

RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

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







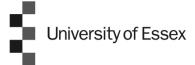












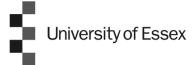
JOB DESCRIPTION - Job ref REQ01685

Job Title and Grade:	Contracts Manager Grade 8
Contract:	Full-time, permanent
Hours:	A notional minimum of 36 hours per week or give part-time hours
Salary:	£32,548 - £38,832 per annum
Department/Section:	Estates and Campus Services
Responsible to:	Director of Estates and Campus Services
Reports on a day to day basis to:	Building Services Manager (Compliance, Assets and Contracts)
Purpose of job:	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.

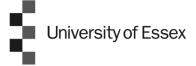
Any other duties as may be assigned from time to time by the Director of Estates and Campus Services or their nominee.

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#

August 2018



PERSON SPECIFICATION

JOB TITLE: Contracts Manager	

Qualifications /Training

		Essential	Desirable
•	Degree or relevant qualification in Business Management or related discipline		\boxtimes
•	Project management qualification PRINCE2 or APM		\boxtimes
•	Qualification and training in relevant work areas which could include; Building Maintenance, Mechanical Services, Electrical Services, Health and Safety, Asset Management or Contracts	×	
•	Qualifications and training with regards to Competent Person and Authorised Person activities for specific activities (Legionella for example).	\boxtimes	

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 	\boxtimes	
 Substantial and demonstrable experience in delivering, implementing and managing contractual, Health and Safety, compliance and regulatory frameworks, practices, and data platforms 	\boxtimes	
 Experience within the built environment in delivering, implementing and managing Health and Safety, compliance and regulatory frameworks, practices and data platforms 		\boxtimes
 Experience in designing, implementing and managing sustainable record management and data management systems 		
 Experience in delivering sustainable change programmes across diverse teams and functions 	\boxtimes	
 Experience across a wide service and client base in the assessment of service and funding priorities within an Asset Management framework 	\boxtimes	
 Experience in the drafting, reviewing, implementation and management of various contracts covering building / mechanical / electrical service areas 	\boxtimes	
 Experience in drafting, reviewing, implementation and management of PPM programmes and service schedules 	\boxtimes	
Experience in project management	\boxtimes	

Skills/Abilities

	Essential	Desirable
 Ability to organise, review and manage a wide range of information 		
 Ability to communicate with craft, academic and administrative staff 	\boxtimes	
A good level of IT literacy	\boxtimes	
Good customer service skills	\boxtimes	
The ability to act with discretion and to maintain confidentiality	\boxtimes	

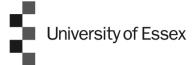


Other

	Essential	Desirable
Ability to meet the requirements of UK 'right to work' legislation*	\boxtimes	
Hold a full, current UK driving licence	\boxtimes	
A positive outlook and a professional manner	\boxtimes	
A willingness to adopt and apply new methods of working	\boxtimes	

^{*} 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

August 2018



ADDITIONAL INFORMATION

Estates and Campus Services

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

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). However, all applications must be made online.

People Supporting Strategy

Please find a link to the People Supporting Strategy below:

 $\underline{\text{https://www.essex.ac.uk/-/media/documents/directories/human-resources/people-supporting-}\underline{\text{strategy.pdf}}}$

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
- 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:

Resourcing Team Human Resources University of Essex Wivenhoe Park Colchester CO4 3SQ United Kingdom

Tel: +44 (0)1206 873461/874588/873521 Email: resourcing@essex.ac.uk

August 2018