

## **Message from the Director of Estates and Facilities Management**

*Dear Colleague,*

Loughborough University is a fantastic place to work and study. There is a real pride in the University that touches everyone associated with it. We want to attract and retain the best people to work in our Maintenance and Engineering team at Loughborough University and believe that we offer an attractive total reward package that includes: generous index linked pension, generous holiday allowance, access to sporting facilities and gym membership at staff rates and many other benefits. We hope that you will apply and look forward to meeting you.

Throughout our history we have built upon our distinctive characteristics and enhanced our strengths. Our origins in 1909, as one of the UK's foremost technical institutes focused on meeting society's needs, set in train an ethos that is still evident at Loughborough today.

Our campus in the heart of Leicestershire – one of the largest in the UK, spanning 440 acres – provides a supportive and enriching environment with first-rate facilities for both staff and students. Loughborough is the largest single site University campus in the UK at 440 acres; it is located close to a market town and is only minutes away from the motorway network. The Estate is in a sylvan setting, with a huge variety of academic, residential, commercial and sports facilities and is 362,000 sq. m in total. There are 154 buildings as well as a further 85 acres that is currently agricultural land adjoining campus that has planning permission for the further development of the Loughborough University Science and Enterprise Park (LUSEP) and is part of an Enterprise Zone. Our Facilities have been voted the best in the UK for the last five years in the Times Higher Education Student Satisfaction survey and voted the best in the WhatUni 2018 and 2019 awards.

*Graham Howard*

## Job Title: Electrical Engineer

Job Ref: REQ191129

General Details	
Job Title:	Electrical Engineer
Professional Service:	Estates & Facilities Management
Location	Loughborough University
Tenure:	Open ended
Hours/FTE	37 hours per week
Grade/Salary	Grade 6 – (£30,942 – £40,322) depending on qualifications and experience
Holiday	44 days inclusive of 8 Bank holidays and 6 University closure days
Pension	Automatic enrolment into the Local Government Pension Scheme with an employer's contribution of 21.1%
Starting date:	March 2020

Job Purpose
The Electrical Engineer is responsible to the Senior Electrical Engineer for the preparation of electrical designs, engineering drawings, specifications and supervision of electrical installations across the University estate.

Management & Supervision	
Reporting to:	Senior Electrical Engineer

Responsibilities
<ul style="list-style-type: none"> <li>To undertake the duties of Electrical Engineer in the preparation of drawings, specifications, site supervision and other associated technical work relating to the planning and execution of minor projects and development works up to the sum of £1m.</li> <li>To produce schemes and drawings for electrical services, including design calculations, estimates etc.</li> <li>To update existing drawings by the physical inspection of buildings to determine cable runs, power points, lighting circuits etc and to incorporate any amendments from 'As Fitted' drawings or information received from staff. Information will be processed manually and by CAD, using AutoCAD</li> <li>To liaise with members of the Project Management Office in relation to drawings required for structural and mechanical works which affects services.</li> <li>To produce technical works specifications, including Employer's Requirements on Design &amp; Build project.</li> <li>To manage and supervise contractors working on site when involved from initial design.</li> <li>To brief outside consultants on departmental requirements and to monitor the design of both new buildings and alteration works.</li> <li>To maintain close budgetary control over projects being administered by the Engineering Section.</li> <li>To provide permits as required, i.e. permits to Work. To Dig and Hot Work etc.</li> <li>To maintain a technical and manufacturers' catalogue library.</li> <li>To carry out feasibility studies and reports.</li> <li>To carry out any duties within their competence reasonably requested by the Senior Electrical Engineer.</li> <li>To work as an active member of the Engineering Section in the first instance and the wider Estates and Facilities Management department.</li> <li>To assist in the continuous review of cost effectiveness / savings within the department.</li> </ul>

- Ensure all works are carried out effectively and efficiently in accordance with established working procedures / LU Policies.
- Ensure work carried out is compliant with all relevant regulations.
- Conduct risk assessments in line with duties and ensure method statements are complied with.
- Liaise with external contractors to deliver electrical installation works in line with specifications.
- Be pro-active in undertaking training and development as required for the role.

Note: The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

### Professional Development

Loughborough University supports the professional development of colleagues and encourages continuous professional development to ensure professional skills and knowledge are maintained.

### Conditions of Service

The position is full time and open-ended. Salary will be on Management & Specialist Grade 6 (£30,942 - £40,322 per annum) at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for staff on grade 6 and above, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

### Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

### **Applications**

The closing date for receipt of applications is 14<sup>th</sup> December 2019. Interviews will be held in week commencing 13<sup>th</sup> January 2020.

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
Experience	Significant post-qualification employment experience	1 / 3
	Experience of working within engineering/construction project teams.	1 / 3
Skills and abilities	Ability to project-manage clients and contractors, including the briefing process.	1 / 3
	Excellent planning skills and the ability to deliver to tight deadlines	1 / 3
	Practical, with the ability to develop an engineering solution to new electrical installation requirements.	2
	Ability to understand the requirements of non-construction professionals and anticipating their needs.	1 / 3
	Highly professional with excellent interpersonal skills and the ability to develop and maintain strong relationships with project clients, customers and colleagues	1 / 3
	Demonstrable ability to manage multiple priorities within conflicting timescales	1 / 3
	Excellent oral and written communication skills	1 / 3
	Excellent service-oriented approach to the delivery of projects for customers/clients	1 / 3
	Proven ability to manage budgets effectively	1/3
	Competent in the use of AutoCAD; good working knowledge of Microsoft Office package	1/3
Training	A willingness to undertake future training as required.	1 / 3
	A willingness to adopt new procedures as and when required.	1 / 3
	Evidence of continual development in line with industry developments	1 / 3
Qualifications	HNC/HND in Electrical Engineering	1 / 3
	City and Guilds Electrical Technical Qualifications or equivalent.	1 / 3
	ILM level 2 in Management or equivalent, or willing to undertake this.	1 / 3
	BS 7671 “current” Edition Requirements for Electrical Installations	1 / 3
	To have served an indentured apprenticeship or equivalent experience or equivalent practical experience.	1 / 3

	Asbestos training for fuse boxes A33	1 / 3
	IOSH Managing Safely/NEBOSH General Certificate	1 / 3
Other	Flexible and willing to work out of hours if required	1 / 3
	Full Driving Licence required	1 / 3

#### Desirable Criteria

Area	Criteria	Stage
Experience	Degree in Electrical Engineering/Engineering Discipline	1 / 3
Skills and abilities	Knowledge of working in a large complex organisation	1 / 3
	Previous project management experience	1 / 3
	Knowledge of the working methods of other construction trades	1 / 3
Qualifications	Demonstrate evidence of continual personal development.	3