

Job title	Senior Chief Building Services Technician
Grade	6
Salary range	£32,332 - £38,205
Staff Group	Assistant
Department	University Biomedical Services

Role-specific information

The University of Cambridge is looking to engage an experienced Building Services engineer to assist in maintaining a research facility to exacting standards in South Cambridge.

The role holder will assist the Principal Building Services Technician, responsible for planned and reactive maintenance of electrical and mechanical services including complex plant and related services, as part of a small building services team. As well as checking the functioning of the plant, building management control systems, along with associated building services equipment, there will be a degree of fault finding and first point trouble shooting. Organisation and control of planned maintenance and breakdown service for all mechanical and electrical services within the building.

The role holder will also manage a small team of service staff who provide cagewash, preparation and portering support to the facility. This will include daily organisation and workload allocation for the staff, training and supervising the Service Team and associated equipment, and liaison with all facility staff and users to ensure that the ancillary provision meets the needs of the animals and users at all times.

Key Responsibilities

Service team management
Management and coordination of Service Team; responsible for the allocation / reallocation of work for cagewash and portering services within the facility, liaising with Senior Technicians and users to ensure sufficient supplies of clean caging and other equipment where required throughout the facility. Provide induction and training of new staff in regards to Standard Operating Procedures (SOPs) and working practices, monitoring training and quality of work. Participation in recruitment of new Service staff, and first line management of staff performance and disciplinary processes, escalating as required. Carry out maintenance and troubleshoot issues for cagewash and associated equipment.
Daily maintenance and operation of plant
Carry out breakdown and planned preventive maintenance. Be technically competent in the day-to-day operation of complex plant equipment, carry out safety checks and keep records accordingly, diagnose and carry out first line repairs to mechanical engineering plant and equipment, carry out preventative maintenance on the plant, daily check on control panels, pumps, extract fans etc. and check the department's air handling units throughout the building.
Planned maintenance and inspections
Establish systems to plan routine inspections e.g. water treatment, heating, air conditioning and ventilation etc. Prioritise planned maintenance, where necessary carry out technical investigative

work required, give adequate notice to planned shutdowns in consultation with the Principal Building Services Technician and other occupants of the building.
Routine works and servicing
Liaise with EM or external contractors to repair or undertake routine servicing of plant and complete any remedial work required. Determine and authorise the purchase of all materials required and ensure that they are procured in time and within an agreed budget, progress tasks on-site to completion so that all deadlines are achieved, report to Principal Building Services Technician should circumstances arise adversely affecting the task progress.
Coordination of work orders
Co-ordinate and monitor permit to Work system. Issue detailed work orders i.e. permits to work for plant areas, laboratory etc., provide technical, operational and/or progress advice on each task to building occupants involved, check that each task is accurately charged in respect of labour and material used and that adequate support documentation is provided for accounts and record purposes. Instruct others in safe working practices. Due to the sensitive nature of the work conducted in the facility, all external contractors must be supervised at all times when on site.
Major / minor works
Carry out major and minor works and installations either by self or contractors with the authorisation of the Principal Building Services Technician. Be responsible for the technical specification of the work involved, cost control, progress and final operational testing and certification of all contractors' work, ensure completed work is signed off by the Principal Building Services Technician before final payment is made.
Refurbishment and improvements
Assist Principal Building Services Technician in refurbishment. Responsible for carrying out minor workplace improvements and alterations; put up shelves, paint and redecorate, install benches, cupboards and other laboratory or office fittings, carry out minor alterations to electrical equipment, and for rewiring, replacing electrical and data sockets.
Stock and purchasing
Monitor stock, including stock of "critical" spares for plant and specialist equipment. Place orders when required within set budget, sourcing new equipment as required. Provide advice and support to departmental and academic staff on equipment purchases. Conduct PAT testing of newly acquired electrical items and conduct minor repairs as required. Undertake routine maintenance of shared laboratory equipment, spot cleaning during normal working hours.

Person Profile

This section details the knowledge, skills and experience we require for the role.

Experience	<ul style="list-style-type: none">▪ A broad range of experience in a maintenance environment▪ Experience of working in building/maintenance services including practical experience of the installation of electrical and other services.▪ Good diagnostics and problem solving skills▪ Experience providing building / maintenance services in a related or similar laboratory environment▪ Supervisory / management experience
Skills	<ul style="list-style-type: none">▪ Knowledge and understanding of preventive and breakdown maintenance techniques in mechanical, electrical and civil trades and environments▪ Good IT skills▪ Strong communication skills▪ Working knowledge of health and safety, and fire safety legislation.▪ Demonstrate Factual and theoretical knowledge within Building Services▪ Working knowledge of operation and maintenance of cagewash and other service equipment
Qualifications	<ul style="list-style-type: none">▪ A level standard of education/ qualification equitable to HNC/HND, level 4/5 vocational qualifications or an equivalent level of practical experience
Additional requirements	<ul style="list-style-type: none">▪ Confidentiality and tact due to the sensitive nature of the work conducted within the building

Terms and Conditions

Location	Cambridge
Working pattern	Full-time
Hours of work	Normal hours of work are 36.5 hours, Monday to Friday. Your times of work will be notified to you by the department, on appointment.
Length of appointment	Permanent
Probation period	6 Months
Annual leave	Full time employees are entitled to annual paid leave of 7.2 weeks (or 36 days) inclusive of public holidays. Paid holiday entitlement will increase by one day after nine years' unbroken service and thereafter by one additional day for each period of three years' unbroken service up to a maximum of four additional days after eighteen years' service.
Pension eligibility	Cambridge University Assistants' Contributory Pension Scheme (CPS) Pension scheme including information about the legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme from 1 March 2013 is available at: http://www.admin.cam.ac.uk/offices/pensions/autoenrolment/ .
Retirement age	The University does not operate a retirement age for assistant staff.

Pre-employment Check Requirements

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it. If you need further information, you may find the Right to Work page within the 'Applying for a job' section of the University's Job Opportunities pages helpful (please see <http://www.jobs.cam.ac.uk/right/have/>).

This role requires a security check. Any offer of employment we make to you will be conditional upon the satisfactory completion of this check; whether an outcome is satisfactory will be determined by the University. The nature of this role means that the successful candidate will also need to undergo a health assessment.

Application Process

To submit an application for this vacancy, please click on the link in the 'Apply online' section of the advert published on the University's Job Opportunities pages. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

If you have any questions about this vacancy of the application process, please contact the UBS Recruitment Team on ubsrecruitment@admin.cam.ac.uk

General Information

The University of Cambridge

The University of Cambridge is one of the world's oldest and most successful Universities, with an outstanding reputation for academic achievement and research. It was ranked first in the 2011 QS World University Rankings and its graduates have won more Nobel Prizes than any other university in the world. The University comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous colleges.

The University and the Colleges are linked in a complex historical relationship. The Colleges are self-governing, separate legal entities which appoint their own staff. They admit students, provide student accommodation and deliver small group teaching (supervisions). The University awards degrees and its faculties and departments provide lectures and seminars for students, determine the syllabi for teaching and conduct research.

There is much more information about the University at <http://www.cam.ac.uk/univ/works/index.html> which we hope you will find helpful.

What the University can offer you

One of our core values at the University of Cambridge is to recognise and reward our staff as our greatest asset. We realise that it's our people who have built our outstanding reputation and that we will only maintain our leading position in the academic world by continuing to attract and retain talented and motivated people. If you choose to come and work with us, you will find that we offer:

- **Excellent benefits** – You will be eligible for a wide range of competitive benefits and services, including numerous discounts on shopping, health care, financial services and public transport. We also offer defined benefits pension schemes and tax-efficient bicycle, car lease and charity-giving schemes.

We will help you balance your home and work life by providing you with generous annual leave entitlement and procedures for requesting a career break or flexible working arrangements if you need them. You will also have access to a range of well-being support services, including in-house Occupational Health and Counselling services. If you have childcare responsibilities, you may also benefit from the enhanced maternity/adoption pay, two nurseries and a holiday play scheme that we provide.

We are keen to welcome new employees from other parts of the UK and other countries to Cambridge. If you will be relocating to Cambridge on a centrally funded appointment of two years or more, you may be eligible for our relocation expenses scheme. The University Accommodation Service will also be available to help you find suitable rented accommodation and to provide advice on renting arrangements and local facilities, if required. In addition, certain academic and academic-related appointments are eligible for the Shared Equity Scheme which offers financial assistance with the purchase of living accommodation.

- **A welcoming and inclusive environment** - We will help you settle into your new role and working environment through a central University induction event, local induction activities and our online induction package. Where appropriate to your role, you will have a probation period to provide a supportive framework for reviewing your progress and discussing your training and development needs.

If you are relocating to Cambridge, you and your family will be welcome to attend the Newcomers and Visiting Scholars Group, which provides an opportunity to find out more about Cambridge and meet one other people new to the area.

We welcome and support individuals from under-represented groups, as set out in the Equality of Opportunity section below.

- **Extensive development opportunities** - The encouragement of career development for all staff is one of the University's core values. You will find that we put this into practice through various services and initiatives, which include:

- A wide-range of training courses and online learning packages.
- The Staff Review and Development (SRD) Scheme, which is designed to enhance work effectiveness and facilitate career development post-probation.
- Leave for career and personal development, including long-term study leave for assistant staff and sabbatical leave for academic staff.
- The CareerStart@Cam programme, which supports assistant staff roles without higher education qualifications to develop their skills, experience and qualifications. Assistant staff may also apply for financial assistance for study which results in a qualification.
- Reduced staff fees for University of Cambridge graduate courses.
- The opportunity to attend lectures and seminars held by University departments and institutions.
- Policies and processes dedicated to the career development of researchers and the implementation of the principles of the Concordat, which have led to the University being recognised with an HR Excellence in Research Award by the European Commission.

You can find further details of the benefits, services and opportunities we offer can be found in our CAMBens Employee Benefits web pages at <http://www.admin.cam.ac.uk/offices/hr/staff/benefits/>.

A range of information about living and working in Cambridge is also available to you within the University's web pages at <http://www.jobs.cam.ac.uk/> and <http://www.admin.cam.ac.uk/offices/hr/staff/>.

Equality of Opportunity at the University

We are committed to a proactive approach to equality, which includes supporting and encouraging all under-represented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post. We do not treat job applicants or members of staff less favourably than one another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

We have various diversity networks to help us progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, we were ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall's Workplace Equality Index 2011 and we hold an Athena SWAN bronze award at organisation level for promoting women in Science, Technology, Engineering and Medicine.

Information if you have a Disability

We welcome applications from individuals with disabilities and are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so, and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.