

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Building Services Engineer – Engineering Team

## **College/Department**

Estates

## **Location**

Kedleston Road, Derby

## **Job Reference Number**

0531-24

## **Salary**

£42,791 to £45,955 per annum (for exceptional performers, there is scope for further progression up to £61,235 per annum).

## **Reports To**

Engineering Manager

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

The post holder will be responsible for delivering a first-class customer orientated repair and maintenance service to the University’s portfolio of buildings. The main focus of the role will be in the effective implementation of service contracts to ensure compliance with relevant legislation alongside the design and surveying of building services provision.

## **Principal Accountabilities**

1. Carry out instructions given by the Engineering Manager on all University sites and premises.
2. Work as a leader in your field within the Estates Team to ensure compliance with Statutory Regulations & legislation pertinent to the work undertaken. Provide technical support to assist in ensuring that the University sites and premises compile with all relevant legislation regarding electrical or mechanical services.
3. Manage works within the Estates Engineering team and manage designated electrical & mechanical contracts to co-ordinate planned preventative maintenance schemes. This will include.
* monitoring contractors to ensure quality and University of Derby’s KPIs are met
* chairing contractor management meetings and setting actions for improvements if required
* reviewing / amend tender and contract documents to drive improvements in sustainability Student/Staff experience.
* ensure contractor works and site access are schedule across the various departments within the university.
* Ensuring that invoices are paid on time and work with University of Derby procurement to resolve and anomalies within the payment system.
1. Work with the Procurement team and the Oracale Software to facilitate payment to contractors and suppliers by generating business cases; submitting payment request; receipt requests as works are completed and acting as the University of Derby representative to designated suppliers in the event of issues with the invoicing process.
2. Provide technical support and training across the University of Derby estates team:
* Creating and presenting Toolbox Talks to the estates team to highlight safe systems of work.
* Cascading changes in Regulation, maintenance requirement and policies and procedures to the estates engineering and maintenance teams.
* Giving onsite training to pass on operation instruction when new plant and equipment is installed or when orienting new members of staff.
* Introduce new safe systems of works to the estates engineering and maintenance teams and provide guidance and support as required.
1. In the event of the failure (or the high risk of failure) of a critical system, act as a ‘Crisis Manager’ to become a single source to co-ordinate resources to facilitate a rectification; mitigate risks and maintain business continuity.
2. Solution focused approach to reactive and breakdowns works assigned to contractors to get value for the University of Derby; maintain business continuity and continue to provide an excellent student experience:
* Obtain quote/s for rectifications and created business cases for repairs when applicable.
* Schedule and facilitated reactive works. (Arrange access; PTW; Escorts Est)
* Ensure completion before timeframes within the Service Level Agreement (SLA) as to the M and E Specification and relevant Policies and Procedures.
1. Act as an ‘authorised person’ for the issuing and control of high-risk permits of activities on all sites. Provide training and guidance for other ‘authorised persons’ estates engineering and maintenance teams to ensure all works adhere to the University of Derby’s policies and procedures.
2. Operate and monitor the CAFM system and other management tools to ensure the engineering team;
* planned maintenance is scheduled to ensure completion within the Service Level Agreement (SLA)
* Reactive works are action within the Service Level Agreement
* University of Derby compliance is within acceptable levels and any noncompliance identified and a clear and risk assessment and action plan in place.
1. Work with the BMS Operators to utilising the Building Energy Management System (BEMS) and other management tool (Such as EcoStruxure BA) to ensure that the electrical & mechanical services are operating as efficiently and as affectively as possible, ensuring that any required remedial works are captured on the CAFM system to facility a remedy.
2. Manage the risks inherent in the electrical and mechanical infrastructure by
* Identifying risks to business and updating the Estates Risk register accordingly.
* Review and update the University’s life cycle replacement plan of the electrical and mechanical infrastructure and have input to the CAPX planner.
* Surveying and preparing reports of electrical and mechanical installations on all University of Derby sites for forward planning
* Reviewing maintenance requirements; policies and procedures to ensure that they remain fit for purpose
* Performing periodic inspections of key areas across the estate to identify opportunities for implement.
* Assisting in the creation of Safe Systems of Work (SSOW) to facilitate the operation and switching of critical equipment.
1. Prepare cost estimates for projects, budgeting and planning. To include detailed documents, design specifications; drawings and CDM requirement for tenders to be issued to the University workforce and/or external contractors within specified timeframes.
2. Project management of works carried out by the University workforce and by external contractors to ensure that all work undertaken comply with relevant legislation as well as the University’s policies and procedures within specified timeframes.
3. ‘Clerking of works’ and monitoring of works carried out by university workforce and external contractors in connection with service contracts and minor works projects to ensure that all work undertaken comply with relevant legislation as well as health and safety.
4. Comply and keep abreast of current Health and Safety at Work Act. And refresh technical knowledge by attending seminars; courses & internal training relevant to their scope of works and / or by completing relevant CPD’s
5. Exemplify the University’s Values and Behaviours.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Building services engineering degree (CIBSE Approved) or equivalent relevant qualification in a building service-related subject (Building services / electrical / mechanical) **OR** Extensive equivalent experience in the building services / facilities management sector.
* Level 3 management qualification (ILM Level 3 or equivalent qualification.)
* Managing of H&S Qualification (IOSH or NEBOSH or equivalent qualification)

#### **Qualifications – Electrical Bias Engineer**

* Level 3 electrical qualification (city and guilds 2365 or equivalent)
* 18th Edition Electrical (BS7671)
* HVAP / LVAP AP Qualifications (such as AP15 High Voltage switching or equivariant)

#### **Qualifications – Mechanical Bias Engineer**

* Level 3 mechanical qualification (city and guilds in Heating and ventilation or equivalent)
* Legionella-LG01
* Authorised Person Mechanical and Pressure Systems Qualifications (such as APMPS or equivariant)
* Accredited qualification in a specialised mechanical discipline (e.g. Gas, LEV, Refrigeration etc)

#### **Experience**

* Demonstrable experience at managing / supervising a team and/or managing contractor performance to ensure that SLAs are met; all Health and safety requirement are adhered to
* Experience at Project managing small works projects, working with a range of departments and suppliers to deliver on time and on budget.
* Experience in the role as an Approved Person for working at heights, HV and LV electrical isolation permits; mechanical isolation permits; confined spaces and other high-risk activities
* Experience of chairing meetings to ensure objectives are achieved in a concise manor.
* Experience of evaluating and processing quotations for suppliers and negotiating to get the best value and service.
* Experience of ensuring that all Health and safety requirements are in place and adhered to as part of a maintenance regime.
* Experience of developing and delivering innovative solutions that provide energy savings and/or reductions in running costs.

#### **Skills, knowledge & abilities**

* Ability to communicate with all levels of management and workforce using a range of technologies.
* Strong understanding of the management of an estate’s compliance and the regulations that must be adhered to during the day-to -day management of an estate.
* A strong knowledge of both electrical and mechanical building services systems with the ability to understand and explain technical drawings.
* Proactive at problem solving and identifying efficient methods of work.
* Excellent planning and organisational skills
* Have ability to work on own initiative or as part of a team
* Awareness of customer care

#### **Business requirements**

* Willingness and flexibility to travel and work between University and external sites in a cost effective and timely manner.
* Respond to emergencies in and out of normal hours (On Call).
* Be available to cover events undertaken by the university out of normal hours.
* Be flexible to working hours start times as may be required by Management for Health & Safety reasons.

### **Desirable Criteria**

#### **Qualifications**

* IT Qualification or equivalent experience

#### **Experience**

* On the tools experience such as a full apprenticeship in a building services related subject (electrical / mechanical) preferred.
* Strong AutoCAD Experience

#### **Skills, knowledge, and abilities**

* Computer literate with knowledge of maintenance software (CAFM) systems
* The creation and management of Risk Assessments and Method statements
* Legionella-LG01

# **Benefits**

The University of Derby believes in providing choice to our people suited to their needs or life stages. Offering a number of salary sacrifice options, a generous holiday entitlement starting from 26 days plus bank holidays and 4 concessionary days and a host of family friendly policies, mean that splitting your time and finances can be easier. For those with prospective students in the household, we also offer tuition fee support to partners and children and, not forgetting you, we offer financial support for accredited learning.

Our competitive 'total reward' offering has something for everyone and looks to reward and recognise people in different ways.

Core to the package is a competitive pay structure and generous public-sector pension schemes. Our pay structure allows for stepped progression in role and is reviewed against the market and, where applicable, awarding national pay awards annually. Further financial support is offered through our generous pension contributions in support of your retirement fund with those within our Teachers’ Pension Scheme receiving an employer contribution of 28.6% of salary and those within the Local Government Pension Scheme at 23%.

Wellbeing at Derby features within our benefits options from our Employee Assistance programme through to our eyecare voucher scheme, not to mention the discounted membership for our on-site gym at our Kedleston Road campus. With our Inclusion and Wellbeing Networks, there really is support for everyone.

We also facilitate ‘Give as You Earn’ options to donate to your preferred charities straight from your pay which enhances the amount your charity receives for your donation.

At the University of Derby, we celebrate loyalty and achievements through our Staff Excellence Framework be it financially, or non-financially. We aim to foster a culture of boldness and brilliance in our people, and from a simple thank you through to a local awards ceremony, we recognise and celebrate notable achievements of our colleagues.

For more information on the benefits of working at the University of Derby go to the [Benefit pages of our website](https://www.derby.ac.uk/jobs/life-at-derby/rewards-and-benefits/).

# **Our People**

The University of Derby is committed to promoting equity, diversity and inclusion, regardless of age, disability, trans status, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.

We are Disability Confident Employers, demonstrating our commitment to disability inclusion, and invite applicants to highlight adjustments they may require to ensure equitable participation in our recruitment processes.

Further, we are committed to ensuring an environment which is trans and non-binary-inclusive for all our staff, students, partners, and visitors, and continuously review our policies, guidance and training.

When applying to join the University, you can choose your preferred title, including the gender-neutral title 'Mx'. We also ask our candidates if they would like to share their preferred pronouns. This is voluntary but demonstrates our commitment to inclusivity for trans and non-binary candidates. Once employed, you can add pronouns and preferred names onto our system.

The University of Derby undertakes anonymised shortlisting during the staff recruitment process. This means that, when shortlisting, panel members will not be able to see an applicant’s name and will see an applicant number instead. This demonstrates the practical steps we are taking to remove barriers to recruitment by minimising the possible impact of our unconscious bias.

However you identify, we actively celebrate the knowledge, experience and talents each person brings. Our students come from a wide range of backgrounds; therefore we are particularly interested to hear from applicants who will help our leaders and teams be more reflective of our student population.

For more information on equity, diversity and inclusion at the University of Derby, please visit our [website](https://www.derby.ac.uk/about/equality-and-diversity/).