



ST JOHN'S COLLEGE CAMBRIDGE

**Further particulars for the post of
College Maintenance Manager**

Requirement

St John's College wishes to appoint a College Maintenance Manager.

St John's College

St. John's College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the University colleges and has some 530 undergraduate and 320 post-graduate students, and around 160 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a highly international community with approximately 15% of its undergraduates and 55% of its graduates coming from overseas.

Further information on the College can be found on the College website www.joh.cam.ac.uk

College Aims: the College's statutory aims are the advancement of education, religion, learning and research.

Department Aims: To carry out the maintenance and improvements to College buildings and services competently, directly and with due regard to the nature of the buildings and occupants.

Principal Responsibilities and Duties

Job title: College Maintenance Manager

Department: Maintenance

Responsible to: Head of College Buildings

Job Purpose: To assist with the management and organisation of the Maintenance Department activities and its staff to contribute to the efficient running of the Department. To lead the Department in proactively managing and meeting the day to day maintenance needs of the College. Together with the College Project Manager deputise for the Head of College Buildings, during his absence to ensure seamless running of the Department. To motivate and develop the maintenance team to maintain and grow the high standards of craftsmanship the College has become accustomed to.

Principal Responsibilities

1. To contribute to the effective and efficient running of the Maintenance Department, the post holder will:

a. In conjunction with the Head of College Buildings and other members of the Senior Management Team, be responsible for the efficient organisation of the Maintenance Department, to include staff, materials, equipment, systems, processes and procedures in order to deliver value for money and quality work.

- b. Supervise and instruct the Department's tradespersons on all day to day maintenance activities to ensure delivery to time, quality and agreed cost
- c. Produce sketches and working drawings as required by the Head of College Buildings with reference to maintenance activities
- d. Ensure appropriate organisation of workloads and work orders to enable the most efficient and effective use of staff under direct line management
- e. Assist in the keeping of records of works that have taken place and in the programming of future Planned Preventive Maintenance programmes
- f. Recommend to and work with the Head of College Buildings and the other members of the Senior Management Team to improve efficiency and cost effectiveness of materials and methods of work and value for money delivery and to develop the capability of
- g. Represent the Department on various committees and organisations, as agreed with the Head of College Buildings
- h. Take a lead on the implementation of the new Computer Maintenance management System (CMMS) and continual management of the system. This is also to include the management of the CMMS helpdesk operator.
- i. Produce reports on the efficiency of the staff operatives and suggest ideas for continuous improvement in utilisation and outputs
- j. Give input into the annual budgeting process regarding maintenance issues including lifecycle replacements
- k. Take the lead role in the operation and development of the Building Management System (BMS)
- l. Ensure that all activities in Maintenance are carried out in line with current legislation and in accordance with all College policies and standards and specifically those relating to Health and Safety and Sustainability/Environment
 - 2. In order to ensure a safe working environment for College members, employees, sub-contractors and visitors, the post holder will:
 - a. Liaise with members of the College and other Departments in a timely manner regarding all maintenance matters
 - b. As part of the Senior Management Team maintain Health and Safety records, arrange/provide training and updates for the Departments employees, to ensure staff are fully conversant with current legislation
 - c. Produce and update risk assessments and method statements to cover all maintenance activities
 - d. As part of the planned maintenance system, make sure all Statutory maintenance activities are carried out within their correct durations and keep the appropriate records. These records should be kept to a standard so they pass internal and external auditing.

- e. Assist in ensuring the regular programming for servicing and maintenance of equipment
- f. Participate in the out of hours standby rota and be available as required for emergencies to provide cover

3. The role holder will carry out any other relevant duties as may be required by the Head of College Buildings

Person specification

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

Qualifications, Knowledge and Experience:

- HNC or ONC as a minimum in Electrical or Mechanical Engineering or a Building Services discipline
- The ability to manage a varied and complex workload
- Experience in office, human resource and construction industry management
- Have a general knowledge of buildings, both technical, administrative and practical
- Hold a relevant recognised qualification in Health and Safety (ie NEBOSH/IOSH)
- Have worked in a similar educational environment and historic buildings undertaking the management of building maintenance systems
- Understand the statutory regulation requirements associated with an education environment

Skills, Abilities and Competencies:

- General computer literacy and familiar with AutoCad
- Literate and numerate with good communication skills
- Be prepared to chair meetings, take and distribute minutes
- Be able to work alone and as part of a team
- Awareness of Health and Safety regulations
- Familiarity with the sustainability issues associated with day to day maintenance work, ideally in a historic buildings context
- Ability to prepare specifications and drawings for minor building projects
- Ability to prepare Health and Safety plans, risk assessments and method statements

Terms and Conditions

Length of post:	Permanent
Salary:	The salary for the post will be between £38,836.97 - £45,023.77 (depending on experience) plus benefits
Hours of work:	40 hours per week
Location:	The role is based in Cambridge

Contractual benefits include:

- Membership of a defined contribution pension scheme after a qualifying period
- Additional Christmas salary payment

- Annual leave of 36 working days (inclusive of Bank Holidays)

Other benefits include:

- Free lunch in the College's Buttery Dining Room (subject to a monetary limit)
- Access to a private healthcare scheme currently provided by BUPA
- Access to a 'cash plan' healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover

The appointment will be subject to an initial probationary period of nine months during which the appointment may be terminated by one month's notice on either side. Following the successful completion of the probationary period, the period of notice is three months on either side.

Recruitment Process

Please include in your application:

- A completed application form;
- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- A full c.v.

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk

or by post to: HR Department, St John's College, Cambridge, CB2 1TP

to arrive no later than **12 noon** on **11 October 2019**. Interviews are expected to take place **week commencing 4 November 2019**.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.