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## Job Profile

<b>Job Title:</b>	<b>Building Futures Manager</b>
<b>Department:</b>	<b>Policy and International Relations</b>
<b>Reports to:</b>	<b>Director, Policy and International Relations</b>
<b>Competency level:</b>	<b>C</b>

## Overview / Job Purpose

- To maintain and develop the work of the RIBA Building Futures working with a range of funding and operational partners, adding to the successful programme of publications and events already undertaken as part of the Building Futures initiative ([www.buildingfutures.org.uk](http://www.buildingfutures.org.uk)).
- To manage projects from initiation to completion: developing ideas, identifying partners and funding opportunities, drafting and collating reports and recommendations, organising events and arranging publications on issues relevant to the future of the architectural profession.
- To oversee the Building Futures Coordinator, and manage & motivate interns as required.
- To contribute to the RIBA's policy work by identifying future trends and the need for new policies.

## Duties

The duties set out below outline the range of activities currently required. They are not a comprehensive list.

Main Duties to include:

- Providing the secretariat for the Building Futures Steering Group, producing papers and steering discussions.
- Overseeing production of the business plan and monitoring the budget for the Building Futures programme.
- Maintaining the web pages of the Building Futures website
- Generating publicity for events and publications and commissioning work as appropriate.
- Writing press releases and pre-seminar papers etc.
- Representing the RIBA at expert seminars and other events, presenting, participating in debates, taking notes and writing briefing papers for the President.

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- Commissioning, evaluating and editing research where appropriate.
- Organising events/seminars, developing programmes by identifying and researching possible inputs, writers, speakers and publishers.
- Negotiating and drawing up contract for service / authors' agreements.
- Identifying funding and operational partners;
- Working with other members of the Policy and Public Affairs team to identify new areas for policy development in consultation with RIBA members, the Client Forums and the Building Futures Group, involving liaising with and briefing senior executives internally and externally and acting as an ambassador for the RIBA.
- Supporting the Policy team by contributing to the development of sectoral policies and recommendations – for example in areas such as housing, procurement and planning.

#### **Other Duties**

- Support the RIBA in its efforts to reduce its carbon footprint and to effect significant changes in employee behaviours to conserve resources wherever possible.

#### **Staff Responsibilities and Non-staff Resources**

- Responsible for the Building Futures Budget of c.£80,000 (2009)
- Management responsibility of one plus overseeing some volunteers

*A list of duties in a job profile is not intended to be all-inclusive and other duties within the department may be required. Job profiles do not form part of the contract of employment. Job profiles will be reviewed annually and when necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.*

**Competency Profile – Level C**

<b>Communication Competency description</b>	<b>Specific experience - Essential</b>	<b>Specific experience - Desirable</b>
<ul style="list-style-type: none"> <li>▪ Identifies what/when to communicate and selects the most appropriate means</li> <li>▪ Involves others by seeking their view point and ensuring a range of perspectives are explored</li> <li>▪ Shows understanding and respect for others' views and beliefs in conversation and debate</li> <li>▪ Adapts own communication style/medium to deliver the information to meet the needs of the recipient(s)</li> <li>▪ Communicates or formally presents information comfortably to people at all levels</li> </ul>	<p>Experience of making presentations to small groups</p> <p>Accomplished representative at meetings</p>	<p>Experience of speech writing</p>
<b>Teamwork and Leadership Competency description</b>	<b>Specific experience - Essential</b>	<b>Specific experience - Desirable</b>
<ul style="list-style-type: none"> <li>▪ Demonstrates understanding of team morale and individual motivation, working effectively with different people</li> <li>▪ Identifies immediate priorities and objectives providing clarification for others</li> <li>▪ Gives praise and/or constructive feedback to others to help them develop their skills</li> <li>▪ Helps others to work effectively together, handling the interpersonal issues and dynamic of the group</li> </ul>		
<b>Client &amp; Stakeholder relationships Competency description</b>	<b>Specific experience - Essential</b>	<b>Specific experience - Desirable</b>
<ul style="list-style-type: none"> <li>▪ Acts as a role model of exceptional service standards</li> <li>▪ Recognises and addresses the needs of clients, exploring appropriate solutions</li> <li>▪ Works alongside external stakeholders building collaborative and mutually beneficial relationships</li> </ul>		

<ul style="list-style-type: none"> <li>Resolves problems promptly, minimising disruption for the clients and RIBA</li> </ul>		
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<b>Professional &amp; Technical knowledge &amp; skill Competency description</b>	<b>Specific experience - Essential</b>	<b>Specific experience - Desirable</b>
<ul style="list-style-type: none"> <li>Provides advice and guidance to colleagues, showing relevant professional/technical understanding</li> <li>Resolves professional/technical problems that fall outside standard practice/procedure</li> <li>Develops the professional skills/knowledge of others own specialism (e.g. through mentoring, coaching, management, training)</li> </ul>	<p>Extensive project management experience in a think tank/policy/academic or Government sector</p> <p>Experience of supervising or managing staff</p> <p>Experience of fund-raising/income generation</p> <p>Good working knowledge of Microsoft Office applications: Excel, Outlook, PowerPoint, Access</p>	<p>Experience in an architectural related field</p> <p>Knowledge of the central Government structures relating to architecture</p> <p>Experience of influencing emerging political agendas</p> <p>Ideally part-qualified in architecture</p> <p>An understanding of the nature of membership organisations</p> <p>Experience of managing budgets</p>
<b>Project management and planning Competency description</b>	<b>Specific experience - Essential</b>	<b>Specific experience - Desirable</b>
<ul style="list-style-type: none"> <li>Tracks progress against plans over time and makes adjustments to meet the objectives</li> <li>Manages allocated resources to ensure completion of tasks to time and budget</li> <li>Takes responsibility for the standard of work achieved in own team/area</li> <li>Adapts the project/work plans as necessary and ensures relevant others are aware of changes and the reasons for them</li> </ul>	<p>Experience of organising and managing events and meetings</p>	
<b>Analysis and Judgement Competency description</b>	<b>Specific experience - Essential</b>	<b>Specific experience - Desirable</b>
<ul style="list-style-type: none"> <li>Uses a structured approach to investigate and diagnose issues that may extend beyond the immediate work area</li> </ul>	<p>Experience of drafting or writing reports and papers and collating complex information</p>	

<ul style="list-style-type: none"> <li>▪ Exercises judgement and makes decisions in line with agreed objectives and priorities</li> <li>▪ Identifies and weighs up a range of options, before implementing a solution</li> <li>▪ Adapts tools and methodologies for analysis</li> <li>▪ Constructively challenges existing practice to develop new and creative approaches</li> </ul>	<p>Ability to undertake research</p>	
<ul style="list-style-type: none"> <li>▪ Other Factors</li> </ul>	<ul style="list-style-type: none"> <li>▪ The ability to work occasionally outside office hours</li> </ul>	