

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: Mechanical Building Services Technician

Job Ref: REQ210238

General Details	
Job Title:	Mechanical Building Services Technician
Professional Service:	Maintenance & Engineering Section
Location	Loughborough University
Tenure:	Open ended
Hours/FTE	37 hours per week
Grade/Salary	Grade 5 / £25,217 – £30,046
Holiday	34 days inclusive of 8 Bank holidays and 6 University closure days, rising to 39 days after 5 years service.
Pension	Automatic enrolment into the Local Government Pension Scheme with an employer's contribution of 21% and employees contribution of 6.5%.
Starting date:	May 2021

Job Purpose
<p>The Mechanical Building Services Technician reports to the Senior Mechanical Building Services Engineer for the preparation of mechanical building services designs, AutoCAD drawings, specifications, scopes of work and supervision of mechanical building service installations across the University estate.</p>

Management & Supervision
<p>Reporting to : Senior Mechanical Building Services Engineer</p>

Responsibilities
<ul style="list-style-type: none">• To design Mechanical systems for the University that will be maintained by the Engineering team.• To prepare specifications and tender documents for planned and reactive maintenance projects and small works, appoint competent contractors, inspect and control their work.• To update drawings and documentation associated with the projects.• To be responsible for the delivery of Mechanical related elements of the long-term maintenance programme as required in line with LU project delivery procedures.• To prepare, progress, coordinate and financially report upon Mechanical related elements of the maintenance programme as required by University governance.• Manage minor works projects relating to Mechanical infrastructure, LTM or other, and to manage minor Mechanical works for clients at Loughborough University including schools.• Liaise with clients to determine scope of works, financial implications and planning delivery of projects.• To review tenders and raise purchase orders/contracts for works by external service providers and authorise payment within limits set by LU governance.• To carry out regular quality and Health and Safety audits on your section's work in conjunction with Safe Systems of Work and agreed working processes.• To understand and implement Health and Safety policies and requirements for yourself and others, commensurate with your level of responsibility within the Department, to enable you to discharge your duties and responsibilities safely.• Communicate with other colleagues to coordinate maintenance projects as required.• Communicate with all relevant departments to seek guidance and to advise on project deliverables.• To undertake in-house and external training as deemed necessary to enhance existing skills and develop new skills allowing for multi-skilled project delivery.

- To issue permits as required, i.e. Permits to Work, To Dig and Hot Work etc.
- To carry out any duties within their competence reasonably requested by the Senior Mechanical Building Services Engineer.

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 appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, 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.

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 experience of carrying out designs, producing specifications/scopes of work and AutoCAD 2D drawings for Mechanical Building Services projects and small works.	1,3
	A minimum of 2 years experience supervising external contractors delivering Mechanical Building Services projects and small works.	1,3
	Experience within a customer - focussed environment.	1,3
	Experience of dealing with people in a variety of complex and difficult situations.	1,3
	Experience of working individually and as part of a team.	1,3
Skills and abilities	Ability to project manage clients and contractors, including the briefing process.	1,3
	Flexibility and the ability to adapt to a changing work environment.	1,3
	Well-developed problem solving skills, using initiative and judgement in more complex situations.	1,3
	Able to plan, prioritise and work independently and to deal with unforeseen problems and circumstances effectively.	1,3
	Able to work under pressure and meet competing deadlines.	1,3
	Excellent interpersonal, organisational, oral and written communication skills.	1,3
	Able to work with accuracy and attention to detail.	1,2,3
	Excellent service-oriented approach to the delivery of projects for customers/clients	1,3
	Competent in the use of AutoCAD; good working knowledge of Microsoft Office packages	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
Qualifications	HNC in Building Services Engineering.	1,3
	NEBOSH General Certificate or willingness to undertake this	1,3
	Full Driving Licence required	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Good working knowledge of all building disciplines and there inter-dependencies	3
	Knowledge of working in a large complex organisation	1,3
Skills and abilities	Demonstrate evidence of continual personal development.	1,3
Qualifications	AutoCAD 2D.	1,3