

## **Job Title: Residential Building Fabric Team Leader**

**Job Ref: REQ240850**

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**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 5**

#### **Job Purpose**

The Residential building fabric team leader will be responsible for the delivery of planned preventative, and reactive maintenance of the student accommodation across the university. The job will require adherence to operational, regulatory and University compliance requirements.

The role is key to maintaining University functions and will assist the Building fabric services manager in leading a team of operational maintenance requests focussing upon critical, essential, non-essential and asset operational maintenance.

#### **Job Duties**

- 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 building fabric requirements within the building portfolio.
- 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 residential blocks across campus.
- 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.
- 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.
- 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 PDR 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.

### 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 Building fabric manager.

### 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 maintenance services on a large customer-based location.	1 / 3

	Experience of managing building fabric team members.	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
		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
	Demonstrate ability to manage tradesmen with proven leadership and motivational skills.	1 / 3
	Demonstrate ability to arrange and manage service delivery through contracted services	1 / 3
Training	A willingness to undertake future training as required.	1 / 3
Qualifications	City and Guilds Technical Qualification or equivalent.	1 / 3
	ILM level 2 in Management or equivalent, or willing to undertake this.	1 / 3
		1 / 3
	To have served an indentured apprenticeship or equivalent experience or equivalent practical experience.	1 / 3
	IOSH Managing Safely	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		1 / 3
Skills and abilities		1 / 3
	Competent or familiar with CAFM system "Archibus".	1 / 3
		1 / 3
Qualifications		

	undertake.	
	Demonstrate evidence of continual personal development	

## Conditions of Service

The position is FULL TIME and OPEN-ENDED. Salary will be on GRADE 5 £27,979 -£32,982 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/>

## Applications

The closing date for receipt of applications is **16 October 2024**