



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

Department of Estates & Facilities Management

Job Title: Building Maintenance Surveyor

Job Ref: REQ221664

General Details	
Job Title:	Building Maintenance Surveyor
Professional Service:	Estates and Facilities Management
Location	Loughborough University
Tenure:	Permanent
Hours/FTE	37 hours per week
Grade/Salary	MA7 - (£44,414 - £52,841 per annum)
Holiday	44 days (including public and university closure holidays)
Pension	Automatic enrolment into the Universities Superannuation Scheme with an employer's contribution of 21%
Starting date:	March 2020

Job Purpose
The Building Maintenance Surveyor will take responsibility for Staff management, initiating and managing maintenance and installation projects ensuring effective planning, co-ordination of resources and adherence to H&S statutory compliance requirements to deliver high quality work within defined budgets.

Management & Supervision	
Reporting to:	Head of Engineering, Maintenance and Sustainability

Responsibilities
<ul style="list-style-type: none">• Lead, motivate, develop and performance manage the Building Services Section, instilling a strong team ethic and ensuring that Staff produce high quality outputs.• Lead and liaise with colleagues from the wider Engineering Team and Project Management Office to develop and prioritise a proposed list of building fabric projects for inclusion in the annual Long Term Maintenance Capital and Revenue schedules.• Lead and manage contractors and colleagues from the Maintenance & Engineering Team to prioritise, plan and deliver large maintenance projects through the efficient use of allocated budgets, internal staffing resources and external contracted services to ensure all works are delivered to a high standard, within agreed timescales and within budget.• Plan and implement the collation of data relating to building conditions through building fabric surveys of the university real estate and make this information available in a suitable format for other Staff; utilise this information to inform the scope, prioritisation and justification of future projects that are incorporated into the department's planning cycle.• Prepare project proposals for approval via the University's governance process to secure funding; update progress reports and make representation at appropriate committees at each project stage; take responsibility for monitoring large budget allocations; undertake regular financial forecasting to identify budgetary requirements for actual and future projects; work closely with the Senior Finance Business Partner to make appropriate budgetary adjustments to

reflect real time project changes. Budgetary responsibility typically £3-5m of LTM capital and £300-500k of LTM revenue.

- Manage and approve Minor Works requests within the guidelines of the department's Minor Works scheme, and allocate and monitor work to oversee these projects to their completion;
- Undertake Staff Performance & Development Reviews (PDR's) in keeping with institutional requirements and ensure that Staff performance is in line with the expectation of their roles and of the department.
- Take responsibility for effective communication with customers, ensuring they are kept informed of progress on maintenance work, and that queries or concerns are handled appropriately, and in a timely manner; oversee and manage Customer Feedback and ensure that a strong Customer Service oriented approach is embedded in the Team.
- Ensure staff attendance at mandatory and job specific training as requested by the university.
- Ensure staff are compliant with all relevant regulations.
- Develop and implement improvement incentives that will enhance performance and enable the department to work efficiently.

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 7, (£41,526 -£49,553 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 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, where operational needs allow, 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/>

Informal Enquiries

Informal enquiries should be made to the Director of Estates and Facilities Management by email at:G.J.Howard@lboro.ac.uk or by telephone on +44 (0)1509 222126

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	Substantial experience of co-ordinating and managing large scale projects in a complex organisation	1,2,3
	Experience of reading and interpreting engineering and building schematic drawings	1,3
	Experience of successfully co-ordinating the work of Contractors	1,3

	Experience of applying Health and Safety regulations in a building services environment	1,3
Skills and abilities	Highly professional with a commitment to excellent Customer Service	1,3
	Proactive and working to exacting standards to pre-empt and address problems or issues	1,3
	Effective organisational skills with the ability to motivate Staff and prioritise work schedules efficiently	1,3
	Proven ability to lead, influence and gain buy-in from others	1,2,3
	Proven ability to successfully co-ordinate complex projects within defined budgetary constraints	1,3
	A team player with excellent communication and interpersonal skills and the ability to deliver information effectively in verbal and written form	1,3
	Proven ability to prepare and develop detailed project plans in line with best practice and statutory requirements	1,2,3
	High level of computer literacy including fluency in Autocad	1,2,3
	Proven knowledge of current Health, Safety and Compliance legislation	1,3
	Adaptable and able to lead and manage change in a progressive work environment	1,3
Training	Evidence of continual professional development (CPD) together with a willingness to undertake further training and to adopt new procedures in line with changing business needs	1,3
Qualifications	Honours Degree in Building Surveying or HNC/HND in Building Surveying supplemented with significant experience developed in a relevant environment	1,3
	NEBOSH National General Certificate	1,3
Other	Leadership qualification eg ILM Certificate at level 5 in Leadership and Management or equivalent	1,3
	Hold a full driving licence	1,3
	Confident presentation skills	1,3
	Good working knowledge of a CAFM system eg "Archibus".	1,3

Desirable Criteria		
Area	Criteria	Stage
Experience	Experience of working in the Higher Education Sector	1,3
Skills and abilities	Ability to facilitate in-house training and coaching to trades staff	1,3