Further particulars for the post of
Maintenance and Projects Co-ordinator

[internal applicants only]
Requirement
St John’s College wishes to appoint a Maintenance and Projects Co-ordinator on a permanent basis.

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; to manage the running of new building developments in College.

Principal Responsibilities and Duties

Job title: Maintenance and Projects Co-ordinator
Department: Maintenance
Responsible to: Head of College Buildings
Job Purpose: Provide senior administrative support to facilitate the management and co-ordination of all major projects and lead on all administrative processes for the Maintenance Department.

Principal Responsibilities

To contribute to the effective and efficient management of projects, the post holder will:

a. Manage project documentation by producing and maintaining; project trackers/programmes to aid the efficient running of projects, assisting with the production of briefing papers and reports, producing minutes and agendas for relevant meetings.
b. Maintain the administration of project status and details by devising and maintaining timelines.
c. Document and follow up on important actions and decisions from meetings.
d. Accept a level of responsibility for minor projects to ensure they are completed to the customers satisfaction.
e. Maintain and determine project communications with key stakeholders. Promote and communicate projects to stakeholders, coordinate the delivery of project communications, project manage specific tasks, gather and compile requirements for communications and events, liaise and network with stakeholder group.

f. Produce minor financial and scheduling reports as required and requested by the Head of College Buildings.

g. Develop and operate appropriate business processes/tools to assist with programme and project management.

h. Liaise with members of the College and Departments, regarding project matters and to organise project meetings.

i. Promote good working relationships between the Department and members of the College in relationship to project works.

To contribute to the effective and efficient running of the Maintenance Office, the post holder will:

a. Support the team with streamlining internal processes and with the implementation of new systems by acting as the key user and training of others.

b. Lead the process to design and distribute the feedback forms to seek comments from users of the Departments service delivery.

c. Devise and produce reports to analyse the Computer Maintenance Management System (CMMS) data for the Departments service delivery.

d. Line manage the Maintenance Administrator.

To contribute to the management of Procurement/Stores, the post holder will:

a. Manage and streamline the process for booking out items and assist other members of the Senior Management Team re-ordering stock to ensure stock levels are maintained at an efficient level at all times.

This list includes the principle accountabilities of the role but is not exhaustive, as it is important that each member of the team is able to assist and provide cover on all activities that take place within the Office in order that the department meets its aims and information is issued in a timely manner. Other relevant duties may be delegated by the Head of College Buildings from time to time.

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:

1. Significant administrative experience at a senior level.

2. Excellent IT skills and experience in order to coach and teach others, essential Microsoft Office, CMMS systems, desirable Autocad and Microsoft Projects.

3. Project Co-ordination experience desirably within the construction industry.
4. Line Management experience.
5. The post holder needs to be highly literate and numerate
6. Maths and English GCSE essential and A levels desirable
7. A Project Management qualification would be desirable or working towards this
8. A Health and Safety management training qualification such as IOSH would be desirable.

**Skills, Abilities and Competencies:**

1. Well organised, high quality levels of interpersonal and communication skills are required, in dealing with enquires, problems and complaints.
2. Ability to handle matters sensitively and with attention to detail.
3. Ability to work independently and to meet deadlines.
4. Ability to understand data and produce reports.
5. Excellent communication skills – both written and oral - as the post involves liaising and dealing with a wide spectrum of people both inside and outside College.
6. Ability to work on own initiative to demonstrate self-motivation and work with limited supervision.
7. Ability to prioritise tasks to meet a variety of deadlines and to react to changing situations.
8. Excellent customer service and negotiation skills.
9. A flexible, professional and adaptable attitude towards work and the ability to work as part of a team and to maintain effective working relationships with immediate colleagues, members of College at all levels and members of the public.

**Terms and Conditions**

Length of post: Permanent
Salary: The salary for the post will be between £33,670.56 - £37,530.15 p.a. (depending on experience)
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 ‘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 six months during which the appointment may be terminated by one week’s notice on either side. Following the successful completion of the probationary period, the period of notice is one month 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 9.00am on Friday 20 August 2021. Interviews are expected to take place week commencing 6 September 2021.

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.