

# Building Services Engineer (Electrical)

Department	Building Services ( <a href="http://www.strath.ac.uk/estates/">www.strath.ac.uk/estates/</a> )		
Directorate	Estates Services Directorate ( <a href="http://www.strath.ac.uk/estates/">www.strath.ac.uk/estates/</a> )		
Staff Category	Administrative and Professional	Reference No	486791
Reports To	Senior Electrical Engineer	Grade:	7
Salary Range:	£34,308 - £42,155	Contract Type:	Open Contract
FTE	1 (35 hours/week)	Closing Date	08/01/2023

## Job Advert

The University of Strathclyde is currently undertaking the delivery of a multi-million capital and maintenance plan which is designed to improve the range and quality of facilities available to our staff and students across the University Estate. Estates Services are responsible for delivering this programme and as a result of recent restructuring we require to recruit a talented and enthusiastic Building Services Engineer (Electrical) with proficient IT skills to join our multi-disciplinary Building Services team.

Reporting to the Senior Electrical Engineer within the Building Services section, you will be responsible for advising on electrical maintenance defects, surveys and inspections, preparing tender documents and cost estimates, issuing tenders and managing the delivery of a wide range of maintenance projects, building contracts and reactive repair works.

We are seeking to recruit someone with first class communication skills and able to demonstrate previous management experience and has a sound knowledge of planned maintenance, electrical services and current health and safety legislation. You will have the opportunity to work on a wide range of interesting and innovative projects in partnership with the academic community.

You should be an Electrical Engineer with significant relevant experience.

## Job Description

### Brief Outline of Job:

To provide professional electrical building services engineering and project management services to the University. Contribute to strategic, operational, and maintenance activities for all electrical plant & equipment. To develop and implement policy and procedures relevant to the operation & maintenance of the electrical building services systems. This post operates at a managerial and operational level and involves the planning and implementation of all maintenance projects and electrical repairs across the entire University Estate. The role includes cost planning and budget control for minor and maintenance projects as well as reporting on the management of risk related electrical services issues. The post has responsibility to ensure a safe environment is provided and maintained within all University Buildings. The post holder will be required to investigate complex electrical issues and be competent at delivering solutions to both managerial and technical issues. On occasion, there may be a requirement to respond to an emergency situation outside of normal business hours. The post holder will require to operate as an HV 'Authorised Person'.

## Main Activities/Responsibilities:

1.	To fully participate in the activities of the Electrical Section. Provide support & technical backup to the Senior Electrical Engineer. Communicate and assist with the provision of direct technical leadership and guidance to the Works Management Section with specific emphasis on the Electrical Section .
2.	To assist with the strategic direction of the electrical services activity through formal meetings e.g. Electrical Risk Management Meeting and disseminate appropriate strategic information in order to guide and influence others, both internally & externally. The development and implementation of technically complex policy and procedures that impact on University wide Health & Safety business implications.
3.	To participate in & assist with the planning, prioritisation, and implementation & successful delivery of the annual Planned Maintenance Programme. Identify, investigate and recommend schemes where directed, for funding bids for improvement schemes and against Backlog Maintenance and other available funding. Work with Procurement colleagues and external consultants to prepare design and tender drawings, specifications and contract documents. Handover completed projects to the client and advise Operation and Maintenance staff. Ensure that commissioning has been carried out correctly and that systems operate as designed and in line with university requirements.
4.	Preparation of feasibility reports, project budgets and supporting planning statements. Management of the project budget and monitoring the financial position, making meaningful comparisons against budget. Preparation of realistic estimates and continuous monitoring of the financial position of maintenance projects
5.	To oversee the management of all University Lifts in conjunction the University's appointed External Lift Consultant (subject to future change).
6.	Provide briefing documentation at fee bid stage on Capital, Major, Minor, and multi-disciplinary projects. Plan the works in a structured and coherent manner. Provide advice and comment where necessary through the design development. Meet and direct external designers on relevant aspects of project design and delivery.
7.	To monitor the performance and quality of works carried out by Consultants and Contractors and analyse client feedback to ensure that all works are managed in accordance with agreed Service Level Standards in terms of efficiency, responsiveness and cost effectiveness of the overall service provided. Continually monitor and review value for money and service standard
8.	Assist with provision of competent advice and offer solutions to high integrity, high risk, and very often complex systems including for example for High Voltage (11kV) networks and LV distribution, Fire & Intruder alarm systems, gas extinguishing protection systems, and UPS systems.
9.	Operate as an 'Authorised Person' (AP) for the safe operation and maintenance of the University's High Voltage (11kV) network and switchgear. Assist with the development of operating procedure updates, assist with ensuring that training and competence levels are achieved, and contribute to the maintenance of appropriate records.
10.	Liaise with Faculties, client estate representatives, Professional Services, and adjacent occupants, as required, to advise on the potential implications and disruption caused by improvement constructive activities, implement and co-ordinate all necessary actions to minimise disturbance
11.	Proactively support the soft landings processes for Capital Projects works
12.	To be available and provide leadership in emergency situations. Make and take decisions within area of expertise that can be of a complex nature.
13.	Support Improvements and Sustainability team colleagues to ensure all projects consider the University sustainable policy, initiatives and Net Zero targets
14.	Carry out any other duties as agreed with the Director of Estates Services including deputising for the Senior Electrical Engineer in their absence.

## Person Specification

### Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 HNC/HND level qualification in an Electrical Engineering discipline with extensive work related experience in a similar working environment

D1 Degree level qualification in Electrical Engineering or Building Services Engineering related discipline

D2 Chartered Engineer or progression towards Chartered Engineer status

D3	Membership of a relevant professional body e.g. IEEE, CIBSE, IHEEM etc.
<b>Experience</b>	
E2	Sound knowledge of health & safety legislation with the construction industry, particularly with regard to Electrical Services
E3	Relevant work experience in design and specification of electrical building services systems
E4	Previous work experience in the delivery of a range maintenance projects within the Construction/Maintenance sectors
D4	Relevant experience operating as an 'Authorised Person' for the safe operation & maintenance of HV networks and switchgear
E5	An understanding, backed up by experience, of planning, organising and delivering excellent customer service is a major element of this post
D5	Experience in or of working with higher education or similar public sector organisations would be an advantage but not essential
<b>Job Related Skills and Achievements</b>	
E6	The ability to deliver to a high standard a diverse range of work, through collaboration with both internal and external staff.
E7	Possess positive negotiation and communication skills that will ensure that potential issues are avoided before they require to be managed with practical experience in dealing with Client and Contractor groups.
E8	Proficient in word processing, spreadsheets and the use of project management software.
E9	Ability to monitor and control budget expenditure and produce cost reports.
E10	Ability to analyse issues and resolve problems, frequently involving lateral thinking to provide alternative solutions
D6	A working knowledge of AutoCAD
<b>Personal Attributes</b>	
E11	Must have strong leadership qualities and the ability to work effectively and be competent at solving complex technical problems. Ability to work on own initiative and be focussed on successful service delivery.
E12	Demonstrate team working abilities to work effectively within an existing multidiscipline professional and technical team, clear communication skills, commitment, enthusiasm, and a sense of humour.
E13	Ability to influence Electrical maintenance policy and the delivery of high quality externally designed projects.
E14	Ability to meet specific targets and deadlines
E15	Ability to assess the risks to Health and Safety before undertaking any work
<b>Other Relevant Factors</b>	
E16	Current valid Driving Licence
E17	Must be able to contribute to the University's strategic policies in relation to Net Zero Carbon
D7	Effective presentational skills

## Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

## Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Ross Simpson, Head of Building Services ([ross.simpson@strath.ac.uk](mailto:ross.simpson@strath.ac.uk)).

## Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

## Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

## Probation

Where applicable, the successful applicant will be required to serve a 9 month probationary period.

## Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

## Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

## Interviews

Formal interviews for this post will be held on a date to be confirmed..

## Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing gender equality in academia across all academic disciplines and professional and support functions.

## University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

