JOB DESCRIPTION

POST TITLE	**Business Park Manager**	REPORTING TO	Head of Operations
SALARY	**Circa £35,000 p.a. to £37,000 p.a.** (depending on directly relevant experience)	POST LOCATION	First Floor Offices, Units 18-20, Langthwaite Road, Langthwaite Business Park South Kirkby WF9 3AP
HOURS	**40 hours per week** (including a daily 30 minute unpaid lunch break.) **9:00 a.m. to 5:30 p.m.**		

1. PRIME OBJECTIVES AND RESPONSIBILITIES OF THE POST:

Utilising the company's processes and procedures the Business Park Manager will:-

1.1 Be responsible for the day-to-day oversight, maintenance and delivery of the Langthwaite Business Association (LBA) Security Services, including the CCTV systems, security vehicles and the delivery of the security services provided in-house or by external security contractors.

1.2 Manage and monitor the delivery of the contracted services provided to the LBA by building good relationships with all contractors and organising and attending regular operational meetings to review their service delivery against agreed KPI's and recording any actions arising from meetings.

1.3 Be responsible for producing operational reports for the Head of Operations and the Board covering security, facilities, contractors' performance, issues, risks and recommendations.

1.4 On behalf of the LBA, be the first point of contact for businesses on the Park, Police, Wakefield Council and other organisations in regard to operational queries, information and other matters

1.5 To be responsible for organising, providing all documentation and attending the monthly LBA Board Meetings and the annual LBA AGM. Including taking and compiling minutes and ensuring actions from the meetings are followed through.

1.6 To deputise for the Head of Operations in their absence and be line manager for the Park Co-ordinator in the absence of the Head of Operations as and when required.

1.7 As an integral part of the LBA Team, ensure the efficient and cost-effective delivery of the four objectives of the LBA BID Business Plan (2026 to 2031). The Objectives are:

- Crime Prevention & Safety
- Infrastructure
- Environment
- Business Support

1.8 Ensure the LBA Health and Safety Policy is up to date and the premises and equipment meet Statutory Health and Safety requirements, including annual risk assessments of premises.

1.9 Be the named Competent Person for Health and Safety working, in conjunction with the external Health and Safety Consultants.

1.10 Ensure that the LBA adheres to the Data Protection Act. Complete and submit Registration to ICO.

1.11 Create or assist in the creation of content for and present any Power Point Presentations (PPP) if required to interested parties.

1.12 Subject to budget, hold at least 4 networking events per year that would benefit the businesses on the park that are the BID Levy payers.

1.13 Be responsible for producing monthly rota for any security staff directly employed by the LBA. Upload and confirm the rota on Smart Task (the man guarding system we currently use) and distribute to all staff.

2. MANAGEMENT / SUPERVISORY RESPONSIBILITIES:

2.1 To be the line manager for any security staff directly employed by the LBA, undertake further supervisory responsibility of staff as and when required.

2.2 To be responsible for the organising and handing over of information to the security officers daily at the start of their shifts on Mondays to Fridays.

3. QUALIFICATIONS/SKILLS

3.1 Educated to Degree level or can evidence a minimum of 3 years' experience in CCTV operations, managerial and Senior Administration skills.
3.2 Relevant IT qualification would be an advantage .
3.3 Working knowledge of Microsoft Office (in particular Word, Excel, Outlook and PowerPoint), knowledge of design software is desirable.
3.4 Creative writing skills.
3.5 Good communication skills, both oral and written in the English Language.
3.6 SIA CCTV Public Surveillance Licence is a requirement however training can be arranged if you do not hold a licence.

4. EXPERIENCE

We are seeking an individual who has experience in the use of CCTV systems including monitoring cameras and working in a CCTV control room environment. Experience of managing security staff and who has operated in a Business to Business environment or professional services. With a proven track record in project delivery and in office administration.

5. SPECIAL FEATURES OF POST:

5.1 Some work will be required outside office hours
5.2 A full UK Driving Licence and use of a car is required
5.3 To be on call out of hours in case of an emergency
5.4 To undertake other duties and responsibilities as directed and in accordance with the changing organisational objectives, (and within the competence and experience commensurate with the post).