

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

BMS Manager– Engineering Team

## **College/Department**

Estates

## **Location**

Kedleston Road, Derby

## **Job Reference Number**

0530-24

## **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**

This role will manage and operate the universities state-of-the-art Building Management system (BMS). This is a substantial strategic investment and is integrated across the entire estates management portfolio.

The post holder will also be responsible for ensuring that the new building developments are integrated and developed as “smart buildings” which means they will be primarily controlled through the BMS system.

The BMS Manager will be responsible for realising maximum benefits and allow the best possible energy efficiencies for plant equipment across the portfolio; whilst supporting compliance activities.

## **Principal Accountabilities**

1. Report to the Engineering Manager on all University sites and premises.
2. Supervision of the University of Derby’s Building Management System (BMS)

* Complete Daily and weekly BMS Plant inspections
* Record findings and manage BMS documentation.
* Use BMS plant inspections and EcoStruxure BA software to identify BMS faults or potential improvements, reactive tasks to be raised on CAFM system and assigned to engineering department / contractor to see a satisfactory outcome.

1. Work within the Estates Engineering team to manage BMS Contractor/s to co-ordinate planned preventative maintenance schemes and reactive works. This will include monitoring contractors to ensure quality and UoD’s KPIs are met and reviewing / amend tender and contract documents to drive improvements in sustainability & student/staff experience.
2. Manage the building schedule in line with University of Derby’s requirements to optimise the efficient of the building services systems.
3. Identify and investigate energy saving opportunities within the University of Derby estate and work with the engineering and estates environment teams to develop business cases for such enhancements.
4. Provide technical support to the Engineering Team to assist in ensuring that the University sites and premises remain statutory compliant in accordance with the appropriate regulations to an approved standard.
5. Operate and update the CAFM system to record and track both planned maintenance & reactive works; schedule contractor works and arrange contractor site access for BMS works.
6. Carry out BMS related first fix remedial works on mechanical systems to university sites and premises in accordance with the appropriate regulations to an approved standard.
7. Work with the development team to provide project management for modification, small works and commissioning of the BMS system across the University of Derby estate.
8. Provide high-level BMS user training to estates engineering and maintenance departments.
9. Successfully complete authorised person training and act as an authorised perron for the issuing of high-risk permit to work (working at hights, confined spaces, asbestos). Review Risk assessments and Method Statement to ensure that they are sufficient for and relevant for any proposed works.
10. Comply and keep abreast of current Health and Safety at Work Act. CPD by attending seminars and courses relevant to their scope of works.
11. 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 equivalent experience in the building services / Building Management System sector.
* Level 3 electrical qualification (city and guilds 2365 or equivalent) **and / or**
* Level 3 mechanical qualification (city and guilds in Heating and ventilation; plumbing or equivalent)
* Level 2 Award in Health & Safety in the Workplace
* Level 3 Award in Risk Assessment Principles
* IT Qualification or equivalent experience
* EcoStruxure Building Operator (EBO) Training or equivalent.

#### **Experience**

* Experience using BMS/BeMS systems
* Experience in working across a large estate, providing maintenance in residential, commercial and industrial premises.
* Experience in both creating and reviewing Safe systems of work (including Risk Assessments and Method Statements)
* Experience of working in a multi-disciplinary environment
* Experience with the identification; development and delivery of BMS Strategies that provide energy savings and/or reductions in running costs.

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

* IT literate with a working knowledge of Microsoft Office packages
* Working knowledge of relevant statutory legislation that govern the facilities maintenance and operation of HVAC Systems
* Working knowledge of relevant statutory legislation that govern the facilities maintenance and operation of Electrical Systems
* Ability to confidently manage contractors
* Ability to produce technical reports and specifications for both a technical and no technical audience.
* Strong technical knowledge of BMS systems
* Strong technical knowledge of a range of building services (HVAC essential)
* Excellent planning and organisational skills
* Knowledge of maintenance software (CAFM) systems
* Ability to communicate with all levels of management and workforce using a range of technologies.
* 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) as part of the SMT duty rota withing the estates department.
* Be available as part of a rotation within the engineering team 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**

* IOSH or NEBOSH H & S Qualification
* 18th Edition Electrical (BS7671)
* Energy Efficiency (L8)-EE1
* Management of working at hight training (WAH AP)
* Management of Hot Works (HW AP)
* ILM level 3 or equivalent supervisory training

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

* Experience using Schneider BMS
* Desirable on the tools experience such as a full apprenticeship in a building service-related subject (electrical / mechanical) or time served through industry training.
* Strong excel and Microsoft skills.
* Computer literate with knowledge of maintenance software (CAFM) systems
* Self-motivated and able to organise and conduct workload independently.
* Knowledge of working in higher education environments.
* Knowledge of working with BMS Management tools such as EcoStruxure Building Adviser (BA) software
* A working knowledge of a range of Mechanical and Electrical systems found across a commercial estate.
* Project Management training and Experience.

# **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/).