

Job Description

Job title:	Head of Buildings, Facilities and Maintenance
Department:	Maintenance Department
Location:	Murray Edwards College properties
Purpose of role:	Manage Maintenance team and day-to-day proactive and reactive maintenance, including departmental administration.
Line manager:	Deputy Bursar
Line manages:	Maintenance Department Staff – 4 staff members
Financial responsibility:	Budget Holder
Salary and Salary Band:	Competitive
Hours:	Full time - 37.5 hours per week (plus availability to undertake emergency call-out duty on a rostered basis)
Working environment:	College premises and all off site buildings
DBS check required?	No

Murray Edwards is unique, being only one of two Cambridge Colleges that are exclusively for women. The campus, located partially within a Grade II* listed building, featuring our impressive Dome and Library, provides us with a rich architectural history, located within the brutalist building style popular in 1960's.

Located around Orchard Court, the College provides a rich and vibrant environment for our students Fellows, and colleagues, looking out onto gardens, flower beds and lawns, the ethos of the College is the well-being of women, students, and staff.

Overview of the role

The Head of Buildings, Facilities and Maintenance at Murray Edwards College is responsible for the day-to-day management of the College Campus and a small number of off-site residential buildings.

Reporting to the Deputy Bursar, this role will be responsible for overseeing the safety and management of the College's buildings, covering all M&E, Plant, Machinery and Health and Safety protocols. Leading and managing a dedicated maintenance team, the post-holder will improve and develop the existing management protocols, ensuring the estates service strategy is implemented and delivered within budget as defined and directed by the Bursar and Deputy Bursar. You will ensure best practice is followed both within the internal Maintenance team as well as with all nominated contractors.

There will be a need to plan both strategically and commercially, ensuring that planned maintenance and repairs across the estate cause minimal disruption and enable business continuity at all times. The post-holder will need to demonstrate an appreciation and understanding of student welfare, and develop an excellent working relationship with all managers across the College's teams.

On a day-to-day basis you will ensure that the College's maintenance reporting system is efficiently managed by allocating and prioritising tasks and emergency repairs. You will be responsible for

developing the in-house maintenance team and ensuring that required training is planned and implemented.

The post-holder will engage with and manage the College's accredited maintenance suppliers, maintaining contractor's annual Insurance Schedules, Risk and Method Statements. You will review and compare annual fixed supplier contracts, ensuring competitive quotations and charges being levied, and undertaking tender processes prior to any contracts expiring.

Key objectives

1. To manage the Maintenance Dept and colleagues in the department, ensuring that we invest in our team with training and personal development opportunities, whilst also delivering a seamless service of daily repairs, general plant and machinery management across the Campus.
2. To schedule and plan with the Deputy Bursar the full annual maintenance strategy, including a full preventative maintenance plan.
3. Manage and review our nominated Maintenance Contractors, undertaking contract renewals when applicable, full financial re-tendering and ensuring value for money and competitive charges.
4. Ensure that the Maintenance budget is managed and utilised in the most cost-effective manner and focussed on minimising both our Net Zero and Carbon Reduction policies

Main duties and responsibilities:

Team management

- Provide positive, inspirational leadership to the Maintenance team to promote quality improvement in all aspects of the day-to-day management of the College's Buildings, Facilities and Maintenance operation.
- Ensure best practice across the department and that all training and personal development is managed to ensure that the College is working within the current H&S compliance and legislative guidelines.
- Ensure correct PPE is available and in use and replacing as and when required.
- Prioritise reactive maintenance workload for Maintenance team.
- Ensure that Maintenance staff maintain all workshops in a clean and tidy manner and that equipment is serviced and operated correctly
- Ensure that all site workplaces are maintained in a proper manner
- Relationship management
- Budget management, raising of purchase orders and cross-referencing contact and supplier charges against quotations and costs
- Oversee and liaise with daily contractors on site.
- Provide minor works quotes including identifying materials, take measurements and prepare material order schedules for review by the Deputy Bursar

Communication

- Deliver clear and concise direction to the Maintenance team as well as to the wider College Departments and other Heads of Department.
- Attend the monthly Line Managers meeting with clear review of the Maintenance Department's activities, with updates on project planning, activities and reviews of building issues.
- Present clear and detailed reports including costs and full expenditure to the Deputy Bursar and committees as required for review.

Administration/Plans/Record Keeping

- Responsible for designing and overseeing all maintenance systems and planning cycles ensuring key estate maintenance is identified and processed, whilst ensuring value for money, sourcing the necessary competitive quotations prior to commencing works.
- Developing a strategic plan for ongoing project maintenance.
- Accountable for maintaining up-to-date policies, H&S management, identified training, policies, guidelines and procedures, to ensure the college operates within government/HSE guidelines.
- Support the College's Environmental, Green and Sustainability Policies at all times and manage waste material in accordance with WEE regulations.
- Check material delivery notes and control material waste environmentally in accordance with the WEE regulations.
- Stock control for Maintenance department, including ordering materials from wholesalers with oversight from the Deputy Bursar
- Handle all maintenance related invoices in line with Maintenance department budget with oversight from the Deputy Bursar

Healthy and Safety

- Manage all aspects of Health & Safety, including compliance with applicable safety regulations throughout the College and off-site buildings
- Coordinate all the Planned Preventative Maintenance Strategy.
- Contribute to annual plan of maintenance works and capex prospects with the Deputy Bursar
- Manage PPE for Maintenance Department, including inspecting and replenishing as needed
- Maintenance library for buildings manuals
- Suitable & sufficient spare parts for all aspects of operational areas
- Support the Head Porter with Fire Safety management, including the maintenance of:
- Equipment registers on Fire, Ladders, PPE
- Out of hours call out rota and all associated paperwork on the maintenance of Fire Systems
- Routine inspections of Fire Exits, Escape Routes and Signage Undertake Fire Alarm testing when required

Building/Estate Management/Other

- Responsible for the entire maintenance of the buildings both on and off campus including alterations, of both internal and external buildings and structures, systems fixtures and equipment.
- Entrusted with both preserving and enhancing the estate and campus, through effective ongoing and proactive maintenance plans, ensuring that a clear seasonal preventative maintenance plan is effectively managed and delivered in a timely fashion.
- Evaluation and review of whether projects/jobs can be undertaken by the in-house maintenance team, prior to external service providers being engaged.
- Management of the Estate and Campuses Plans, including Drawings, Assets Plant & Machinery, Drainage, Cables, IT/Fibre and managing the Maintenance Library.
- Support the Deputy Bursar in all aspects of estate project planning, execution and ongoing management.
- Where and when applicable undertake all monthly meter readings for all properties.
- Ensuring that there is a ready supply of materials and small plant/spares of standardised fixtures and fittings.
- Ensuring that all College machinery is stored, maintained correctly and serviced as and when applicable, that workshops and stored are kept clean and tidy on site.
- Be available to attend "Out of Hours" emergencies at all College properties.
- Day to day running of the College RMS

Any other duties as reasonably required by the Bursar, Deputy Bursar or Senior Officers, in association with Maintenance, Estate Management or issues on the College Campus

Person Specification

	Essential	Desirable
<i>Qualifications required for the post:</i>		<ul style="list-style-type: none"> • IOSH Qualified
<i>Level of skill, knowledge, experience required:</i>	<ul style="list-style-type: none"> • Good understanding of Fire System Installation (Gent / Ziton / Morley) • Experience with all aspects of building services 	<ul style="list-style-type: none"> • Site Experience • Audio Visual background and knowledge. • Happy to work in a 'hands on' capacity as and when needed • Able to write reports and carry out quotation exercises
<i>IT skills required:</i>	<ul style="list-style-type: none"> • Microsoft outlook, Excel, Visio Office, power point. 	
<i>Language skills required:</i>	<ul style="list-style-type: none"> • English is spoken by all staff when on-site, therefore must be able to speak English to a good level and to read/write English to a reasonable level. 	
<i>Personal attributes</i>	<ul style="list-style-type: none"> • Demonstrated ability to communicate in a friendly and helpful manner and to maintain good working 	



	<p>relationships (e.g., with College Fellows, staff, students and College visitors).</p> <ul style="list-style-type: none">• Good team supervisory and management skills.• Communicate clearly and collaboratively within his/her team.• Keep abreast of new legislation and demonstrate willingness and ability to learn.• Good timekeeping.• Undertake work with self-motivation and a positive can-do attitude.• Good team player.	
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