

SECTION A: THE ROLE	
Job Title:	Mechanical Services Manager
Institute/Service:	Estates and Property
Job Grade:	Grade 07
Job Family:	Services
Job Location:	Multi-Site
Responsible To:	Operations Manager – Estates and Property
Responsible For:	N/A
Role Purpose:	
<p>The Mechanical Services Manager sits within the Estates Operations function and has a critical role to play in ensuring that the University's mechanical building services are managed and maintained to the highest possible standard.</p> <p>The role holder is responsible for ensuring the University's buildings and facilities are maintained in accordance with current statutory legislation and will act as the named responsible person for gas and water safety.</p> <p>In addition, the role holder will be responsible for the contract management of a series of external service contracts, always ensuring that the University is achieving value for money through delivery.</p> <p>The successful candidate will have significant experience within HE or similar and you will have demonstrable understanding of effective asset management in large, diverse, geographically challenging and technically complex estates.</p>	

SECTION B: PRINCIPAL DUTIES/KEY OBJECTIVES	
1.	Implement and managing large value external contracts as part of the wider Estates function (Boiler Servicing, HVAC Maintenance, Pressure Systems, Gas Safety, BMS and Water Safety) ensuring the University is achieving value for money through delivery
2.	Undertake the operational management of the BMS systems, liaising with external service contractors and providing first line, hands-on response to breakdowns and emergencies
3.	Plan and implement cost-effective planned and reactive maintenance strategies to cover all relevant services, devising and implementing long term maintenance and legislation compliance programmes whilst maintaining robust record keeping in accordance with the University's legislative duties.
4.	Ownership of the apportioned areas of budget, overseeing resource and contracts for goods and services, ensuring budget constraints are met and contributing to the Estates and Property Annual Operating and Capital Plans.

5.	Undertake short-term project management or contribute as part of larger University-wide or external project teams
6.	Proactively identify opportunities for continuous improvement, and the enhancement of service delivery standards, through maintaining an ongoing awareness of current and emerging industry best practice for the management and implementation of mechanical services

Additional Information:

You may on occasions and in line with operational needs:

- Be required to work different hours including at weekends/evenings;
- Be required to travel to other campuses and sites as necessary.

In addition to the duties listed here, you will be required to perform other duties which are assigned from time to time. However, such other duties will be reasonable in relation to the grade.

It is the University's intention that this role description is seen as a guide to the major areas and duties for which the post holder is accountable. However, the business will change and the post holder's obligations will vary and develop. The description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

Our Values:

At the University of Cumbria, our values shape the way we work, our culture and environment.

We are PERSONAL

Individuals are at the heart of what we do, and our culture of belonging recognises and supports every person. As an institution, we have mutual respect for those we work with and for and we care about understanding each other's challenges and helping one another to thrive.

We are PROGRESSIVE

As a university we have a determination to deliver our mission, which keeps us open to opportunities in front of us. We encourage thoughtful and inspirational ideas, and we tackle problems proactively, with optimism, creativity and courage.

We are ENGAGED

As stewards of knowledge and place, it is our privilege to champion the region and advocate for the value of education. The University of Cumbria is welcoming to different perspectives, expertise and experiences and we are committed to building and nurturing strong links with our communities.

Providing an Inclusive Environment:

The University of Cumbria is committed to providing an inclusive environment, where staff, students and visitors are encouraged to be their true self, in order to enhance the individual and collective experience. As a university community, we share the social responsibility of enabling this inclusive environment by valuing, respecting and celebrating differences, to ensure that we generate a sense of understanding and belonging.

The university recognises that our differences are our strength, seeking and valuing different perspectives and ideas, in an environment that is without prejudice and bias.

We are committed to embracing our responsibility as a facilitator of change and continue to develop our equality agenda in line with and, where appropriate, beyond the Equality Act 2010. We do not tolerate discrimination, bullying or harassment in any form on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Health & Safety Statement

All employees at the University of Cumbria are required to ensure that all duties and responsibilities are discharged in accordance with the University's Health and Safety at Work policy. They should take reasonable care for their own health and safety and that of others who may be affected by what they do or do not do. Employees should correctly use work items provided by the University, including personal protective equipment in accordance with training or instructions.

Criteria for Grade 7 Role Title: Mechanical Services Manager	Essential/ Desirable	To be identified by:
<p>Qualifications Educated to RQF Level 6 (Degree level standard or equivalent) or equivalent experience.</p> <p>Gas CCN1 or CODNCO1</p> <p>Professional qualification or membership of relevant professional body (or equivalent experience).</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form</p> <p>Application Form</p> <p>Application Form</p>
<p>Experience Well-developed expertise and understanding of theory and operational knowledge in building management.</p> <p>Experience of working in higher education and/or awareness of wider University, HE issues and external changes such as innovations, changes in legislation/regulation which impact on the job.</p>	<p>Essential</p> <p>Desirable</p>	<p>Supporting Statement/ Interview</p> <p>Application Form/ Interview</p>
<p>Knowledge, skills and abilities Detailed knowledge of building services and management and products/services available to act as a main point of contact/ point of referral for specific procedures, systems and processes including proposing and implementing improvements to systems and working methods.</p> <p>Ability to lead work area, motivating, developing and encouraging the commitment to learn/secure high performance in others.</p> <p>Organisation and time management skills to plan and organise activities and events of some complexity including relevant budgeting and planning processes.</p> <p>Ability to provide input into the development of Service /work area policy, etc, including effectively writing reports and policies.</p> <p>Skills to research collate and edit material for inclusion in reports/other documents.</p> <p>Ability to analyse and solve problems with an appreciation of possible longer-term implications.</p> <p>Ability to explain/present detailed procedural information to non-experts, and to negotiate, and represent work issues on behalf of the Service.</p> <p>Knowledge of relevant IT packages, information systems and procedures, ability to adapt/transfer skills to use new technology, development and maintenance of websites, eg Office 365.</p> <p>Professional approach to work and work colleagues and an ability to work independently and show initiative.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Supporting Statement/ Interview</p> <p>Supporting Statement/ Interview</p> <p>Supporting Statement/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p>
<p>Other</p>	<p>Essential</p>	<p>Interview</p>

Commitment to the Strategic Plan of the University especially in relation to equality of opportunity at work, a healthy and safe working environment and the expected behaviours of an effective Leader.		
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