

## THE POST

<b>School/Service:</b>	<b>Estate Services – Engineering and Direct Works</b> ( <a href="http://www.exeter.ac.uk/campuservices/">http://www.exeter.ac.uk/campuservices/</a> )
<b>Post:</b>	<b>Team Leader (Electrical)</b>
<b>Reference No:</b>	<b>P41916</b>
<b>Grade:</b>	<b>E</b>
<b>Reporting To:</b>	<b>Direct Works Manager</b>
<b>Responsible For:</b>	<b>The day to day delivery of all property maintenance and small works projects (up to £25k value), with direct line management of in-house property maintenance staff, external contractors and consultants.</b>

This is a full-time permanent post within Property Services

### **Job Description**

#### Main purpose of the job:

Reporting to the Engineering and Direct Works Manager, the post holder is a member of the Estate Services operational team working alongside other Team Leaders in the Electrical & Mechanical and Building & Structural Services. Direct Works are responsible for the planning, safety, provision, adaptation and maintenance of buildings and associated services and for the development and maintenance of the University's estate. A current annual revenue budget of c. £6.5 million is allocated to the Service.

Direct Works are responsible for carrying out an exceptionally diverse range of tasks including corrective works, inspection, testing, and planned maintenance of electrical plant and installations, fire alarms and emergency lighting, commercial and domestic electric and gas appliances, gas supply, mechanical plant and installations, air-conditioning and ventilation systems, pressure systems and plant, cranes, fire equipment, carpentry and joinery, locking and security systems, plumbing, masonry works, road and footpath repairs, fencing works, painting and decorating, roof repairs. In addition, the organisation is responsible for the day to day running of the energy management system and supporting, setting up equipment and attending University and other external functions in the Great Hall, Lemon Grove, and for other temporary events across the University.

The volume of work (over 36,000 tasks per annum), complexity of some projects (e.g. major boiler refit or ventilation alterations in a live building) and diversity of the workload requires Team Leaders with exceptional team building skills and wide experience in managing staff and projects. The nature of the work and requirements of the Services' customers often require an urgent response and the post holder is required to make quick and numerous decisions, with the support of other Engineering and Direct Works managers and engineers where appropriate, on a daily basis to meet customer demand and maintain health and safety on complex sites of buildings. The ability of the Team Leader to manage resources and motivate workforce in an environment of constant change is critical to the success of this Service.

The post-holder will be required to:

- Support when required the Call Allocation Department with the day to day assignment of work to the in-house property maintenance workforce and external contractors.

- To line manage a skilled and semi-skilled workforce and support the development of real improvements in staff performance.
- Assist in the development of and maintain positive customer relations.
- Assist in providing technical and cost advice to customers.
- Assist in providing specialist advice with regard to buildings their components, equipment and fittings together with the surrounding grounds and estates and liaise with consultants, specifiers, manufacturers and equipment suppliers.
- Liaise with the various University Safety Committee representatives and assist in arranging to carry out recommendations of the Safety Committee.
- Carry out regular and effective on site support of in house operatives.
- Carry out works on University of Exeter infrastructure to both support the needs of the business and maintain skill levels.
- Mentor staff to ensure continued improvements in service.
- Take ownership of a set area with the University of Exeter to carry out random spot checks and quality control.
- Supply to the Direct Works Manager information and feedback as required on the teams and individual operative performance and issues.

Main Duties and accountabilities:

- Report to Direct Works manager on the progress of jobs and any staff issues.
- Carry out Electrical works across the University of Exeter and when required structural and mechanical works (within the post holders knowledge and competencies) as required, including attending to breakdowns, planned maintenance of equipment and items, alterations and improvements work.
- Supervisor and ensure high level of standards across a Team of Electrically based operatives, ensuring compliance and efficiency.
- Ensure safe and correct use of maintenance workshops, the safe use of equipment, ensure the statutory inspections and testing of equipment undertaken and the safe keeping of all records and certificates, ensure only competent and trained staff operate machinery.
- Liaise with University users, arrange to carry out work and provide any necessary advice/information as requested. Keep customers informed about progress of work.
- Act as mentor to other Property Services skilled, semi-skilled and unskilled staff, supporting them with advice on technical data, problem solving and fault finding. This also includes short term work experience placements.
- Participate in out of hours emergency call-out as required, (stand-by and call-out payments made).
- Carry out other tasks as required by the Direct Works manager or other senior managers within personal capabilities.
- Deputise for other Team Leaders in their absence.
- Responsible for undertaking annual staff reviews and assist the Direct Works manager in the development, training and equipping of all staff in the Direct Works team..
- Comply with and ensure procurement of goods and services are in strict accordance with University procurement rules and requirements of the financial handbook. Assist Stores personnel in the monitoring of stock levels; approve all non-stock goods and service providers purchase orders and invoices. Order and arrange collection of materials as required from stores or suppliers.
- To support in the development and ongoing day to day management of the FM system used in Campus Services.

- Support and deliver the University Energy Saving strategy and Carbon Management Plan.
- Carry out daily on site appraisals of works carried out and Pre/Post checks on quality and quantity of works.
- To carry out each month quality control visits across a set patch of the Campus to ensure issues are proactively addressed.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties within their capabilities of similar level and responsibility.

### **Person Specification**

The qualifications, experience and skills commensurate with this post are:

1. Recent proven practical experience in property maintenance and small works, applicants should have served a recognised apprenticeship or hold formal relevant qualifications, such as a Craft based apprenticeship, NVQ Level 2/3, City and Guilds 1,2,3, EITB or OND,HNC,HND.. Undertaking day to day repairs, planned maintenance and installation work.
2. Provide recent evidence or display aptitude to team lead a multi-disciplinary workforce in a multi-disciplinary environment.
3. Have a good working knowledge of relevant health and safety legislation and standards, (including Electricity at Work Act, Manual Handling, Working at Heights, COSHH and HSAWA).
4. The post holder will be required to liaise directly with University staff of all levels, and therefore a polite and calm disposition is essential, as well as a flexible and willing attitude and the ability to relate and build a good relationship with colleagues.
5. Ability to work on own initiative, be able to prioritise work demands and meet strict deadlines.
6. Practical and methodical approach combined with good organisational skills.
7. The post holder must have IT skills to enable them to source technical data from databases, intranet and internet, the University's Building Management System and Computer Aided Facilities Management System (Concept). (Training will be given with specific systems not familiar to post holder).
8. The post holder should be conversant with automated systems normally found in commercial buildings (eg. fire alarm and emergency lighting systems, etc) together with the mandatory testing requirements for these systems. (Training will be given with specific systems not familiar to post holder).
9. The post holder must hold a current full driving licence and own a road-worthy vehicle, that must be available for use on University business (mileage allowance will be paid on business use).
10. Required to carry and use communication devices eg pager, 2 way radio and mobile telephone as required. Carry and display on person an employee identity card and wear University supplied uniform and all necessary personal protective clothing.
11. The post holder may be required to work at heights using step ladders, ladders, scaffold, and use a mobile elevated working platform. Working in confined and restricted spaces may also be required. (Competency training will be provided where required).
12. The post holder must live within 25 miles of Exeter, (be prepared to move to within 25 miles after completion of 12 months' probation period).

13. Participate in a 36.5 hour working week over a 7 day period. The post holder must be prepared to work recognised work patterns to accommodate this, and the University reserve the right (subject to reasonable notice) to change and extend work patterns to include bank holidays and University closure days.

### **Informal Enquiries**

Before submitting an application you may wish to discuss the post further by contacting Simon Tailford, email [s.tailford@exeter.ac.uk](mailto:s.tailford@exeter.ac.uk), or telephone (01392) 722647.

### **Additional Information Relating to the Post**

#### **Salary**

The Salary will be from £25,769 to £28,982 on Grade E (plus and on-call supplement where applicable)

An increment will be payable on 1 August each year until the top of the scale is reached (subject to being in post for 6 months and satisfactory performance). The scale will be subject to a cost of living review each year.

#### **Hours of work**

Participate in a 36.5 hour working week over a 7 day period. The post holder must be prepared to work recognised work patterns to accommodate this, and the University reserve the right (subject to reasonable notice) to change and extend work patterns to include bank holidays and University closure days.

#### **Annual Leave**

The annual leave entitlement for full-time appointments is 41 days per calendar year (pro rata for part-time appointments). For further information see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml>.

#### **Probationary Period**

The appointment will normally be subject to a probationary period of one year.

#### **References & Medical Clearance**

All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay.

#### **Right to Work in the United Kingdom**

We welcome all applicants and the diversity they bring. However, the nature of this role, the salary and the qualifications required, mean that immigration legislation will not allow the University to apply for a sponsorship certificate for this post. We strongly recommend that applicants that are non EEA nationals consult the Right to Work rules on the Home Office website at: [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk).

In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to [www.ukba.homeoffice.gov.uk/pointscalculator](http://www.ukba.homeoffice.gov.uk/pointscalculator).

#### **Terms & Conditions**

The Terms and Conditions of Employment can be viewed on line by visiting <http://www.exeter.ac.uk/staff/employment/conditions/terms/>

#### **Pensions**

Membership of the Universities' Superannuation Scheme (USS) is automatic provided that you meet the qualifying criteria for membership. For details on the scheme please go to the <https://forthefuture.uss.co.uk>. Staff automatically become members and employee contributions will be taken from your pay unless you opt out in accordance with the current rules of the scheme. More information about the USS scheme can be found at [www.uss.co.uk/members](http://www.uss.co.uk/members). The University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. You may opt out of the scheme and if you wish to do so, you should contact the Pensions and Reward Advisor, Mrs Alison Rose (01392 723088/email [a.j.rose@exeter.ac.uk](mailto:a.j.rose@exeter.ac.uk)) for further information.

**Relocation**

You may be able to claim relocation expenses in accordance with the University's Relocation Assistance Scheme. The maximum allowance that you can reclaim under the Relocation Assistance Scheme, if eligible, is 10% of salary.

**Short-listing Information**

We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting

**Application Procedure and Interview Information**

The closing date for completed applications is **20 July 2016**.

**Data Protection Act (1998)**

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.