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**BRITISH DEPUTY HIGH COMMISSION CHENNAI**

**LE JOB SPECIFICATION**

<b>Job Title (including Dept):</b>	<b>Residence &amp; Post Events Officer</b>		
<b>Location:</b>	British Deputy High Commission, Chennai	Grade of Job: A2 (L)	
<b>Successor Start Date</b>	ASAP	<b>Contract length:</b>	Permanent

**FORWARD JOB DESCRIPTION (FJD)/JOB SPECIFICATION**

Main duties and responsibilities, and the percentage of your time they occupy:

The job holder will be responsible for managing the official residence of the British Deputy High Commissioner for Chennai at Chennai in line with FCO Standards and all relevant Policies. The incumbent should be able to manage a team of 3 members. He/she will have to be able to manage revenue generation of the residence by working closely with relevant teams within BDHC and external contacts. He/she will also support the Corporate Services Team to manage all events as lead officer at Post. He/she must be customer focused and demonstrate the financial and resource management expertise necessary to achieve results.

<b>Type of work</b>	<b>Duties &amp; responsibilities</b>	<b>% time</b>
Residence & Resource Management	<p>Ensure successful day-to-day operation of the BDHC's Chennai's Official Residence in line with the FCO policy.</p> <p>Maintain and ensure that the residence including garden is well kept at all times. Continuously review operations to identify better ways of working to secure best value for money and resource savings including working with the club closely for events.</p> <p>Provide leadership and management support to the 5 member team at the residence; to develop the team and manage talent management; to support staff during major periods of change. Work closely with CSM/DCSM to manage change.</p> <p>First-point of contact for outsourced personnel viz. HK staff, Janitors, Loaders, Gardeners for Office, Pantry service, etc.</p> <p>Warden for the residence for any incidents/alarms.</p>	35
Events Management	<p>Working closely with other departments in the Mission to maximise the use of residence for events.</p> <p>Develop a wide range of important senior contacts to manage and promote hiring of residence for events with good negotiation skills and identifying partners in progress among our preferred suppliers, to ensure we get excellent value for money. Manage key contracts, negotiate new rates and consider cost-effective outsourcing solutions.</p> <p>Work closely with the receptionist to manage the events within the BDHC office building for any support.</p>	35

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<p>Financial Management &amp; Procurement</p>	<p>Ensure compliance with FCO finance and procurement policy.</p> <p>Be the requisitioner and procurement owner for the Mission and events at Post working closely with the CS team and PA to the Head of Post. Seek necessary budgetary approvals.</p> <p>Ensure that Government Procurement cards are used for purchases up to £1,500; ensure that corporate credit cards are used only for official travel, accommodation and entertainment.</p> <p>Generate monthly budget reports for Senior Budget Holder &amp; CSM for the residence spends. Plan and profile and track expenditure for the residence including procurement of goods, uniforms for staff, bonded stores items, etc.</p> <p>In charge of residence stores and inventory management including Government Art Collection items.</p>	<p>30</p>
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**Line Managers and Incumbents: Please give a brief description of the job as an aid to Selection Board decisions. Please include any developmental opportunities it offers.**

The task of Residence and Events Manager is to ensure that the Official Residence is maximised for events by offering it as a prestigious venue to broad range of contacts. The successful candidate will be given appropriate training and guidance on the job/deliverables expected.

The successful candidate will be a confident, well organised self-starter who can provide quality support to the Residence space utilisation by extending full support to the Head of Post, CSM and other teams within the Mission to ensure high quality of service deliverables.

He/she will work closely with the entire mission as a member of the Corporate Services Team. He/she will also be a permanent member of the Estates, Club & Visits Committee.

**Resources managed** - staff and expenditure:

5 x Residence staff (Chef, Lady Housekeeper, Bearer/Gardner, 100% steward/bearer & 100% Gardener).

**1. Key competences required for the job (the four most important):**

	<b>Essential</b>	<b>Useful</b>
Delivering Value for Money and at Pace	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Managing a Quality Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Collaborating & Partnering	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seeing the big picture	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**2. Specific specialised knowledge, qualifications or experience required for this job.**

**Essential on arrival:**

- A confident self-starter, with proven energy and initiative in overcoming obstacles, and the ability to handle multiple tasks and prioritise with minimal supervision.
- Some background in finance, estates or hospitality would be useful, but more important is a willingness to learn and develop.
- Good interpersonal skills; someone who can build contacts and can negotiate effectively
- Excellent team working skills, with strong ability to build co-operative working relationships across our own network, and outside of the British Deputy High Commission office with a wide range of organisations.
- An innovator who can find creative solutions and identify new more efficient ways of working.

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**3. Other job-related or local special factors not mentioned above, including any requirement for special security clearances:**

Security Clearance Level required: As per office policy
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**4. Training requirements.**

	<b>Essential</b>	<b>Useful</b>
Performance Management for Job holder and Line managers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
P2P training and people skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e-learning on Diversity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Negotiation skills & events/project management	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**5. Language: (English, Tamil & Malayalam)**

Level of language skill **essential** for the job: English, Tamil

- Confidence:   
 Operational:   
 Extensive:

For Operational and Extensive levels, which language skills are essential? Please tick all boxes that apply. (NB: Confidence Level only tests oral skills.)

- Oral       Listening       Reading       Writing       Translation

**6. Starting Salary:**

For BHC candidates, the LE BHC Terms & Conditions will apply.

For other than BHC candidates, salary will be Rs. 29,756/- per month together with a 12% provident fund and 6% special allowance/Superannuation Fund.

Additionally the BHC offers a great benefits package that includes annual domiciliary medical cover, plus a Group Hospitalisation Scheme with Rs 500,000 floater cover for your immediate family.

The BHC is recognised as a good employer, with a robust, fair and transparent performance management & appraisal system linked to increments and staff bonuses. We have a 5-day working week, plus annual leave, public holidays, maternity leave provision, special leave, paid sick leave provision; ample development opportunities, travel opportunities, a good organisational culture, and excellent work/life balance.

Around half of our work force is women. We treat people with respect and equality and have a policy of zero tolerance for any form of discrimination, bullying, or harassment.

This is a good opportunity to be part of a strong, diverse team, working in the biggest network that FCO has anywhere across the globe. We are aiming to make it the best.

**7. To apply:**

- Please note applications without **(a), (b) and (c)** will not be considered.  
 (a) Complete the Job Application Form

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- (b) Attach Statement of Suitability (no more than 1 page of A4) setting out why you are the suitable person for this role. Your statement should include clear examples of how you meet the key competences.
- (c) Attach a detailed CV

**For Online Applications:** We will accept only online applications. Please quote "**Residence & Post Events Officer**" in the subject line and send to [SAADHub.RecruitChennai@fco.gov.uk](mailto:SAADHub.RecruitChennai@fco.gov.uk) by 5<sup>th</sup> April 2015 midnight.

8. Applicants who do not have the required qualification & experience should kindly abstain from applying, as their applications will not be considered.

9. Only shortlisted candidates will be contacted and no telephone enquires will be dealt with.

10. The appointment will be subject to Police Verification and other checks including references, educational and professional.

11. We welcome all applications irrespective of age, race, colour, gender, disability, sexual orientation, religion, belief or creed. We are also open to applications from people who want to work flexibly.

**HR Hub**  
**20<sup>th</sup> March 2015**

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