

JOB DESCRIPTION
Head of Engineering and Maintenance
Vacancy Ref: A2085

Job Title:	Head of Engineering and Maintenance	Present Grade: 9P
Department/ College:	Facilities	
Directly responsible to:	Assistant Director of Estates (Operations)	
Supervisory responsibility for:	Principle Building Surveyor, Electrical Engineer, Mechanical Engineer, Energy Manager, Building Surveyor, Maintenance Supervisors,	
Other contacts: Internal: Facilities and Professional Services colleagues. Estates development and operations teams, academics, university committees and other groups, university senior management, Health Safety and Compliance managers External: Regulatory Bodies, architects, contractors and consultants as required		
<p>Facilities Estates Operations is responsible for the strategic and operational management of engineering infrastructure and built environment assets of the university, ensuring these are safe, compliant and well maintained in support of life cycle replacement and investment across the Estate.</p> <p>The Role</p> <p>Reporting to the Assistant Director of Estates (Operations), the Head of Engineering and Maintenance will take the lead role in the provision of a safe and compliant campus. You will be responsible for the appointment, management and availability of suitable Authorised, Responsible and Competent Persons across the scope of Engineering and Maintenance activities.</p> <p>You will have substantial experience within a senior building engineering and maintenance management role along with detailed and current understanding of complex building maintenance and engineering installations, their operation and maintenance and associated health and safety requirements across a wide and varied estate.</p> <p>Leading a multi-disciplined team of surveyors, engineers, energy manager and maintenance professionals you will be responsible for the delivery of high performing strategic and operational services which are customer centric and offer demonstrable best value. Collaborating and supporting the wider Facilities Leadership Team in the development and delivery of the Facilities vision and strategy the post-holder will need to provide key stakeholders across the University with the assurance and confidence required for these important areas.</p>		
Main Duties and Responsibilities:		
Health, Safety and Compliance		
<ul style="list-style-type: none">• Ensure the safe and compliant management of all maintenance and engineering services across the university's estate• Ensure that all operational maintenance, engineering and project related health and safety requirements are clearly communicated and diligently applied.• Enforce the university's Contractor Health and Safety - Code of Practice and issue associated punitive action where needed• Ensure appointment, management and availability of suitable Authorised, Responsible and Competent Persons across the scope of Engineering and Maintenance activities to meet project requirements and incident / emergency response requirements.		

- Accountability for engineering and built environment assets meeting statutory and regulatory obligations and best practice guidelines ensuring reportable levels of performance are issued to the Safety and Compliance Manager.

Planning, Organisation, Leadership and Decision Making

- To develop and take accountability for a prioritised, risk ranked five year strategic life cycle maintenance investment programme (MIP) in accordance with the University's Estate Strategy and capital programme.
- Accountability for an annual programme of building condition reporting and the adoption of associated risk based prioritised investment in support of wider estate and infrastructure masterplans.
- Responsible for the delivery of a variety of complex and diverse strategic infrastructure engineering and planned built asset lifecycle replacement projects.
- To implement and maintain a level of infrastructure resilience and incident planning to ensure critical service and business continuity is adequately supported.
- Support the delivery of the University's Sustainability Strategy and Carbon Management Plan.
- To identify and develop collaborative working opportunities which will ensure future services are delivered in the most cost effective way and at best value. To lead the procurement and management of external consultants and service providers in accordance with the University's financial regulations, being accountable for delivered performance and compliance with conditions of appointment.
- Lead a team including Principal Building Surveyor, Electrical and Mechanical Engineers, Energy Manager, and Maintenance Supervisors to ensure that reactive and long term maintenance are mutually supportive of the wider strategic objectives and associated projects are delivered on time / budget.
- Provide a monthly activity report to the Assistant Director of Estates (Operations) notifying the University of any errors or discrepancies, negligence or non-compliance across any service area for which they are accountable.

Performance and Customer Service

- To set challenging performance standards and manage/develop suitable 'dashboard' and other reporting mechanisms to meet service critical success factors and associated objectives. Ensure the highest possible standards of performance are monitored across the Engineering and Maintenance function.
- Develop, implement and monitor Service Level Standards and/or Agreements, as appropriate, for the delivery of engineering and maintenance services to relevant client departments that are aligned to business needs.
- To develop and issue operational and strategic performance and estate benchmarking reports as required.
- To coordinate and lead existing and future service providers in identifying synergies, technologies and opportunities to promote lean processes and procedures to reduce waste and increase value of delivered services.
- To develop, lead and motivate a team of Engineering and Maintenance staff and ensure consistent and optimum performance of their duties.
- To ensure the customer is at the heart of service provision and initiate / lead regular customer fora and engagement across a wide and varied selection of service stakeholders and customers.
- Provide managerial leadership to direct reports and prioritise and program own workload and that of direct reports.
- To ensure effective communications within the engineering and maintenance teams, the wider Facilities Division and Heads of Academic and Professional Services Departments, as well as statutory body and governance organizations such as the Higher Education Funding Council for England (HEFCE) as and when required.
- Key stakeholder in the delivery of the Facilities Division Customer Service Excellence Program.
- Attend and Chair meetings where necessary and liaise inter alia with key departmental stakeholders and customers, contractors, consultants, design/project team, university officers and external organisations as required.
- Respond to changes in workload and changing priorities by carrying out the role in a flexible manner.
- Provide a responsive service as required in respect of unplanned or emergency situations requiring technical expertise and advice which may impact on critical operations or service delivery.

- Ensure continuing professional development by taking active steps to identify training and vocational opportunities personally and as part of annual team professional development reviews.

Financial

- Identify and develop strategic collaborative working opportunities with the Estates Capital Development team ensuring future maintenance investment is delivered cost effectively and at best value.
- Accountability for the procurement and management of engineering and maintenance external consultants, services and supply chain providers in accordance with the University's financial regulations.
- Accountable for the management of the annual operational infrastructure and maintenance revenue budget and strategic maintenance investment programme MIP in line with expenditure plans and approved budgets. Responsible for the provision of effective expenditure monitoring and reporting.

General Duties

- To keep abreast of best practice regarding infrastructure and building services engineering management, construction and maintenance of University buildings and estate.
- To participate within the Estates Emergency call out procedure.
- To ensure the provision of appropriate data for statutory return and Estates Management Record returns to HESA and information as required to other bodies.
- To support and adopt the University's Equality Policy across areas under your direct control.
- Adhere to the university's policies, rules and procedures including health and safety, equal opportunities, all other legislative responsibilities, governance, financial and procedural rules.
- Support the university carbon, sustainability and environmental strategic plans in order to reduce its waste, energy consumption and carbon footprint.
- Undertake other duties that may arise or as may be delegated from time to time, appropriate to the grade of this post.

The duties outlined above are not intended to be exhaustive and may change as the needs of the department alter in line with current agendas. This job description will be subject to periodic review and amendment in accordance with the needs of the division.