

## RECRUITMENT PACK

This document includes the following information:

- Job Description
  - Person Specification
  - Additional information
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Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (e.g. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- **We recommend that you take a copy of this recruitment pack to help with your preparation.**

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation [DisabledGo](#) who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206 873461/873521/874588) for help.

Closing Date: 31 August 2018

Interviews are planned for: TBC



JOB DESCRIPTION – Job ref REQ01685

|  |   |
|--|---|
| <b>Job Title and Grade:</b>              | Contracts Manager<br>Grade 8  |
| <b>Contract:</b>                         | Full-time, permanent  |
| <b>Hours:</b>                            | A notional minimum of 36 hours per week or give part-time hours   |
| <b>Salary:</b>                           | £32,548 - £38,832 per annum   |
| <b>Department/Section:</b>               | Estates and Campus Services   |
| <b>Responsible to:</b>                   | Director of Estates and Campus Services   |
| <b>Reports on a day to day basis to:</b> | Building Services Manager (Compliance, Assets and Contracts)  |
| <b>Purpose of job:</b>                   | The post holder will have responsibility for managing the University maintenance service and renewal contracts; assisting in the development, implementation and management of the University Building Asset Management systems; Assisting in the development monitoring and review of the University Building/Mechanical/Electrical compliance management systems covering Health and Safety, statutory testing, servicing, PPM inspections; and in conjunction with others the supervision of external contractors/consultants. |

**Duties of the Post:**

The main duties of the post will include:

1. The preparation and management of University maintenance, service and renewals contracts as directed.
2. The management in conjunction with others of University contractors and consultants providing service maintenance and renewals services.
3. Assist in the development, implementation and management of the University's Building / Mechanical / Electrical Contractual Compliance regimes and systems covering Health and Safety Regulations, Statutory testing, servicing and monitoring regimes, Planned Preventative Maintenance regimes.
4. In conjunction with others, review, develop and implement a full system of effective Contract and Asset Management covering the University building stock.
5. Assist with the control and development of budgets and approval of expenditure for various works, to be agreed and approved by the Director of Maintenance & Capital Development.
6. In conjunction with others, ensure effective management of capital and revenue maintenance/renewal and refurbishment projects as directed, assisting in ensuring that contractual, financial and regulatory requirements are maintained.
7. Assist in ensuring effective co-ordination of various departmental teams in the delivery of energy efficiency schemes, data gathering and system improvements.



8. Assist in reviewing staff and financial resources to accommodate the changes that are occurring within the University's building stock.
9. Liaising with section heads and users of facilities to ensure the efficient operation and maintenance of buildings.
10. Attend any training courses that are deemed to be necessary to enable a satisfactory level of technical and managerial expertise to be maintained.

Any other duties as may be assigned from time to time by the Director of Estates and Campus Services or their nominee.

***These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.***

**Terms of Appointment:**

For a full description of the terms of appointment for this post please visit:

<http://www.essex.ac.uk/hr/current-staff/terms.aspx#>

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## PERSON SPECIFICATION

**JOB TITLE: Contracts Manager**

### Qualifications /Training

|   | Essential                           | Desirable                           |
|---|-------------------------------------|-------------------------------------|
| ▪ Degree or relevant qualification in Business Management or related discipline   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| ▪ Project management qualification PRINCE2 or APM   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| ▪ Qualification and training in relevant work areas which could include; Building Maintenance, Mechanical Services, Electrical Services, Health and Safety, Asset Management or Contracts | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| ▪ Qualifications and training with regards to Competent Person and Authorised Person activities for specific activities (Legionella for example).   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

### Experience/Knowledge

|  | Essential                           | Desirable                           |
|--|-------------------------------------|-------------------------------------|
| ▪ Substantial and demonstrable experience in managing a range of planned preventative, service, maintenance and renewals contracts covering building, mechanical / electrical services | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| ▪ Substantial and demonstrable experience in delivering, implementing and managing contractual, Health and Safety, compliance and regulatory frameworks, practices, and data platforms | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| ▪ Experience within the built environment in delivering, implementing and managing Health and Safety, compliance and regulatory frameworks, practices and data platforms               | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| ▪ Experience in designing, implementing and managing sustainable record management and data management systems   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| ▪ Experience in delivering sustainable change programmes across diverse teams and functions  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| ▪ Experience across a wide service and client base in the assessment of service and funding priorities within an Asset Management framework  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| ▪ Experience in the drafting, reviewing, implementation and management of various contracts covering building / mechanical / electrical service areas                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| ▪ Experience in drafting, reviewing, implementation and management of PPM programmes and service schedules   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| ▪ Experience in project management   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

### Skills/Abilities

|  | Essential                           | Desirable                |
|--|-------------------------------------|--------------------------|
| ▪ Ability to organise, review and manage a wide range of information   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Ability to communicate with craft, academic and administrative staff | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ A good level of IT literacy  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Good customer service skills   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ The ability to act with discretion and to maintain confidentiality   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**Other**

|   | <b>Essential</b>                    | <b>Desirable</b>         |
|---|-------------------------------------|--------------------------|
| ▪ Ability to meet the requirements of UK 'right to work' legislation* | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Hold a full, current UK driving licence                             | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ A positive outlook and a professional manner                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ A willingness to adopt and apply new methods of working             | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

\* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

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## ADDITIONAL INFORMATION

### **Estates and Campus Services**

You can find more information about the department at the following link:

[www.essex.ac.uk/estates](http://www.essex.ac.uk/estates)

### **General information**

Informal enquiries may be made to Peter Campbell, Building Services Engineer (Compliance, Assets and Contracts) (telephone: 01206 872947 e-mail: [peter.campbell@essex.ac.uk](mailto:peter.campbell@essex.ac.uk)). However, all applications must be made online.

### **People Supporting Strategy**

Please find a link to the People Supporting Strategy below:

<https://www.essex.ac.uk/-/media/documents/directories/human-resources/people-supporting-strategy.pdf>

### **Pay and benefits**

We advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The university salary structure includes automatic pay progression within the published grades, subject to service and performance. In addition to this, there are performance related annual pay review schemes in place.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development
- Family friendly policies
- On campus childcare facilities, for more information visit [www.wivenhoeParkDayNursery.co.uk](http://www.wivenhoeParkDayNursery.co.uk)
- Childcare vouchers
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

This document is produced by:

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