

# Works Manager Estates Services

Department	Estates Services Directorate ( <a href="http://www.strath.ac.uk/estates/">www.strath.ac.uk/estates/</a> )		
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Staff Category	Administrative and Professional	Reference No	95097
Reports To	Assistant Director Development and Operations	Grade:	8
Salary Range:	£39,992-£49,149 per annum	Contract Type:	Open Contract
FTE:	1 (35 hours/week)	Closing Date	Tuesday, 23 January 2018

## Job Advert

The Department of Estates Services invites applications for this new post to head the building and associated trades' direct labour section which employs approximately 50 staff. Candidates will be graduates in a construction related field (preferably Building Surveying) and will have strategic and operational experience at senior management level. Flexibility, excellent interpersonal and communication skills, proven leadership and sound business skills are essential for this post.

## Job Description

### Brief Outline of Job:

The management and control of all building and associated direct labour and external contractors to ensure that Estates Services provides a responsive, quality value for money service to the University. The direct labour section incorporates Joiners, Mechanical Eng. /Plumbers, Electricians, Painters, Porters and Maintenance Assistants etc. To provide a high quality customer interface to ensure that business-as-usual activities can be delivered as planned.

### Main Activities/Responsibilities:

1.	To manage and continuously review the utilisation of all resources i.e. plant, equipment, labour, external contractors etc. Oversee and manage the performance of the in house trade's staff to provide reactive and planned maintenance services. Manage term maintenance contracts where the use of external contractors, including specialists, is deemed appropriate and monitor their performance against required key performance indicators. Contribute to the development and implementation of the University's operational maintenance strategy to ensure compliance with statutory requirements and alignment with the University's strategic objectives in relation to operational excellence and the student experience.
2.	To strategically manage budgets taking action to ensure statutory and financial obligations are met. Manage and plan delegated budgets for operational maintenance to ensure strict financial control in accordance with standing financial instructions and that value for money is achieved. To work closely with the Procurement Team to ensure effective procurement of goods and services in line with procurement regulations.
3.	To ensure that all services under the Works Managers control are delivered timeously, to the required quality and provide value for money. To develop and continually benchmark all sections with other Institutions and the private sector.
4.	To provide effective managerial direction to all staff reporting to the Works Manager through formal/informal meetings, development, counselling, direction, supervision and example. To work across the various Estates Services functions to ensure good communication takes place across all business areas and in alignment with maintenance operations i.e. security, residences, catering, asset team, development/capital projects, environmental, grounds, technical team etc.

5.	To provide a building maintenance and management service to all University and Residential Buildings including out of hours callout in all areas under Works Manager control.
6.	To prepare drawings, cost estimates, specifications and tender documents as required.
7.	To develop and maintain the University's Health & Safety Policy and practices and ensure the continued health and safety of all staff and contractors employed by the Works Management Team.
8.	To take a lead role in ensuring that the Works Management Team achieve the required services levels and to track these against agreed KPI's in order to maintain Estates Services Customer Care Programme. This will include taking a lead role in the development and operation of the CAFM system including reactive helpdesk and scheduled/planned maintenance including legislative compliance requirements.
9.	To work closely with the Head of Building Services and the Contracts Surveyor and their respective technical teams to agree, manage and implement a range of planned, backlog and reactive maintenance works to ensure that the University is compliant with legislative/statutory duties and provides a high quality service that ensures that core business of learning, teaching and research can operate with minimum impact to business continuity.
10.	To prepare formal and high quality reports related to any aspect of the section as may be required to demonstrate the Works Management team are delivering a high quality, value for money service to all of its customers.
11.	To keep under review all aspects of construction policy and best practice bringing forward recommendations as appropriate.
12.	To undertake other reasonable duties commensurate with the role as directed from time to time.

## 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)

E.1 Degree in a related discipline e.g. building surveying, engineering or facilities management.

D.1 Recognised Health & Safety qualification e.g. NEBOSH, IOSH etc.

D.2 Registered with appropriate professional qualification.

### Experience

E.2 Extensive experience in the management and development of multi-disciplinary teams of staff in physically dispersed locations.

E.3 Considerable professional experience gained operating at a similar level in the public and/or private sector with a demonstrable track record of directly managing building fabric operations and associated projects within a large and complex estate

E.4 Experience of construction and operational legislation including CDM. Significant experience of Management of Health and Safety issues relating to MEP/building fabric and infrastructure and the ability to discharge associated responsibilities.

D.3 Demonstrable experience of working in a similar role within the Higher Education Environment

### Job Related Skills and Achievements

E.5 Thorough knowledge of current Health and Safety legislation and other legislative compliance including CDM regulations, Equality Act, Asbestos Regulations, Fire Regulations, Building Regulations (Scotland), Water Quality Management (Prevention of Legionella)

E.6 Make best use of in-house resources, improve balance between planned and reactive maintenance and engage specialist maintenance contractors as required.

E.7 High level of verbal, written and numeracy skills and must be computer literate with a sound knowledge of email word processing and spreadsheet packages.

E.8 Demonstrable experience of maintaining a training and development plan in line with Investors in People programme.

E.9 Demonstrable experience in the resolution of the failure of fabric and MEP services throughout the estate, including providing advice and ensuring that health and safety and statutory compliance is met.

### Personal Attributes

E.10 Ability to develop strong, productive working relationships and provide leadership across the teams.

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- E.11 Excellent customer relationship management skills with the ability to recognise and implement opportunities for continuous improvement and to manage stakeholder expectation.
  - E.12 Excellent leadership, negotiation and communication skills essential to achieving success within deadlines and budget, together with the commitment and enthusiasm to get the job done.
  - E.13 Excellent report writing skills with the ability to present clear, structured information.
  - E.14 Ability to make systematic and rational judgements, evaluate solutions and devise remedial action plans.
  - E.15 High levels of flexibility and personal resilience.
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## Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted before interview without permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter as a single document 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 Robert Kilpatrick, Assistant Director Development and Operations (robert.f.kilpatrick@strath.ac.uk/tel : 0141 5482600).

### Pre-employment health screening

An offer of appointment will be subject to a medical assessment by Occupational Health. An individual who accepts an offer of employment must complete a confidential medical questionnaire and forward it to the Occupational Health Nurse within 5 days of receipt. If further information is required the individual may be contacted by the OHN or a Medical Advisor and a personal appointment with the individual may be arranged. An unconditional contract of employment will not be issued until Human Resources receives confirmation that applicant is fit to undertake the duties of the post.

### Probation

The successful applicant will be required to serve a 12 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

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

It is anticipated that interviews will be held mid-February 2018.

### 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 women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.



# Conditions of Employment

## Administrative and Professional Services Staff Grades 6 and above

### 1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde University and College Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Administrative and Professional Services staff in Grades 6 and above. Such terms and conditions may be varied by the University Court after negotiation and consultation with SUCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at [www.strath.ac.uk/publicinterestdisclosure](http://www.strath.ac.uk/publicinterestdisclosure). Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 9 months for those at grades 6 and 7, and 12 months for grades 8 and above. Further guidance on probationary procedures is published at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr).

Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr).

### 2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 April each year, when the employee has a minimum of 6 full months of service at the appointed grade, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Arrangements in relation to overtime, additional hours, non-standards and on-call working are published at [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr)

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

### 3. HOURS OF WORK

The normal working week is 35 hours. Unless otherwise indicated in an individual's letter of appointment, the normal hours are 9.00am to 5.00pm Monday to Friday with a one hour lunch break. Certain members of staff may be required to work some hours outwith this normal pattern and this should be agreed locally.

Overtime rates do not apply to staff grades 6 and above. Where a Head of Department/School/equivalent requests additional work, above the standard working week to meet the particular requirements of the Department, equivalent time off in lieu may be granted by prior agreement.

### 4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

## 5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

<b>Period of Continuous Employment at start of absence from work</b>	<b>Full Pay</b>	<b>Half Pay</b>
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr).

## 6. PENSIONS

New members of staff, aged under 75, will be admitted automatically to membership of the Universities Superannuation Scheme (USS) on taking up appointment. If you are already in receipt of a USS pension you will join USS in accordance with pension auto-enrolment regulations. USS requires a contribution from the member, currently 8 per cent of pensionable salary. A contribution, currently 18 per cent of pensionable salary, is paid by the University. From 1 April 2016 all members are part of the career revalued benefits scheme called the USS Retirement Income Builder. From 1 October 2016 a threshold, initially of £55,000 a year, will apply to the maximum salary that counts towards the USS Retirement Income Builder. From the same date a new defined contribution section of the scheme called USS Investment Builder will open and any contributions above the threshold will be invested in this section. The exception to automatic membership of the pension scheme applies if your post is located out with the UK in an EU member state. If this is the case membership of USS is not available to you.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance ([pensions@strath.ac.uk](mailto:pensions@strath.ac.uk)). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your retirement date.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding USS can be found on the USS website – [www.uss.co.uk](http://www.uss.co.uk)

## 7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

## 8. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr)

## 9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at [www.strath.ac.uk/policies/hr](http://www.strath.ac.uk/policies/hr) or on request from Human Resources.

## 10. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least three months in writing, on either side; except during probationary period when the notice period is one month. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one month's notice in writing. The University is not obliged to continue a fixed term appointment beyond the employment period. For employees appointed above Grade 10, the notice period for both the employer and employee will be 6 months, except during the probationary period when a one month's notice period will apply. One month's notice will also apply for fixed term contracts terminated short of the expiry date.

Revised November 2017