

BUILDINGS AND MAINTENANCE MANAGER

Further Particulars



St Peter's College

St Peter's College is one of thirty-nine self-governing colleges of the University of Oxford. Founded in 1929 expressly to widen access to the University, it is an open, tolerant and creative academic community and enjoys an atmosphere in which academic staff and students from many different backgrounds and countries mix easily and comfortably. The College currently comprises a Master, Professor Judith Buchanan, and 65 Fellows actively engaged in teaching and research in a wide range of subjects, 350 undergraduate students, 240 graduate students, 24 Visiting Students and c95 members of administrative and domestic staff. St Peter's is a friendly and vibrant academic community and provides an informal and supportive working environment. St Peter's College is a registered charity. Further information may be found at www.spc.ox.ac.uk.

St Peter's College Estate

The College occupies a central but quiet location on the site of the medieval New Inn Hall. The buildings range in date from Linton House of 1794 and Canal House of 1828 - both former headquarters of the Oxford Canal Company - to a beautiful and award-winning multi-purpose building from 2018. Other buildings include a nineteenth-century parish church (now St Peter's Chapel), a 1930s residential row and a fine example of 1970s brutalism.

In 2023, the College opened the Castle Bailey Quad, a significant expansion of the College's footprint, including two new buildings of student accommodation, a new courtyard, a new common room and a new entrance to the College's main site. The new accommodation sits alongside 150 student rooms on the main site and a further 140 student rooms in three attractive annexes nearby.



Role Summary

The Buildings and Maintenance Manager (BMM) will report to the Domestic Bursar and will work alongside and in collaboration with other College Officers. The purposes of the role include: to programme and manage the buildings maintenance projects undertaken by the College; to programme and manage the day to day maintenance of plant and machinery, grounds and gardens; to manage the College's relationship with construction companies and professional consultants, such as architects, engineers and planners; to liaise with officers and fellows of the College to agree ways forward in relation to our buildings and maintenance programmes; to manage, support and develop the maintenance team; to provide expert advice to the Bursar on matters related to the maintenance of College's buildings and estate.

The Buildings Team comprises five posts in total: a Facilities Manager, a Maintenance Team Leader, two Maintenance Operatives and a Quadman.

Main Responsibilities

Maintenance, Repair and Planned Works

Identify, arrange, manage and supervise refurbishment, planned, reactive, emergency and urgent maintenance works and repairs within delegated limits. Procurement of works may involve writing specifications, obtaining quotes, seeking permissions and consent, planning, organising and monitoring progress. Works need to comply with all Health & Safety requirements. All works are to be carried out most cost-effectively, with a priority being to draw on in-house labour where possible.

Planned Preventive Maintenance (PPM)

Develop and maintain a planned preventive maintenance programme for building and cyclical work. Monitor and arrange regular inspections and checks of College properties and organise necessary repairs and maintenance.

Manage and supervise external contractors and organise in-house resources to support PPM activities.

Ensure PPM maintenance records and documentation are comprehensive, current, relevant and easily accessible.

Manage plant and equipment inspections, including ladders, tools, scaffold towers, electrical equipment and various College assets, and carry out ladder and tower competent person checks together with maintaining the necessary records.

Assist in maintaining records, certificates and statutory documentation for Planned Preventive Maintenance (PPM). Update electronic and paper copies for PPM contract files, such as, but not limited to, asbestos, gas, electrical, water hygiene and vehicle usage, and help co-ordinate servicing, MoTs, and general checks.

Environmental

Through the Facilities Manager, monitor energy usage and, where appropriate, make recommendations to reduce consumption of utilities. Make use of the Building Management System (BMS) for energy monitoring.

Consider best practice, current initiatives and technology in all works to help reduce carbon in line with the College's carbon reduction policies and sustainability initiatives.

Assist with utility monitoring, coordination of reporting for energy saving initiatives and emissions regulations and collecting energy, fuel, transport and waste data to support carbon reporting.

Works Projects

Provide technical support, input, advice and supervision for College refurbishments, projects and major projects.

Set snagging and defects of projects, coordinating attendance on site, review of O&M manuals, dissemination of information from building manuals and the formulation of maintenance plans, budgets and PPMs for newly handed-over works.

Health & Safety

Follow all internal Risk Assessments and Method Statements (RAMs) when carrying out work at the college.

Write Risk Assessments, Method Statements and Standard Operating Procedures, communicating and briefing in-house personnel and contractors on outcomes of assessments, promoting a good understanding and approach to Health & Safety.

Supporting in-house personnel in terms of Health & Safety, ensuring PPE is maintained, properly stored and correctly used.

Participate in the creation, review and updating of the RAMs for works managed, planned and executed via in-house resources.

Review contractors' RAMs and carry out work authorisations for contractors attending the site.

Carry out inductions to external contractors, consultants and contractors, providing supervision whilst they are onsite and ensuring that all works are carried out safely by adhering to health and safety standards and agreed RAMs.

Administration

Carry out administration tasks in connection with duties. Provide technical support to College staff in relation to issuing work orders, ordering materials, and liaising with suppliers.

Operate TURBO to raise and issue work and purchase orders, and monitor the various programmes of work. TURBO will also be used for managing assets, recording decisions and actions taken on maintenance tasks, budget and invoice information.

Provide and update written records of installations for future reference.

Provide data records to the Domestic Bursar on maintenance requirements, assets, instruction, servicing, testing and similar, as and when requested.

Maintain records and details of plant equipment, asbestos, finishes, keys and other assets and information deemed appropriate within building manuals. Help co-ordinate asset and data capture for updating records and databases. Maintain O&M Manuals, project files, Log Books, As-builts, site drawings, fire plans and health & safety documentation in both electronic and paper copies. Update project files, property records, assets, contact information, rents, leases, responsibilities and all other relevant data.

Finance & Budget

In close liaison with the Bursar, Domestic Bursar and College Accountant, to be fully accountable for the financial management and control of the areas for which the post-holder is responsible.

Specifically, this will include:

- the preparation of an annual budget for the department.
- formulating future programmes of work and budgets, providing details of future maintenance requirements, works costings, service contract costs, and details of in-house resource hours.
- building positive relationships with external suppliers, contractors and vendors to ensure that resources are deployed effectively and that services are provided to the highest possible standards whilst being cost-effective and efficient.
- ensuring that robust procurement and tendering processes are used, and that appropriate systems and technologies are used to drive efficiencies.
- authorising and monitoring expenditure within agreed budgetary confines.
- ensuring all works are carried out within delegated limits and financial requirements.
- providing regular updates to the Domestic Bursar on committed maintenance and works.

Communication

The post holder will be an important member of the Buildings and Household Committee, helping to set its agenda, prepare its buildings-related papers and speak to the committee about plans. The post holder will liaise with members of the College to ensure they are consulted on matters that will affect others and informed in an appropriate and timely fashion of work being undertaken. The BMM will ensure that noise and disruption are kept to a minimum, and/or that works are scheduled at times when the impact on others in the College community will be lowest.

The BMM will liaise with external bodies and individuals such as Oxford City Council, statutory bodies, Planning Departments, Highways, the College's property agents, and tenants, as appropriate.

The Buildings and Maintenance Manager will share information, plan resourcing, and manage projects in a supportive and inclusive manner, working closely and liaising daily with all members of the buildings team to plan workloads and coordinate staffing levels in line with current priorities.

The Buildings and Maintenance Manager will attend and contribute to regular wider staff team meetings and work reviews.

Other Duties

The Buildings and Maintenance Manager will oversee the emergency call-out systems in conjunction with the Domestic Bursar to enable a timely and appropriate response to out-of-hours emergencies. Where appropriate, the BMM will attend the site in person to coordinate activities and/or lend support to colleagues. Where not necessary to attend in person, the BMM will nevertheless provide out-of-hours support via telephone. The BMM will monitor and manage follow-up works to callouts.

In order to carry out the duties listed, the Buildings Maintenance Manager will be expected to hold a current clean driving licence and to drive College vehicles.

The post holder will be expected to keep abreast of legislation that affects areas of their operational responsibility and remain qualified to current industry standards. As such, they will be required to attend relevant training on an ongoing basis.

The above list is not exhaustive, and the post holder is expected to carry out such other duties as the College may from time to time request, commensurate with the grade and responsibilities of the post. The list of duties may be varied without changing the essential character of the post according to the needs of the College.

Person Specification

Candidates will be assessed based on the criteria set out below and should ensure that their application provides evidence of how they meet the criteria. Examples of relevant experience need not be just from work; candidates may wish to give examples from study, voluntary work or skills gained in their family or social life.

Knowledge and Qualifications

Essential

- A strong working knowledge and best practice in all major areas of responsibility detailed above.
- Understanding of Health and Safety, CDM Regulations and safe systems of work.
- A relevant professional qualification in surveying, construction and/or building project management experience.

Desirable

Fully conversant with planning regulations and processes, concentrating on historic buildings, Listed Building Consent and current best practice in historic building conservation.

Experience

Essential

- Experience in managing and developing staff.
- Proficiency in developing and managing budgets, including managing cost centres to achieve budgets.
- Demonstrated experience in procuring and managing contractors.

Desirable

- Significant experience in project-managing major construction or building projects.
- Experience managing and maintaining historic buildings.
- Successful management of an equivalent-sized site, including rolling maintenance, compliance and upgrade works.

Skills and Competencies

Essential

- Excellent communication skills with an ability to engage at all levels, in both formal and informal settings; ability to produce clear minutes of meetings.
- Ability to work effectively in complex or matrixed management structures, including working with multiple stakeholders and influencing without direct authority.
- Proven ability to manage multiple conflicting priorities.

Personal qualities

- A commitment to quality and high standards, with rigorous attention to detail.
- Practical, collaborative and collegial approach to solving problems and working with multiple stakeholders.
- An ability to prioritise tasks, work to deadlines and willingness/ability to work occasional unsocial hours, including responding to on-call emergencies if needed.
- Commitment to the academic aims and ethos of a centre of education and scholarship, and willingness to work with the governance structures of an Oxford college.

Terms & Conditions

The appointment will be conditional on verification of the candidate's availability for employment in the UK. There will be an initial probationary period of nine months. During the initial probationary period, notice will be one month on either side. Subject to satisfactory review and confirmation of the post, the notice period will be three months on either side.

Salary: Appointment will be made at Grade 8 of the nationally negotiated pay spine, currently £47,389 - £61,760 per annum FTE. Starting salaries are usually set at the lower end of the scale

and then reviewed annually in line with the pay award for other salaried administrative staff. Some account of skills and experience may be considered.

Pensions: The appointee will be enrolled in the USS Pension Scheme unless they make a request in writing explicitly asking to opt out.

Meals: A free meal is provided in college when on duty, when the kitchens are open.

Healthcare: All staff are eligible to subscribe to the Oxford Colleges' Healthcare Scheme at their own expense.

Hours: This is a permanent full-time role, and the required hours as such are reasonably required to carry out the duties to the satisfaction of the College; the notional FTE figure is 40 hours, but flexibility in the number of hours worked is required, especially at busy times. Some weekend work is required.

Holidays: The appointee will be entitled to 30 days paid holiday (pro rata) plus bank holidays each year. Holidays to be taken at times agreed with their line manager, thereby ensuring the continued smooth running of the department.

How to Apply

Applications should comprise a detailed CV together with a covering letter (no more than two pages). This should explain your interest in the role and particularly highlight the relevant strengths that you would be able to bring. Candidates are also requested to give details of the names and contact details of two referees. It would be helpful if candidates could indicate the capacity in which their referees have gained knowledge of their work. References will not be taken up before the appointment stage.

Applications should be sent to human.resources@spc.ox.ac.uk

Though not mandatory, we also ask you to complete and return a College recruitment monitoring form.

Since we will correspond with you by email and phone, please ensure that you provide us with an email address and phone numbers that you are happy for us to use for this purpose. Please provide a mobile phone contact if possible.

Closing Date: The closing date for applications will be Monday, 6th October 2025, at noon (UK time). Late applications will not be considered.

Interview Process: Interviews for those candidates short-listed are expected to take place the week commencing 13th October 2025.

Interested candidates wishing to discuss the post informally should contact the Bursar, Simon Jobes, bursar@spc.ox.ac.uk.

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held, as defined in the General Data Protection Regulation (“GDPR”), the Data Protection Act 2018 and the College Policy on Data Protection as amended from time to time.

St Peter’s is an equal opportunities employer that supports and encourages under-represented groups and values diversity.

