

**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 Project Manager

Job Ref:

General Details	
Job Title:	Mechanical Project Manager
Professional Service:	Maintenance & Engineering Section
Location	Loughborough University
Tenure:	Open ended
Hours/FTE	37 hours per week
Grade/Salary	Grade 6 / £32,348 – £42,155
Holiday	44 days inclusive of 8 Bank holidays and 6 University closure days
Pension	Automatic enrolment into the Universities Superannuation Scheme (USS) with an employer's contribution of 21.6%
Starting date:	April 2023

Job Purpose
The Mechanical Project Manager reports to the Senior Mechanical Building Services Engineer for the preparation of mechanical building service designs, engineering drawings, specifications and supervision of mechanical building service installations across the University estate.

Management & Supervision
Reporting to : Senior Mechanical Building Services Engineer

Responsibilities
<ul style="list-style-type: none"><li>To undertake the duties of Mechanical Project Manager in the preparation of drawings, specifications, project management and other associated technical work relating to the planning and execution of minor capital projects and development works up to the sum of £1m, small works and reactive works as required.</li><li>To produce schemes and drawings for mechanical building services, including design calculations, estimates etc.</li><li>To carry out monthly reports as required for minor capital projects</li><li>To update existing drawings by the physical inspection of a buildings mechanical services during project and incorporate any amendments from 'As Fitted' drawings or information received from staff. Information will be processed manually and by CAD, using AutoCAD.</li><li>To ensure all associated maintenance and compliance data is updated upon project completion</li><li>To liaise with members of the Project Management Office in relation to drawings required for mechanical works which affect existing services or the installation of new services.</li><li>To liaise with the Mechanical Clerk of Works on Minor Capital projects to ensure successful project delivery.</li><li>To produce technical works specifications, including Employer's Requirements on Design &amp; Build project.</li><li>To manage and supervise contractors working on site when involved from initial design.</li><li>To brief outside consultants on departmental requirements and to monitor the design of both new buildings and alteration works.</li><li>To meet with clients to determine scope of works, financial implications and planning delivery of projects. Report on implementation and financial progress.</li><li>To maintain close budgetary control over projects being administered by the Engineering Section.</li></ul>

- To provide permits as required, i.e. permits to Work. To Dig and Hot Work etc.
- To assist in maintaining the engineering specification standards.
- To carry out feasibility studies and reports.
- To carry out any duties within their competence reasonably requested by the Senior Mechanical Building Services Engineer.
- To work as an active member of the Engineering Section in the first instance and the wider Estates and Facilities Management department, providing mechanical building service specifications and drawings.
- To assist in the continuous review of cost effectiveness / savings including life cycle costings within the department.
- To ensure all works are carried out effectively and efficiently in accordance with established working procedures / LU Policies.
- To follow LU procurement regulations and guidance.
- To ensure work carried out is compliant with all relevant regulations.
- To carry out Health and Safety audits as required when the Mechanical Project Manager is project lead in conjunction with Safe Systems of Work and agreed working processes.
- To liaise with external contractors to deliver Mechanical installation works in line with specifications.
- To be pro-active in undertaking training and development as required for the role.

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.

## **Informal Enquiries**

## **Applications**

## 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 post-qualification employment experience	1 / 3
	Experience of working within engineering/construction project teams.	1 / 3
Skills and abilities	Ability to project-manage clients and contractors, including the briefing process.	1 / 3
	Excellent planning skills and the ability to deliver to tight deadlines	1 / 3
	Practical, with the ability to develop an engineering solution to new mechanical installation requirements.	1 / 3
	Ability to understand the requirements of non-construction professionals and anticipating their needs.	1 / 3
	Highly professional with excellent interpersonal skills and the ability to develop and maintain strong relationships with project clients, customers and colleagues.	1 / 3
	Demonstrable ability to manage multiple priorities within conflicting timescales	1 / 3
	Excellent oral and written communication skills	1 / 3
	Excellent service-oriented approach to the delivery of projects for customers/clients	1 / 3
	Proven ability to manage budgets effectively	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
	Evidence of continual development in line with industry developments	1 / 3
Qualifications	HND in Mechanical Engineering or Mechanical Building Services	1 / 3
	ILM level 2 in Management or equivalent, or willing to undertake this.	1 / 3
	Accredited qualification in a specialised mechanical discipline eg. Gas, LEV, Refrigeration etc.	1 / 3

	NEBOSH General Certificate or willingness to undertake this	1 / 3
Other	Flexible and willing to work out of hours if required	1 / 3
	Full Driving Licence required	1 / 3

#### Desirable Criteria

Area	Criteria	Stage
Experience	Previous experience in the HE sector	1 / 3
Skills and abilities	Knowledge of working in a large complex organisation	1 / 3
	Previous project management experience	1 / 3
	Knowledge of the working methods of other construction trades	1 / 3
Qualifications	Degree in Mechanical Engineering or Building Services	1 / 3
	Demonstrate evidence of continual personal development.	3
	Membership of relevant institution eg. CIBSE. IENG status or working towards this.	1 / 3