



## 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 Time Higher Student Satisfaction survey and voted the best in the WhatUni 2018 and 2019 awards.

*Graham Howard*

## Maintenance Joiner

REQ211326

General Details	
Job Title:	Joiner
Professional Service:	Maintenance & Engineering Section
Location	Loughborough University
Tenure	Open ended
Hours/FTE	37 hours per week/1FTE
Grade/Salary	Grade 4 (£21,135 - £24,871 per annum) In exceptional circumstances and on a discretionary basis this may rise to £27,551. Subject to annual pay award
Holiday	34 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%

Job Purpose
The Maintenance Joiner will be required to work as part of a large team carrying out planned, preventative, reactive and statutory maintenance across the University Estate.

Management & Supervision
Reporting to: Maintenance Building Fabric Manager

Responsibilities
<ul style="list-style-type: none"><li>• Primary role to inspect and maintain fire doors to meet current standards and regulations (FDI certified).</li><li>• To carry out joinery and allied trades work in connection with the maintenance and minor alterations required to University controlled premises.</li><li>• To complete details as required on job cards, stores dockets and allocation sheets as required.</li><li>• The machining and preparation of wood in connection with maintenance work and/or alterations and improvements.</li><li>• To become familiar with and use new equipment and systems and to undertake special training where required.</li><li>• To understand and implement Health and Safety policies commensurate with your level of responsibility within the Department to enable you to discharge your duties and responsibilities safely.</li><li>• To comply with Health and Safety Regulations in respect of the use of ladders, scaffolding equipment, machinery etc. To ensure machines are left in a clean and tidy condition.</li><li>• To be responsible for the general servicing and maintenance of all woodworking machinery, e.g. the changing of saw blades, general servicing and setting up of the planning machine, the regular checking of safety guards, etc, and to report any defects to the maintenance manager.</li><li>• To assist in maintaining the Joiners' Workshop in a clean and safe condition.</li><li>• To hold a current, clean driving licence and be prepared to drive an Estates Services vehicle in the course of normal duties.</li><li>• To carry out maintenance works on the University swipe card system as required.</li><li>• Any other work generally of a joinery / building maintenance nature.</li><li>• To carry out call out duties on a rota basis.</li><li>• To be prepared to carry out minor works of other trades where appropriate.</li><li>• To maintain and be active in personal development and to extend all management and technical skills in line with the agreed Facilities Management Personal Development plan.</li><li>• To carry out any works deemed suitable by the maintenance manager.</li></ul>
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 Grades 1-5 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	Experience of site and shop work	1 / 3
	Work in a wide range of maintenance disciplines.	1 / 3
	Experience of working in multi-disciplinary teams	1 / 3
	Previous experience of dealing with people	1 / 3
Skills and abilities	Demonstrate ability to understand Drawings / schematic drawings	2
	Ability to work under own initiative with other members of the section	1 / 3
	Ability to organise own works	1 / 3
	To work effectively and efficiently	1 / 3
	To undertake work to the required standard	1 / 3
	Accustomed to working with machine shop equipment	1 / 3
	To be able to work safely and take responsibility for the Health and Safety of other team members	1 / 3
	To have IT skills in order to carry out the duties required by the role	1 / 3
Training	A willingness to undertake future training as required.	1 / 3
Qualifications	A time served apprenticeship in joinery	1 / 3
	Education to GCSE level or equivalent in Maths & English	1 / 3
	NVQ level 2 diploma or equivalent in Carpentry / Joinery site work & bench work	1 / 3
	FDIS certified.	1 / 3
Other	To be available out of hours (CALL OUT ROTA).	1 / 3
	Full Driving Licence required.	1 / 3
	To be self-motivated and a strong team player with the drive to participate in team building initiatives.	1 / 3

### Desirable Criteria

Area	Criteria	Stage
Experience	Be able or willing to develop expertise in specific legislative disciplines e.g. fire safety.	1 / 3
Skills and abilities	To have IT skills in order to carry out the duties required by the role	1 / 3
	Competent or familiar with maintenance management systems.	1 / 3
	Asbestos awareness.	1 / 3
Qualifications	Recognised professional Qualification.	1 / 3

## Applications

The closing date for receipt of applications is **09 January 2022**.