

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

Advanced Mechanical Technician

REQ221192

General Details	
Job Title:	Advanced Mechanical Technician
Professional Service:	Maintenance & Engineering Section
Location	Loughborough University
Tenure	Open ended
Hours/FTE	37 hours per week/1FTE
Grade/Salary	Grade 5 (£25,627 - £30,497 per annum) In exceptional circumstances and on a discretionary basis this may rise 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 Advanced Mechanical Technician will be responsible for the delivery of planned preventative and reactive maintenance of the mechanical services across the university, ensuring adherence to operational, regulatory and University compliance requirements. Operating and maintaining the MTHW boiler plant and ancillary equipment in line with site requirements and site procedures.

Management & Supervision
Reporting to: Maintenance, Plumbing / Heating & HVAC Manager

Responsibilities
<ul style="list-style-type: none"> Carry out the planned preventative maintenance programmes and ensure compliance with all relevant guidelines, statutory acts and regulations and ensure relevant feedback of compliance issues and actions are shared with the relevant teams. Have a complete understanding and the ability to resolve complex faults within the operation and recovery of all mechanical systems within the building portfolio. Joint responsibility for the management and operation of the main boiler plants and Combined Heat and Power (CHP) plants. Joint responsibility for the District Heating network and control. Ensure that all work is planned, recorded and visible through the FM asset management tool. Take specific responsibility for the maintenance and operation of the sites critical mechanical and BMS services. Act as site control function for permits to work and access to the site. Maintain a Safe System of Work process and periodically update as may be required. Manage and conduct fault finding across all engineering infrastructure. Conduct statutory system and asset testing and report accordingly. Deliver and comply with all Statutory, University and Client specific environmental, health, safety, and quality standards applicable to the University environment. Liaise with, monitor, and control the activities of external contractors working at the University. You will be expected to deliver a high level of customer focused service and participate in additional training as and when required. Have a working knowledge of the BMS and work closely with the BMS technicians to identify and rectify faults in a timely manner. Be responsible for and ensure the effectiveness of the teams in terms of technical competency, health and safety and service delivery. Deal responsibly and professionally with emergencies and breakdowns Lead and motivate staff and ensure the Performance Development Review process is conducted and completed in a timely manner in accordance with Loughborough University policies and guidelines Ensure staff attendance at mandatory and job specific training as requested by the University. Ensure staff are compliant with all relevant regulations Be pro-active in undertaking training and development as required for the role Support change and improvement initiatives within FM and provide support for staff in adopting new technology.

- To carry out monthly Health and Safety audits on in house staff and external contractors.
- To support and promote a positive Health and Safety culture within the team
- Attendance may also be required occasionally outside normal hours to deal with certain maintenance procedures and specialist critical systems contractors.

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	Operating the plant to ensure compliance with appropriate safety and environmental standards, and statutory requirements including BG01, PSSR etc or working towards.	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, 2, 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 and able to use Microsoft Packages such as 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
	Demonstrate ability to manage tradesmen/contractors with proven leadership and motivational skills.	1 / 3
	Demonstrate ability to arrange and manage service delivery through contracted services	1 / 3
	Knowledge of MTHW boilers and water treatment	1 / 2 / 3
Training	A willingness to undertake future training as required.	1 / 3
Qualifications	Apprentice trained Craft or time served in the relevant trade discipline to ONC/HNC or C&G	1 / 3
	Education to GCSE level or equivalent in Maths & English	1 / 3
	IOSH Managing Safely (or equivalent)	1 / 3
Other	To be available for out of hours if required	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., PSSR, Gas Installations.	1 / 3
Skills and abilities	Competent or familiar with maintenance management systems.	1 / 3
	Asbestos awareness.	1 / 3
	Competent in the use of Trend and Schneider BMS systems	1 / 3
Qualifications	Recognised professional Qualification.	1 / 3
	BOAS Qualified – BG01 (or equivalent)	1,2,3