Estates and Facilities Management

JOB TITLE: Joiner

REQ260787

School/Department summary:
The Estates and Facilities Management team at Loughborough University is central to creating the world-class campus experience for which the University is known. We are a large and diverse team made up of Catering, Residential, Domestic, Projects, Operations, Maintenance, Engineering, Sustainability and Space teams. Together, we manage and develop one of the UK's largest single-site campuses, ensuring that its buildings, grounds, infrastructure and support services are sustainable, stylish and set up for success. We work collaboratively to support our students, colleagues and partners, helping to shape the exceptional campus environment we are consistently recognised and awarded for. Above all, we take pride in creating a welcoming, vibrant and authentic workplace where everyone can thrive and we welcome likeminded individuals to join us and be part of our future.

Job Description

Job Family and Grade: Maintenance & Engineering Section, Grade 4

Job Purpose
The Maintenance Joiner will be required to work as part of a large team carrying out planned, preventative and reactive maintenance across the University Estate.

Job Duties

- To carry out joinery and allied trades work in connection with the maintenance and minor alterations required to University controlled premises.
- To complete details as required on job cards, stores dockets and allocation sheets as required.
- The machining and preparation of wood in connection with maintenance work and/or alterations and improvements.
- To become familiar with and use new equipment and systems and to undertake special training where required.
- To understand and implement Health and Safety policies commensurate with your level of responsibility within the Department to enable you to discharge your duties and responsibilities safely.
- To comply with Health and Safety Regulations in respect of the use of ladders, scaffolding equipment, machinery etc. To ensure machines are left in a clean and tidy condition.
- To be responsible for the general servicing and maintenance of all woodworking machinery, e.g. the changing of saw blades, general servicing and setting up of the planning machine, the regular checking of safety guards, etc, and to report any defects to the Maintenance Supervisor.
- To assist in maintaining the Joiners' Workshop in a clean and safe condition.
- To hold a current, clean driving licence and be prepared to drive an Estates Services vehicle in the course of normal duties.
- To carry out maintenance works on the University swipe card system as required.
- Any other work generally of a joinery / building maintenance nature.
- To carry out call out duties on a rota basis.
- To be prepared to carry out minor works of other trades where appropriate.
- To maintain and be active in personal development and to extend all management and technical skills in line with the agreed Facilities Management Personal Development plan.
- To hold a current full driving licence and to drive University vehicles in conjunction with works, as directed by the Maintenance Supervisor.
- To carry out any works deemed suitable by the Maintenance Supervisor.

Copyright © Loughborough University. All rights reserved.

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 outlined in the document.

Organisational Responsibility
Reports to the: Maintenance Building Manager Building Supervisor

Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

1 – Criteria measured within the Application
2 – Criteria measured at Test/Assessment Centre/Presentation
3 - Criteria measured at Interview

Essential Criteria:

Area	Criteria	Stage
Experience	Experience of site and shop work	1 / 3
	Work in a wide range of maintenance disciplines.	1 / 3
	Experience of working in multi-disciplinary teams	1 / 3
	Previous experience of dealing with people	1 / 3
Skills and abilities	Demonstrate ability to understand Drawings / schematic drawings	2
	Ability to work under own initiative with other members of the section	1 / 3
	Ability to organise own works	1 / 3
	To work effectively and efficiently	1 / 3
	To undertake work to the required standard	1 / 3
	Accustomed to working with machine shop equipment	1 / 3
	To be able to work safely and take responsibility for the Health and Safety of other team members	1 / 3
	To have IT skills in order to carry out the duties required by the role	1 / 3
Training	A willingness to undertake future training as required.	1 / 3
Qualifications	A time served apprenticeship in building services / joinery	1 / 3
	Education to GCSE level or equivalent in Maths & English	1 / 3
	NVQ level 2 diploma or equivalent in Carpentry / Joinery site work & bench work	1 / 3
Other	To be available out of hours (CALL OUT ROTA).	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

Copyright © Loughborough University. All rights reserved.

	Demonstrate an ability to behave in a way that adheres to equitable and inclusive working practices, while respecting diversity of thought and supporting freedom of speech and expression.	1,3

Desirable Criteria:

Area	Criteria	Stage
Experience	Be able or willing to develop expertise in specific legislative disciplines e.g. fire safety.	1 / 3
Skills & abilities	To have IT skills in order to carry out the duties required by the role	1 / 3
	Competent or familiar with maintenance management systems.	1 / 3
	Asbestos awareness.	1 / 3
Qualifications	Recognised professional Qualification.	1 / 3
	Demonstrate evidence of continual personal development.	1 / 3

Conditions of Service

The position is full time and open-ended. Salary will be on Administrative Services Grade 4.

The appointment will be subject to the University's Terms and Conditions of Employment relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.

- Support and contribute to the University's commitment to principles of equity, diversity and inclusion (EDI) while carrying out all duties, behaving in a manner that treats others with dignity and respect and upholds every persons right to lawful freedom of expression, freedom of speech and academic freedom. Further information about EDI at Loughborough and our strategic aims is available on our website.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous**, **Collaborative**, **Creative**, **Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our **vision and values**.

Our Accreditations

Copyright © Loughborough University. All rights reserved.

We strive to create a culture that supports equity 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 career.

We are proud to be a Race Equality Charter Member. The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).

We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.

We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.

We are proud supporters of the City of Sanctuary movement and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

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.

Copyright © Loughborough University. All rights reserved.