

Appointment of a Mechanical Services Officer

The department

The university has an estate which consists of over 100 buildings, with a gross internal floor area of 135,000m² for the non-residential estate, this is located at five main sites. The sites in Brighton are located at Grand Parade, Moulsecoomb and Falmer with further facilities located at Eastbourne and Hastings.

There are a wide range of building types, from multi-storey tower blocks and large old houses to new purpose built student residences and specialist buildings, as well as car parks, gardens, playing fields, tennis courts, gymnasium and swimming pool. Recently completed projects include the Checkland Building and Falmer Sports Hall at Falmer and the Huxley Biosciences Building at Moulsecoomb. Projects in the pipeline include the refurbishment of the Cockcroft Building and the proposed development of Preston Barracks.

The Estate and Facilities Management department is also responsible for all maintenance and building works, embracing everything from minor repair works to very large building projects. At site level, day-to-day maintenance work is carried out under the direction of a Site Technical Officer. Site-based staff include skilled craft workers, maintenance and grounds staff.

Programmed major maintenance and alteration projects are undertaken by a team of engineers and surveyors from the central office. The Assistant Director of Estate and Facilities Management (Technical Team Manager) is responsible for the overall management of these services.

New building works such as student residential developments and other major new building initiatives are carried out under the direction of the Deputy Director of Estate and Facilities Management; as are accommodation planning requirements and major refurbishments to existing university accommodation.

The Director of Estate and Facilities Management has overall responsibility for all of the services provided by the Department of Estate and Facilities Management and is the Cost Centre Manager for a revenue budget in excess of £12 million.

Other responsibilities which are centrally managed include estate related health and safety, room bookings, vehicle bookings, telecommunications, mail, furniture and fittings and other essential Estate and Facilities related services.

The Department of Estate and Facilities Management is continually striving to deliver a level of quality service through the concepts of teamwork, team spirit and recognition of a level of customer care that the university can be proud of.

Our objective is to succeed in our aims by adopting a quality approach, not only in the service we provide but also in the environment we create for our students, staff and visitors alike.

Job sharing

The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis.

Potential job sharers do not have to apply with a partner. However, if a post is to be operated as a job share there must be at least two suitable applicants who wish to share the job.

A job share appointment will only be made if it has been demonstrated that both shortlisted applicants can do the job to the required standards and within a working pattern of hours that is agreeable to all parties. If one applicant is unsuitable, neither can be appointed unless an alternative potential job sharer has been shortlisted.

When applying as a job sharer please indicate this at the top of page 3 on the application form. We will need to know if you are applying with a job share partner and the name of that person. Also if the post is full-time but open to job sharers it would be useful if you could indicate whether you would be interested in the post on a full-time basis if no suitable partner can be found. If you have indicated that you would be willing to take up the position on a full-time basis then the normal recruitment procedure will be followed.

If you are interested in appointment on a job share basis, please contact Human Resources for a copy of the university's policy, procedure and guidelines for job sharing. Alternatively staff in Human Resources will be happy to answer any queries you may have.

The job

Details of the job are described in the attached job description.

The salary

The salary will be in accordance with grade 6, which ranges from £28,132 to £31,644 per annum.

Salaries are paid monthly in arrears through the BACS System directly into the bank or building society account of each member of staff. The university must pay salaries through the BACS system. They cannot be paid by cheque. It will therefore be important to supply account details in order to ensure prompt payment.

Working week

The hours of work for this post are 37 hours per week, excluding meal breaks (these are unpaid), 52 weeks per year. However, senior/managerial staff are expected to work such hours and at such times as are reasonably necessary in order to fulfil their duties and responsibilities. It would therefore be inappropriate to define the total hours to be worked in any week. A reasonable norm, having regard to the contractual position of other senior staff in the institution, would be 37 in a full week, although this should not be regarded as a minimum or maximum.

Holiday

For each full-year worked you are entitled to annual leave dependent on your grade of pay (see table below). The entitlement increases after five years' continuous service, pro rata for part-time staff. Annual leave entitlement for part-time staff and staff on shift patterns will be calculated in hours. New members of staff are entitled to annual leave proportionate to their completed calendar months of service. In addition to the eight Bank and Public Holidays each year, discretionary days are granted in late December to allow the University to remain closed between Christmas and the New Year.

Grades	Basic entitlement per year	Grades	Basic entitlement after 5 years' service
1-3	23 days	1-3	28 days
4-7	25 days	4-7	30 days
8-9	27 days	8-9	30 days

Terms & conditions In determining terms and conditions of employment, the university has regard to recommendations made through the appropriate national negotiating framework. These terms and conditions of service can be varied by local agreements reached through the university's local negotiating framework which comprises a Joint Negotiating Committee supported by two Common Interest Groups. These groups bring together representatives of the university and its recognised trade unions, which are:

- UCU University and Colleges Union
- UNISON

Strategic plan

Details of our Strategic Plan can be found at:

<http://staffcentral.brighton.ac.uk/xpedio/groups/Public/documents/staffcentral/doc013747.pdf>

How to apply

Please complete an application form or, if you prefer, send your CV along with a completed Equal Opportunities Monitoring/Personal Details form. These forms are available to download in both Word and .pdf formats from www.brighton.ac.uk/humanresources

Applicants are shortlisted on the extent to which they meet the selection criteria on the job description. Therefore, in your application form or CV, please ensure that you have clearly outlined how your skills and experience meet each of the selection criteria for this role, giving examples of particular relevant achievements.

Please send your application form/CV to Human Resources, University of Brighton, Mithras House, Lewes Road, Brighton, BN2 4AT. Fax: (01273) 642848. If you wish acknowledgement of receipt of your application, please send a stamped, self-addressed envelope.

Alternatively, you may also send your application via email to: humanresources@brighton.ac.uk. You should receive an acknowledgement via return email by 12.00 pm the next working day.

If you have not been contacted within three weeks of the closing date, you should assume that your application has been unsuccessful.

If you are shortlisted for interview, we will contact you via email (if you provided us with an email address). You may therefore wish to check your email regularly. If you do not have an email address, we will write to you.

Closing date

The closing date for applications is **Tuesday 4 March 2014**.

ES5035/km
14.2.14



University of Brighton

Job description

Department: Estate and Facilities Management

Location: Exion 27

Job title: Mechanical Services Officer

Post number: ES5035

Grade: 6

Responsible to: Building Services Engineer

Main areas of responsibility:

1. To supervise the work of contractors carrying out works organised directly, or, as in a Mechanical Clerk of Works role, on behalf of the Mechanical Engineer or Building Services Engineer.
2. To liaise with other members of the Estate and Facilities Management department, university staff, external organisations and individuals in order to carry out all duties required.
3. To provide technical advice and assistance and to keep up to date with relevant technical and legislative developments, ensuring compliance where applicable.
4. To undertake necessary Health and Safety checks associated with plant areas throughout the university sites and maintain accurate records for inspection as necessary.
5. To arrange and organise small mechanical and plumbing projects in association with the Estates and Facilities Management Building Surveyors and various departments as requested.
6. To supervise and control specific maintenance contracts on behalf of the Building Services Engineer which include water quality testing and catering equipment maintenance.

Specific duties:

- 1. To supervise the work of contractors carrying out works organised directly, or, as in a Mechanical Clerk of Works role, on behalf of the Mechanical Engineer or Building Services Engineer.**
 - 1.1 To supervise the work of contractors working for the Estate and Facilities Management Department, to ensure quality work, safe working practice and a sensitive and courteous approach to dealing with client department.
 - 1.2 To arrange for unplanned, day-to-day maintenance works, to ensure the correct and efficient operation of plant, equipment and services. This will require close liaison with Site Technical Officers and other university engineers.
 - 1.3 To prepare minor specifications and schedules, as appropriate, for maintenance and minor works.
 - 1.4 To obtain and evaluate minor quotations/tenders and provide recommendations for acceptance.
 - 1.5 To supervise contractor's performance to ensure adherence to quality and Health and Safety standards, to exercise financial control on works directly ordered.
 - 1.6 To comply fully with the financial and procedural regulations of the university and the department and to work within budgetary limits as directed by the Building Services Engineer.
 - 1.7 To ensure that departmental instructions in respect to safe working practice are adhered to, i.e. 'Permit to Work', 'Access Permits', compliance with asbestos removal etc.
- 2. To liaise with other members of the Estate and Facilities Management department, university staff, external organisations and individuals in order to carry out all duties required.**
 - 2.1 To liaise with the Technical Team, Site Technical Officers and other colleagues within the department and the university to ensure co-ordination of all works as directed by the Building Services Engineer.
 - 2.2 Co-operate with colleagues in the provision of the full range of services, which are managed by the Estate and Facilities Management department.
 - 2.3 To contribute to technical team meetings and to ensure agreed strategies are implemented.
 - 2.4 To be a team member and work as part of the electrical and mechanical section and be prepared to provide cover, in the event of absence, for any member of that section.

3. To provide technical advice and assistance and to keep up to date with relevant technical and legislative developments, ensuring compliance where applicable.

- 3.1 To provide technical advice to colleagues and client departments and to recognise and recommend, where required, the need for specialist professional advice.
- 3.2 To provide information to the Building Services Engineer as requested for inclusion in relevant specifications and equipment schedules.
- 3.3 To carry out inspections of estate property and undertake the preparation of schedules of heating, cooling, ventilation, water services and general plumbing installations' condition when requested.
- 3.4 To identify opportunities for energy conservation and to bring these to the attention of the Building Services Engineer.
- 3.5 To keep up to date with technical and legislative developments and ensure compliance where applicable.

4. To undertake necessary Health and Safety checks associated with plant areas throughout the university sites and maintain accurate records for inspection as necessary.

- 4.1 To undertake various checks in 'controlled access locations', including plant rooms and boiler rooms and to ensure that the areas are kept clean and safe and that current records are being recorded as required.
- 4.2 Supervise contractors to ensure all projects are completed and redundant materials and rubbish removed from site.
- 4.3 To check that all plant log books are completed with up to date information and records of works undertaken.
- 4.4 Ensure contractors are implementing maintenance contracts in accordance with the tender documents.
- 4.5 Ensure records and documentation are being retained to satisfy both Health and Safety and Local Water Authority requirements.

5. To arrange and organise small mechanical and plumbing projects in association with the Estate and Facilities Management Building Surveyors and various departments as requested.

- 5.1 To arrange and supervise minor mechanical alterations projects in partnership with the Building Surveyors.
- 5.2 To supervise and control projects as directed by the Building Services Engineer.

- 5.3 To organise and set up inspections associated with water cleansing and ensure documentation is correctly retained.
- 6. To supervise and control specific maintenance contracts on behalf of the Building Services Engineer which include water quality testing and catering equipment maintenance.**
- 6.1 To supervise and control all maintenance works associated with the water cleansing and legionella tests. Ensure that both work standards and documentation are maintained as detailed in the tender documents and in accordance with the approved Code of Practice L8 and current Water Regulations.
- 6.2 To supervise and control all maintenance works associated with catering equipment in university buildings and ensure that both work standards and documentation are maintained as details of the tender documents.
- 6.3 To establish and maintain a record of plant, equipment and fittings within university buildings and sites.
- 6.4 To arrange for planned inspections of plant, equipment and services to assess condition and maintenance needs.
- 6.5 To assist in maintaining computer based records of inspections and supervising specific contracts as designated by the Building Services Engineer.

Selection criteria

The criteria below indicate the qualities that are needed to do the job well. Candidates will be selected according to the extent to which they satisfy these criteria. Evidence of potential will also be considered. Most of the criteria must normally be met in order to qualify for selection.

Essential:

Knowledge/ qualifications:

- To hold a City and Guilds Plumbing 603 part 1&2, or City and Guilds Heating and Ventilation 604 part 1&2, or NVQ levels 1,2&3 in the above subjects. Consideration will be given to tradespeople with extensive experience relating to Building Services and who are conversant with current requirements but possibly lacking a formal qualification.
- A general heating and ventilation maintenance background, with suitable experience in large commercial buildings.
- A working knowledge of L8, the control of Legionella bacteria in water systems.
- A working knowledge of the current Water Supply Regulations 1999.

Communications: the ability to produce clear, concise and accurate written and oral communications with particular ability to explain complex processes and procedures; able to write effectively producing specific tender documents.

Service: demonstrate knowledge of and commitment to relevant 'client' service standards and maintain good working relationships with other members of the Estate and Facilities Management department and other university departments and to function fully as a member of a team.

Self motivation: meet objectives on own initiative; be committed to continuous self development, sound organisation skills, with the ability to maintain high standards whilst working quickly, with a minimum of supervision.

Teamwork: effectively contribute to teamwork, working co-operatively with others, achieving mutual satisfaction.

Response to Change: keeps abreast of developments and contributes effectively to planning and implementation of change. The ability to prioritise work effectively, judging the relative importance of conflicting demands and planning actions in order to meet deadlines.

Analysis, creativity & problem solving: solves problems and develops plans successfully adapting and producing planned maintenance contracts.

Physical: be able to use display screen equipment and undertake all the physical requirements of the job, including reaching and working in high and/or awkward locations. Undertake travel to a variety of external locations, in accordance with maintaining the university buildings, all in accordance with health and safety guidelines.

Management of others: to undertake development of policy, plans and agreed service levels to manage appointed contractors as deemed necessary by the Building Services Engineer.

Technical skills: to have basic keyboard skills and be able to operate specialist computer programmes associated with building services and financial controls.

Desirable:

- Experience in the maintenance mechanical services installation, gained within a client centered service organisation.
- A trade background in Mechanical Engineering leading to membership of a recognised institution i.e. The Chartered Institute of Building Services Engineers.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.