BUILDINGS MAINTENANCE MANAGER - FIXED TERM CONTRACT (6 MONTHS)

FURTHER PARTICULARS

St Peter’s College

St Peter’s is a dynamic and informal college in the University of Oxford founded in 1929 and receiving full collegiate status in 1961. With around 500 current students and 50 Fellows it has built a reputation for outstanding teaching and research – in a friendly atmosphere. The College is in the heart of the city centre and is determined to provide the best possible facilities, academics and support for students.

Role Summary

The purpose of the role is to advise the Bursar on matters related to the maintenance of college buildings and estate; to programme and manage the buildings maintenance projects undertaken by the college; to programme and manage the day to day operation of college buildings, maintenance of plant & machinery and grounds; to manage the college’s relationship with construction companies and professional consultants, such as architects, engineers, planners, and so on; to manage the college’s facilities, through the Facilities Manager, and Health & Safety functions.

Main Responsibilities

1. Provide advice to the Bursar
   - make oral or written submissions to the Bursar covering any aspect of buildings construction, maintenance or use.

2. Manage the maintenance of College buildings, plant & machinery and grounds
   - Maintain a costed programme of scheduled maintenance for all college buildings, plant & machinery, and grounds – both short term and over a one year, two year, and five year periods
   - Prepare budgets and secure their approval from the Governing Body
   - Manage the external supply chain and college maintenance staff to deliver the approved planned maintenance programme, and reactive and ad hoc maintenance, in accordance with budget
   - Report termly on progress against plan to the Bursar and provide financial data for the College Accountant.
3. Health & Safety
- Manage the college’s Health & Safety function liaising with external advisors where necessary, and advise the Bursar on all matters related to Health & Safety in the college
- Ensure that the college’s Health & Safety documentation, policies and procedures are regularly reviewed and maintained up to date and in accordance with relevant legislation.

4. Record Keeping and Information Management
- Managing the development of survey plans and drawings of buildings, grounds and infrastructure and the asset register, and ensuring their upkeep and use.
- Manage asbestos as the duty holder in accordance to Regulation 4 of the Control of Asbestos Regulations 2012.
- Manage records in relation to the college’s title deeds, easements and leases and the college’s obligations under these documents.

5. Risk Management
- With the Bursar, develop, maintain and test systems for risk management and contingency planning.

6. General
- Take an active role in the general management of the college as a member of the Bursarial team
- Manage staff in Buildings, Facilities, Maintenance and Gardening and Health & Safety.
- Take in to account the requirements of Fellows, teaching staff, students and administrative staff in the planning, design and implementation of building and refurbishment projects.

Person Specification

Essential
proven and relevant knowledge, skills and experience in the requirements of the role, particularly:
- managing buildings projects (directly or through others)
- estates conditions surveys (structural, drainage, electrical, and so on)
- planned maintenance programmes
- planning applications, listed buildings consent, construction and safety regulations
- excellent communication skills at all levels within an organisation
- be a proven team player, willing to support and engage others, have experience of people management across a range of disciplines and levels
- Understand, and be sensitive to, the aims, values and activities of the college
- Undertaken the role of duty holder for the management of asbestos.
Desirable

- experience with older buildings in sensitive environments
- good IT skills, including familiarity with use of CAD
- a recognised qualification in health and safety management

Terms and Conditions

The post is to be filled as soon as possible. The appointment will be subject to the provision of an original document which indicates your right to work in the UK. The notice period will be one week on either side in the first month, two weeks subsequently.

Pay

Appointment will be commensurate with Grade 8 of the University’s salary scale for non-academic staff, in the region of £40,000.00 - £45,000.00 DOE.

Contract

The contract is for a six month assignment.

Pension

The post-holder will not be entitled to a pension.

Meals

Free lunch is provided in College when on duty, when kitchens are open.

Hours of Work

35 hrs per week, flexible hours maybe possible. It is recognised that occasional out of hours working in the evenings and at weekends will be required and ordinarily time will be given in lieu.

Annual Leave

The annual leave allowance is 30 days (plus eight public holidays) calculated pro rata.

Application Process - This vacancy will remain open until a suitable applicant has been found.

Letters of application, together with a CV and contact details for two work-related referees, should be sent electronically to graham.stowell@spc.ox.ac.uk.

Referees should have direct experience of the candidate’s work, either as a manager or through a sustained period of professional interaction; ideally one should be a formal line manager at the most recent employer. 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 interview stage.
Data Protection

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, the College’s Data Protection Policy and recruitment monitoring process.

St Peter’s is an equal opportunities employer.