofar as they impact the business unit. You will support the MD and other GLT members in this regard to bring about positive working relationships.
- xiii. Working with the Managing Director to ensure that relationships with the Board of Directors is constructive and to the benefit of Acivico ensuring all efforts are in alignment.
- xiv. Developing and maintaining strong and effective relationships with the Shareholder
- xv. Oversight for the creation and management of all new business development opportunities.
- xvi. For DBC creating initiatives to take advantage of market opportunities, reduce operational threats, forestall business risks, and maximises core strengths.
- xvii. Creating/developing new markets and new clients specifically in relation to the services within the Acivico Building Control portfolio but also cross selling other aspects of the business

- xxviii. Responsibility to maintain the effective relationships with the clients by nurturing the relations.
- xix. Driving customer satisfaction for the Building Consultancy services and business
- xx. Communications promotion and advertising in relation to the Building Consultancy elements of the business
- xxi. Clear governance in terms of abiding by Company Law, and the Articles of Association and the Company Governance framework.
- xxii. Role modelling an appropriate Health and Safety culture and ensure the systems and processes within DBC are fit for purpose.
- xxiii. Building and maintaining an effective management team
- xxiv. Ensuring that Building Consultancy achieves/maintains appropriate external quality management and other accreditation systems.
- xxv. Lead by example e.g. flexibly, exhibiting and endorsing the Acivico vision and values and appropriate behavioural traits of the organisation.
- xxvi. The Director of Building Consultancy should develop a clear 3 year strategy for the division, incorporating regulatory and market changes.
- xxvii. To ensure that the business unit has effective systems and processes in place and provide assurance to the Managing Director in relation to the following
 - Business growth
 - Finance
 - People strategy
 - business continuity plans
 - Risk schedule and profile
 - Health and safety
 - Etc

2.2 People Management:

- i. To provide professional leadership, demonstrating commitment to Acivico Mission, Vision and Values at all times internally and externally
- ii. To lead, motivate and manage Acivico including providing empathetic and effective line management ensuring all members of your team have clear and stretching objectives (operational, behavioural and developmental)
- iii. To work collegiately with the Group Leadership Team, demonstrating unity and support to colleagues and participating in the wider development and performance of the Acivico business
- iv. To be open and responsive to feedback from others and provide constructive challenge and feedback that enhances the company and performance
- v. To work flexibly to support the development of the business, performance and services by participating/leading and delivering marketing and growth plans
- vi. To create and role model an appropriate culture in the organisation such that staff satisfaction is maintained/improved
- vii. To provide clear communication that builds knowledge, relationships and trust
- viii. To be the primary role model for and ensure commitment and compliance with company values, policies and processes
- ix. To lead development of the wider Acivico group of companies
- x. Observance of Acivico's Equal Opportunities policy.

2.3 Finance and Commercial (Contracts) Performance :

1. Ensure the compliance of Business Support's systems with GDPR and Freedom of Information Act; record management; filing and muniments systems.
2. Comply with Acivico's agreed Quality Management System (QMS) in accordance with the ISO9001 Quality Accreditation, ISO14001 Accreditation or an equivalent standard. Standing Orders, Financial Regulations, Data Protection Act, Freedom of Information Act and relevant policy/legislation.
3. Setting and delivery of annual budgets and business plans in preparation for approval by the Acivico Limited Board.
4. Delivery of the approved business plan in line with the delegated authority levels contained in the Company Governance Framework.
5. Work with the Group Leadership Team to develop the three-year financial strategy for Acivico Building Consultancy Limited.

To lead, support and participate in Acivico initiatives and activities.

To ensure that management and service delivery is compliant with the law and relevant Acivico policies and that equality and diversity are a primary consideration.

Any other duties as commensurate with the post.

3. SUPERVISION REQUIRED:

Supervising Officer: Managing Director
***Level of Supervision:** 3

4. SUPERVISION GIVEN: (excluding those who are indirectly supervised, i.e., through others)

Post Title:	Grade:	No of Posts:	*Level of Supervision
Associate Director	7	2	3
Major Projects Surveyor	7	3	3
Business Manager	5	1	2

*Level of Supervision:

1. Regularly supervised with work checked by supervisor.
2. Left to work within established guidelines subject to scrutiny by supervisor.
3. Plan own work to ensure the meeting of defined objectives.

5. SPECIAL CONDITIONS :

1. This role will require working outside of normal hours.

SECTION 2: PERSON SPECIFICATION – This is to be combined with the skills and abilities Matrix

Method of Assessment: AF = Application Form; I= Interview; T = Test/Exercise; P = Presentation

		Essential	Desirable	MoA
	Experience:			
1.	Relevant and recent sector experience	✓		AF/I
2.	Relevant public sector experience	✓		AF/I
3.	Commercial and financial experience – experience of having managed a profit and loss delivering successfully for the organisation (i.e. a net profit)	✓		AF/I
4.	Recent experience of operating within a company structure including an understanding of the requirements of a company directorship	✓		AF/I
5.	Recent relevant experience of driving improvements in business performance etc	✓		AF/I
6.	Relevant recent operational experience	✓		AF/I
7.	Experience of developing and driving strategic direction in a senior leadership position	✓		AF/I
8.	Leading, managing and motivating the workforce, subcontractors etc	✓		AF/I
9.	Successful track record of partnership working with internal and external partners (public and private sector)	✓		
10.	Experience in the preparation and presentation of strategic and policy documents and reports to a range of stakeholders	✓		
11.	Proven experience of effective resource management, human and financial, including monitoring, controlling and reviewing the use of resources in an environment of continuous financial constraint.	✓		
12.	Experience of working within and managing politically sensitive issues.	✓		
13.	Strong networking and experience of stakeholder and relationship management	✓		

Knowledge:				
1.	Knowledge of market place within which the business unit operates	✓		
2.	Up to date knowledge of the services Acivico provides and how to deliver them profitably	✓		
3.	Commercial and legal knowledge and experience relevant to nature and scale of the elements of the business for which this post is responsible	✓		
4.	Strong focus on customer experience, satisfaction and quality service delivery	✓		
5.	Understanding of Teckal and working within a "hybrid" organisation	✓		
6.	Understanding of the statutory responsibilities of the clients that are being serviced	✓		
7.	Understanding and compliance with the relevant legislative, statutory requirements and best practice guidelines required for high quality delivery of the services within the Building Consultancy area of responsibilities	✓		

	Skills & Abilities:			
1.	Ability to build strong and effective relationships with the Shareholder, Board, Trades Unions and Clients	✓		AF/I
2.	Ability to inject appropriate levels of pace into projects and activities	✓		AF/I
3.	Ability to work at macro and lower levels comfortably	✓		AF/I
4.	Extracts key messages from complex information to create powerful arguments internally and externally	✓		AF/I
5.	Significant political acumen and experience in building political relationships and networks, influencing and shaping behaviours according to changing political needs	✓		AF/I
6.	Ability to work in a pressurised environment and manage competing priorities whilst delivering on a range of projects and adapting to changing circumstances	✓		AF/I
7.	Able to actively support the continuing process of culture change, responding to constraints with a can-do approach	✓		AF/I
	Training & Development:	✓		
1.	Evidence of continuous professional development and management training			AF/I
	Qualifications:	✓		
1.	Appropriately qualified with current CIOB / RICS Chartered membership and up to date continuing CPD			AF/I
	Behaviours:			
1.	Steers robust and fast paced prioritisation and decision making in a period of continuous change	✓		AF/I
2.	Brings the right people together to ensure organisational prioritisation. Decision making is viewed from multiple perspectives.	✓		AF/I
3.	Sets the organisation's long term future, using insight to inform strategic thinking	✓		AF/I
4.	A high level of tolerance for ambiguity, within oneself, in others and at a macro level	✓		AF/I
5.	Projecting commitment through appropriate use of language, emphasis and presence,	✓		AF/I
6.	An unreserved genuine concern for others	✓		AF/I

7.	Employs a strong motivational impact upon others, irrespective of position within the company and builds consensus and challenges received wisdom's and unfounded belief in others, irrespective of position externally.	✓		AF/I
8.	Works in partnership to agree aligned Birmingham-wide outcomes and priorities	✓		AF/I
9.	Challenges others internally and externally to be agile in approach and prioritisation, bringing a commercial mind-set where appropriate	✓		AF/I
10.	Determined to achieve Acivico outcomes by committing to the highest standards of individual and collective performance. Recognising contributions and giving and receiving continuous feedback	✓		AF/I
11.	Sets the agenda for building appropriate alliances and partnerships to achieve outcomes	✓		AF/I
12.	Inspires others to take action by adapting personal style and approach both internally and externally	✓		AF/I
13.	Roles models and champions ingenuity, experimentation and forward thinking to create commercial success	✓		AF/I
14.	Inspires others to role model our behaviours	✓		AF/I
15.	Nurtures the future leadership talent of the organisation by delegating appropriate tasks, mentoring and coaching	✓		AF/I
	Inspires others to drive the diversity, health and wellbeing agenda	✓		AF/I