

Senior Contracts and Compliance Engineer

Department	Estates Services Directorate (www.strath.ac.uk/professionalservices/estates/)		
Faculty	Estates Services Directorate (www.strath.ac.uk/estates/)		
Staff Category	Administrative and Professional	Reference No	580311
Reports To	Head of Building Services	Grade:	8
Salary Range:	£45,585 - £56,021	Contract Type:	Open Contract
FTE	1.0 (35 hours/week)	Closing Date	15/01/2024

Job Advert

The University of Strathclyde is currently undertaking the delivery of a multi-million pound capital and maintenance development 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 following some recent restructuring, we require to recruit a talented and enthusiastic Senior Contracts and Compliance Engineer with proficient IT skills to join our multi-disciplinary Building Services team.

This new role within the Building Services team will manage a range of specialist engineering contracts. You will also have responsibility for a managing a range of legislative compliance activities and working with others within the Estates Operations team to ensure that the university plant, equipment and supporting infrastructure operate in a safe and compliant manner. You will play a lead role in investigating and resolving what can be complex technical issues that are critical to business continuity and health, safety and compliance.

Reporting to the head of Building Services, you will be responsible for managing a range of building services maintenance contracts including mechanical and electrical maintenance, surveys and inspections, preparing tender documents and cost estimates, issuing tenders and managing the delivery of a wide range of maintenance projects and reactive repair works.

We are seeking to recruit someone with first class communication skills and able to demonstrate previous engineering and contract management experience who has a sound knowledge of planned maintenance, building services and current health and safety legislation. The role includes cost planning and budget management and control for major and minor maintenance projects as well as controlling the management of risk related building services (MEP) issues and reporting on these.

This is a campus based role and 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 a qualified Building Services Engineer in a relevant discipline with significant technical and managerial experience.

Job Description

Brief Outline of Job:

This role will provide significant technical contract management and compliance expertise within the Estates Services Operations Building Services team. As one of three Senior Engineers reporting to the Head of Building Services, the post holder will require to work closely with the Senior Mechanical and Senior Electrical Engineers' and their line reports to implement and manage a range of value for money and cost effective maintenance contracts for a range of specialist technical engineering services that will ensure core infrastructure, plant and equipment are operating optimally to ensure core university business operates without impact to business continuity.

Main Activities/Responsibilities:

1.	To perform the lead role of Contracts Manager on a range of complex building services and infrastructure maintenance contracts. Preparing specification and relevant tender documentation and working with the University's Procurement team to put contracts in place to deliver value for money and cost effective maintenance services.
2.	To lead on the develop appropriate service level agreements (SLA's) and to establish a range of Key Performance Indicators (KPI's) that actively and routinely monitor performance against the expected standard(s) and to expedite the provisions within the contract to address poor performance or non-compliance.
3.	To manage a range of complex external building services engineering contacts ensuring that they perform in alignment with contact requirements and demonstrate compliance with statutory legislative compliance. These include but are not limited to the following: Fire Alarms, Sprinkler Systems and Fixed Gas Extinguishing Systems, Access Control System, CCTV, Intruder Systems, Fixed Wiring, PAT, Lightning Protection Systems, Pressure Systems, Emergency Generators and UPS.
4.	To have delegated responsibility and accountability for a range of planned and reactive maintenance budgets ensuring financial control and value for money is achieved and all expenditure is compliant with the University's standing financial procedures.
5.	To lead and manage the Building Services Contracts and Compliance Section, develop the capability of staff comprising of a building services engineer, mentoring and developing them to ensure that current and future requirements are met. Communicate and provide direct contract and compliance guidance to the Works Management Section including mechanical and electrical sections.
6.	Working closely with others within the Building Services and Works Management teams, ensure all Engineering Insurance inspection reports are collated and remedial recommendation actions are identified, prioritised and closed out in a satisfactory and timely manner.
7.	Work with the Estates Services Health, Safety and Compliance Manager and Colleagues in the SHaW team to ensure any changes in legislation and amendments to compliance needs are identified and integrated as part of Estates Services Operations team maintenance activity.
8.	Support Building Services team resources during compliance auditing of supply partner contract arrangements and in-house DLO staff to ensure the successful delivery of the planned and legislative compliance maintenance programme.
9.	Monitor developments within the relevant external regulatory environment and alert senior management to any potential threat and business impact.
10.	Perform the role of Project Manager on a range of building services major and minor maintenance projects.
11.	Liaise with Faculties, client estate representatives, Professional Services, and adjacent occupants, as required, to advise on the potential implications and disruption caused by improvement construction activities, implement and co-ordinate all necessary actions to minimise disturbance
12.	Maintain current and accurate Management Information dashboard to demonstrate compliance and performance management for internal and external progress reporting and to demonstrate that risks are adequately managed and periodically reviewed.
13.	Proactively offer advice, guide and support the soft landings process for Capital Projects works ensuring that this is aligned with at each stage of the RIBA plan of works from developing the brief, detailed design through to construction, handover and post occupation.
14.	Support Improvements and Sustainability team colleagues to ensure all electrical projects consider the University sustainable policy, initiatives and Net Zero targets.
15.	Carry out any other duties as agreed with the Director of Estates Services including deputising for the Head of Building Services 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 Degree level qualification in Electrical Engineering, Mechanical Engineering or Building Services Engineering related discipline

D1 Chartered Engineer or progression towards Chartered Engineer status

D2 Membership of a relevant professional body e.g. IEEE, CIBSE, IHEEM etc.

Experience

E2 Sound knowledge and significant relevant demonstrable work experience of building services legislation within hard facilities management/engineering maintenance, particularly with regard to MEP services

E3 Significant relevant work experience in design and specification of building services systems and implementing maintenance contracts following completion of installation works.

E4 Significant experience of successfully managing all aspects of building services engineering statutory compliance in an organisation of comparable scale using risk management techniques.

E5 Significant experience of managing high value and technically complex building services maintenance contracts.

E6 An understanding, backed up by experience, of planning, organising and delivering excellent customer service within an organisation of comparable scale

E7 Ability to develop and maintain good working relationships with colleagues across Estates Services, the wider University and with external stakeholders where relevant.

E8 Previous work experience in the delivery of a range of maintenance projects up to a value of £2M with HE or Construction sectors

D3 Relevant experience operating as an 'Authorised Person' for safe operation & maintenance of HV networks and switchgear

D4 Experience in or of working with higher education or other public sector organisations would be an advantage but not essential

Personal Attributes

E9 Must have strong leadership qualities and the ability to work effectively and be competent at contract management. Ability to work on own initiative and be focussed on successful service delivery.

E10 Demonstrate team working abilities to work effectively within an existing multidiscipline professional and technical team, clear communication skills, commitment, and enthusiasm.

E11 Must have strong negotiation and communication skills with practical experience in dealing with Client and Contractor groups.

E12 Ability to analyse issues and resolve problems, frequently involving lateral thinking, to provide alternative solutions

E13 Ability to meet specific targets and deadlines

E14 Ability to assess the risks to Health and Safety before undertaking any work

E15 Ability to work as an effective team member, in supporting the University Strategy and other activities for the benefit of own area of responsibility and the University as a whole.

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 Kenny Allen, Head of Building Services (kenneth.allen@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 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

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 31/01/2024.

Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

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.



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. 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.

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.

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

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:

Period of Continuous Employment at start of absence from work	Full Pay	Half Pay
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.

6. PENSIONS

If you are under age 75 at the date your appointment commences you will automatically become a member of the pension scheme operated by the University — the Universities Superannuation Scheme (USS). You will be admitted to the career revalued benefits scheme called the USS Retirement Income Builder; the contribution rate that currently applies is 9.8% of pensionable salary. A threshold applies to the maximum salary that counts towards the USS Retirement Income Builder. The current threshold from 1 April 2023 is £41,004 per year. Contributions based on salary above the monthly equivalent rate of the threshold are paid to the defined contribution section of the scheme called the USS Investment Builder. Please use the following link to access information, including the USS Member Guide: <https://www.uss.co.uk/for-members/youre-a-new-joiner>. The scheme booklet is called 'Your Guide to the Universities Superannuation Scheme'.

The University operates a salary exchange arrangement, Pensions Plus, for members of the USS. Pensions Plus enables pension contributions to be made in a manner so that both employees and the University can benefit from available National Insurance Contribution savings. You will be automatically included in Pensions Plus, provided it does not adversely affect your take-home pay or your ability to claim certain state benefits. If your earnings fall below the Pension Plus pay protection limit you will be opted out of Pension Plus. This will not affect your membership of the USS.

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). 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 Normal Pension Age. Regardless of whether you participate in Pensions Plus, if you are a member of the pension scheme for two years or more you are not entitled to a refund of pension contributions on leaving the scheme, you will be entitled to a pension benefit.

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

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.

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 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 April 2023