



Business Manager

We are seeking an experienced Business Manager to lead and continuously improve non-clinical services across the whole site. You will work closely with and in support of, the Deputy Clinical Manager and report to the Registered Home Manager. Your purpose is to ensure the estate and all support functions are safe, efficient and welcoming for residents, tenants, visitors and staff.

Other duties will include;

- Leadership of non-clinical service delivery including domestic and laundry services, estates and maintenance of buildings and grounds, transport, security and portorage.
- Manage suppliers and contracts against service levels and value for money, including services commonly delivered off-site (e.g. HR support, payroll, IT support).
- Oversight of the housing scheme to ensure effective, compassionate and compliant management for tenants.
- Day to day health and safety management, including risk assessments, action planning and compliance with food safety requirements.
- Budget ownership for Home, Housing and Estate, with effective in-year control and reporting.
- Line management of allocated staff, including recruitment support, rota planning, supervision and appraisal, attendance and performance management, and staff development.

Who are we looking for?

Potential candidates for this pivotal role will ideally have proven experience leading multi-function support operations in care, housing, health or similarly regulated settings. You will be able to demonstrate strong budgetary control, planning and organisational skills, with confidence using administrative and IT systems. You will be a motivating and positive leader, with a calm approach, able to develop teams, always with a focus on health and safety and risk management. This is a truly collaborative environment, that is always balancing operational priorities alongside the needs of our residents and tenants

The closing date for applications will be Monday 18th May. Candidates should send their details to Maria Jobson at m.jobson@royalalfred.org.uk