Maintenance Team Leader

Further Particulars

St Peter's is a dynamic and informal college that was founded in 1929 and received 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 occupies a great location in the heart of the city centre and is determined under the current Master, Mark Damazer CBE, former Controller of BBC Radio 4, to provide the best possible facilities, academics and support for students.

Job Title: Maintenance Team Leader

Reports to: Building Manager

Location: Oxford

Purpose of the Role

The Maintenance Team Leader will head the general maintenance team, which focuses on reactive maintenance, as part of our aim is to raise the standards of the built environment. He or she will manage a team of maintenance staff and college contractors to plan works under the overall guidance of the Building Manager, reporting on progress, liaising with College Fellows, staff and students and monitoring health and safety of all works to minimise risk.

The role of Maintenance Team Leader calls for experienced building skills with a carpentry bias. It will be most advantageous if the person appointed to this role brought other building skills to the workplace, such as electrical knowledge, basic plumbing, plastering, roofing, groundworks, painting and decorating.

Principal Duties and Responsibilities:

1. Lead and coordinate the work of the general maintenance team, ensuring a value for money service for maintenance, operation and repair of College buildings, installed plant and estate.

2. The Maintenance Team Leader will plan in conjunction with the Building Manager scheduled and proactive maintenance projects using a combination of our own in house maintenance staff and appointed contractors. These programmed works will be designed to achieve maximum productivity with minimal disturbance to the college’s key requirement as a residential academic community.
3. Advise all affected members of the college of the consequence of any works that may affect college members own work/study within the college. The Maintenance Team Leader will adjust their planned works in accordance with those discussions with college members.

4. Manage the college’s Health & Safety function for all on-site building maintenance activities. Liaise with the Building Manager over any areas requiring specific Risk Assessment and Method Statement.

5. Ensure that appropriate and timely guidance, training and supervision is provided for all staff and contractors under the remit of this post, with particular emphasis on risk assessment and compliance with all internal and external regulations and good practice.

6. Develop and lead others in the best method to employ to achieve the work, (planning, resourcing and coordinating.)

7. Continually seek improvements to process, procedures and working methods in areas of responsibility and ensure the team provides excellent customer service to all stakeholders.

8. Encourage all maintenance staff to report on any problems or breakages they see in their day to day activities. If these cannot be easily assimilated into the maintenance work within a reasonable time, then these issues need to be taken to the Building Manager.

9. Participate in out of hours call outs as necessary.

The post holder will be expected to undertake any other duties or tasks as reasonably directed or requested by the Building Manager or the Facilities Manager. This job description may be subject to review in consultation with the post holder.

Personal specification

Essential

- City and Guilds or indentures in carpentry or joinery skills.
- Ability to use associated building skills in the furtherance of all work.
- Understanding of the management requirements for safe working practices under Health and Safety in the Workplace.
- Be able to work safely at height, in restricted or confined areas, or alone.
- Be a proven team player, willing to support and engage others when necessary for the benefit of the college as a whole. Have a “can do” attitude.
- Display an understanding of, and sensitivity towards, the aims and activities of the college and its values.
- Understand and have abilities within basic computer software programmes. MS Word, Excel, E-mail.
- Embrace continual professional development for themselves and encourage those they manage to embrace their own professional development.
- Must be able to drive and hold a current full EU licence or equivalent permanent licence.

Desirable

- Possess a recognised qualification in Health and Safety management.
- Demonstrable experience of managing and developing staff.
Terms and Conditions

Appointment

The post is to be filled as soon as possible. The appointment will be subject (i) to the provision of an original document, which indicates your right to work in the UK, and (ii) the completion of an initial probationary period of six months.

Salary: Appointment will be in the range of £31,000.00 to £38,000.00 per annum depending on experience. Salaries are reviewed annually in line with the pay award for other salaried administrative staff.

Hours of Work: 37½ hrs per week, (7.30 am – 4.00 pm) with one hour for lunch. It is recognised occasional out of hours working in the evenings and at weekends will be required and ordinarily time will be given in lieu.

Pension: Contributory Pension Scheme.

Other Benefits: The College offers optional membership to the Health Care Scheme, Childcare Voucher Scheme and Travel Loan Scheme.

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

Annual Leave: The post holder will be entitled to 30 days paid leave plus 8 days Bank Holidays in each leave year.

Notice: During the initial six months’ probationary period, the notice will be one week on either side. Subject to satisfactory review and confirmation of the post the notice period will be two months on either side.

Application Process

Letters of application, together with a CV and contact details for two work-related referees, should be sent electronically to human.resources@spc.ox.ac.uk by 12 noon on 1 September 2017.

Applications received after the deadline will not be considered.

Human Resources Manager
St Peter’s College
New Inn Hall Street
Oxford
OX1 2DL

Applicants should ensure that they outline the reasons for their interest in this position in a covering letter and the qualities they feel would make them particularly suitable for this position. Applications will be judged solely based on how the applicant demonstrates that they meet the selection criteria outlined above.
**Referees:**

Your referees will not be contacted unless you are offered the position. One referee should be your current or most recent employer.

**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 in accordance with the principles of the Data Protection Act 1998 and the College’s Data Protection Policy and recruitment monitoring process.

**Equality of Opportunity**

St Peter’s College is committed to providing equality of opportunity and avoiding unlawful discrimination. The policy and practice of the College requires that all staff are afforded equal opportunities within employment and that entry into employment with the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her sex, marital status, sexual orientation, racial group, age or disability.