

Student Name and ID number: Jaroslaw Rosocha 2437834

Program of Study: CERTHE Business Skills for the Workplace

Module Name and Code: Employability and Career Development
LCLM4005

Assignment Title: Selection of written reflective tasks

Lecturer's Name: Dr. Inderjit Grewal

Building Manager Assignment

Task 1 – Compare Job Adverts (400 words)

This comparison is based on two Building Manager job adverts: the Hexagon Group role provided and a similar Building Manager position advertised on Indeed for a multi-tenanted commercial building in London.

Both adverts outline the core responsibilities and expectations of a Building Manager, with strong overlap in required skills and knowledge.

A key requirement in both roles is Health and Safety compliance. Candidates must demonstrate knowledge of statutory regulations, risk assessments (RAMS), fire safety systems, and general compliance with UK legislation. This reflects the legal responsibility Building Managers hold in ensuring safe environments for occupants.

Another shared requirement is financial management, particularly the ability to manage service charge budgets, monitor expenditure, and ensure cost efficiency. Both roles emphasise accountability and transparency when dealing with landlord and tenant funds.

Tenant and stakeholder engagement is also highlighted in both adverts. The Building Manager acts as the primary point of contact, ensuring high levels of customer service and maintaining positive relationships with tenants. This includes handling complaints, organising engagement initiatives, and ensuring tenant satisfaction.

Additionally, both roles require contractor and facilities management, including overseeing hard and soft FM services such as maintenance, cleaning, and security. Managing contractor performance and ensuring service delivery standards are met is a key operational responsibility.

Leadership and team management is another common element. Both adverts expect candidates to supervise on-site teams, provide training, and maintain high performance standards.

One key shared skill is Health and Safety compliance, which is critical in the Building Management profession. This skill is important because Building Managers are legally responsible for ensuring that buildings operate safely and meet all regulatory requirements. Failure to comply can lead to serious consequences, including legal action, financial penalties, and risks to human life.

Furthermore, strong Health and Safety practices support overall operational efficiency. A safe working environment reduces incidents, improves tenant confidence, and protects the reputation of the property and its management.

In conclusion, both job adverts demonstrate that Building Managers must possess a combination of technical, financial, and interpersonal skills, with Health and Safety compliance being the most essential foundation of the role.

Task 2 – Self-Assessment (800 words)

This self-assessment evaluates my strengths, weaknesses, and overall readiness for a Building Manager role using a SWOT analysis framework.

Strengths:

One of my key strengths is my extensive industry experience. I have over a decade of experience in facilities and building management, working with high-profile clients and managing complex, multi-tenanted commercial properties. This experience has enabled me to develop a strong understanding of building operations and stakeholder expectations.

I also possess strong Health and Safety knowledge, supported by my SMSTS and IOSH certifications. I have been responsible for ensuring compliance with statutory regulations, conducting risk assessments, and maintaining safe working environments.

Another strength is my leadership ability. I have managed teams of up to 15 personnel, including maintenance, security, and cleaning staff.

My tenant engagement skills are also a significant strength. I have acted as the main point of contact for tenants, resolving issues efficiently and maintaining positive

relationships.

Additionally, my academic background enhances my professional capabilities. I hold a Master's degree and I am currently studying for a BA (Hons) in Business Management.

Weaknesses:

Despite my strengths, there are areas for development. One weakness is my limited exposure to senior strategic roles.

Another area for improvement is my financial analysis skills.

Additionally, as I am still completing my degree, I have not yet fully achieved my academic potential.

Opportunities:

There are several opportunities available to support my career progression. The demand for experienced Building Managers remains strong.

There is also increasing focus on sustainability and ESG initiatives.

Professional development opportunities can further enhance my employability.

Threats:

One potential threat is the high level of competition in the property management sector.

Another threat is the increasing use of technology and digital systems.

Evidence of Readiness:

I demonstrate strong readiness through my work experience, qualifications, and ongoing development.

My professional experience includes managing commercial properties, overseeing contractors, and ensuring compliance.

My certifications provide formal evidence of my competence in Health and Safety.

My ongoing Business Management degree demonstrates my commitment to improving my knowledge and skills.

Overall, I am well-prepared for employment and have a strong foundation for career progression.

Task 3 – Employment Goals & Development Plan (300 words)

Based on my self-assessment, I have identified clear short-term and long-term employment goals.

Short-Term Goals (1–2 years):

My primary short-term goal is to secure a Building Manager position within a high-profile commercial property.

I also aim to complete my BA (Hons) Business Management degree.

Additionally, I plan to improve my financial management skills.

Long-Term Goals (3–5 years):

My long-term goal is to progress into a senior role, such as Senior Building Manager or Facilities Manager.

I also intend to achieve professional accreditation.

These goals align with my ambition to develop into a strategic leader.

Personal Development Plan:

To address my weaknesses, I will improve my financial skills through online courses within six months.

I will complete my degree within the planned timeframe.

I will pursue professional accreditation within 12 months.

Finally, I will enhance my knowledge of sustainability through training courses.

This plan will support my continuous development and help me achieve my career goals.