

Department of Estates and Facilities Services

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 maintenance operative

Job Ref: REQ220715

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

School/Department summary

Job Description

Job Grade: Operational Services Grade 4

Job Purpose

The Electrical Technician will be part of a technical response team ensuring asset management, H & S, statutory, work processes and compliance tasks are carried out safely and on time. All of which are to be delivered within budget and standards; whilst ensuring performance is not compromised.

Job Duties

- The maintenance, repair and replacement of electrical plant and equipment, including control circuitry for heating, ventilation and boiler equipment.
- Minor installation works in existing buildings
- To be available for emergency call-out on a rota basis
- Help Implement a continue process of reviewing cost effectiveness / savings within dept.
- Ensure all works are carried out effectively and efficiently in accordance with established working procedures / LU Policies.
- Ensure all PPM programmes- planned and reactive works are delivered on time. Reporting any issues via established protocols.
- Ensure that all work is planned, recorded and visible through the FM asset management tool.
- Provide information and support for audits, KPI's to enable data analysis to be conducted.
- Request materials.
- Ensure work carried out is compliant with all relevant regulations.
- Ensure PDR process is conducted and followed.
- Conduct risk assessments in line with duties and ensure method statements are complied with.
- Liaise with external contractors to deliver electrical installations and maintenance in-line with specifications.
- Deal with incoming enquiries from Customers.
- Complete ad hoc duties as required.
- Be pro-active in undertaking training and development as required for the role

Points to 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.

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.

Organisational Responsibility

Reports to the Advanced Electrical Technicians.

Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. 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	Substantial experience of delivering electrical maintenance services on a large customer-based location.	1 / 3
	Experience of working within an electrical team.	1 / 3
	Experience of working in occupied premises.	1 / 3
	Experienced in compiling job plans, method statements and risk assessments.	1 / 3
	Familiar with reading and interpreting engineering and building schematic drawings.	1 / 3
Skills and abilities	Able to work on own initiative, being proactive in foreseeing and addressing problems or issues.	1 / 3
	Skilled in planning and organising work schedules for planned maintenance and planning other works across a complex site.	1 / 3
	Able to communicate effectively with staff, customers and colleagues verbally and have report writing skills.	1 / 3
	Be computer literate, able to read and work with installation drawings, MS excel, MS word.	1 / 3
	Demonstrate ability to advise on costs and scheduling for building services related work and monitor costs.	1 / 3

	Demonstrate ability to specify to a high degree of accuracy maintenance task, schedules, method statements and risk assessments.	1 / 3
	Demonstrate ability to work alone or as part of a team and be able to take responsibility for all facilities related work.	1 / 3
	Excellent practical IT skills including Microsoft Office and Outlook diary management, and ability to use maintenance management software	1 / 3
Training	A willingness to undertake future training as required.	1 / 3
Qualifications	City and Guilds Electrical Technical Qualifications or equivalent.	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
Other	To be available out of hours (CALL OUT ROTA).	1 / 3
	Full Driving Licence required	1 / 3

Desirable Criteria

Area	Criteria	Stage
Experience	Be able or willing to develop expertise in specific legislative disciplines e.g. HV and fire safety.	1 / 3
Skills and abilities	Competent with AutoCAD or equivalent.	1 / 3
	Competent or familiar with CAFM system “Archibus”.	1 / 3
	Asbestos training for fuse boxes A33	1 / 3
Qualifications	Recognised Management Qualification	
	Demonstrate evidence of continual personal development.	

Conditions of Service

The position is FULL TIME and OPEN-ENDED. Salary will be GRADE 4 £21,135 - 24,871 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 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/>

