

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 AccessAble 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 876559) for help.

Closing Date: 9 June 2019
Interviews are planned for: TBC



JOB DESCRIPTION – Job ref REQ02682

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| Job Title and Grade: | Mechanical Supervisor Grade 7 |
| Contract: | Permanent, Full-time |
| Hours: | A notional minimum of 36 hours per week |
| Salary: | £30,395 - £33,199 per annum, plus On Call allowance equating to £1,168.45 per annum |
| Department/Section: | Estates and Campus Services |
| Responsible to: | Director of Estates and Campus Services |
| Reports on a day to day basis to: | Technical Manager (Mechanical) |
| Responsible for: | Mechanical Charge Hands and Crafts Persons |
| Purpose of job: | Responsible for organising the mechanical trades and liaising with other trades across the University to carry out on-site maintenance, repair and upgrade of mechanical installations, inspection and testing of complex mechanical systems associated with building services, plant and equipment in all of the premises owned and operated by the University of Essex. |

Duties of the Post:

The main duties of the post will include:

1. Will become an Authorised Person (AP) for working upon mechanical systems in accordance with University Policy and procedures.
2. Manage the University's mechanical Chorghands and Craftsperson levels and organise their work to ensure maximum efficiency. Familiarise yourself with the Conditions of Service relating to Technical and Ancillary staff, ensure that the electrical trades operate within the Conditions of Service and other working agreements, acquaint management staff of any matters of concern in this area.
3. Co-ordinate and prioritise mechanical work programmes ensuring targets are met and that the mechanical service provides a safe efficient customer focussed service which is robust and adaptable to change.
4. Diagnose and repair faults in complicated mechanical installations, plant and equipment.
5. Undertake inspection and testing on complex mechanical systems.
6. Understand the complete working of all mechanical systems in the University.
7. Ensure that all Chorghands and Craftsperson are encouraged to be highly versatile and flexible both within and outside their own trade, with appropriate training as required, and that good standards of work are maintained at all times.
8. Understand complex PPM and statutory inspection requirements and be able to implement and effectively record compliance with such across a complex estate.

9. Understand computer record management systems related to compliance and be able to accurately record, input and amend data.
10. Develop and maintain as appropriate complex and effective plantroom maintenance logs of all mechanical/relevant plant operations.
11. Develop a good level of knowledge regarding the University BMS/Controls/Energy Management Systems.
12. Ensure that the Labour Management System is fully implemented and maintained in accordance with Estate Management Section procedures.
13. To be familiar with, and administer the system of Preventive Maintenance, including monitoring the effectiveness of the Preventive Maintenance routines.
14. Undertake as directed and maintain statutory and general records of mechanical testing/services, in accordance with the Health and Safety at Work Act, relevant statutory regulations and University procedures and policies.
15. Supervise maintenance projects carried out by the staff and/or contractors and have the ability to work from manuals, instructions, drawings and specifications without supervision.
16. Ensure insurance inspection work is carried out on schedule.
17. Maintain an inventory of tools and equipment and be responsible for assisting with the annual audit.
18. Understand the working of the mechanical and electrical and systems as well as the building elements.
19. Instruct staff on the above features and other aspects of their work and encourage staff to develop and learn new skills to achieve maximum potential.
20. Learn new techniques, which may require further training and attendance at some residential courses.
21. Encourage staff to keep up to date and learn new skills. Particularly mechanical and controls in relation to ventilation, heating and mechanical management systems.
22. Keep Estates Administration advised of developments and works in progress, particularly where students/staff services may be affected.
23. Make available the Mechanical Department vehicles for use by all craftsmen as necessary and liaise with others with regard to arrangements for servicing vehicles.
24. Manage the day-to-day running all aspects of the Universities heating/domestic hot and cold-water plant including coordinating servicing, Permits to work and inspections of all equipment.
25. Manage the day to day running of the Universities Water Hygiene Risk Assessments and co-ordinate the works involved in this.
26. Conduct toolbox talks, one to ones and appraisals with the Mechanical Chargehands and Mechanical Craftsperson's.
27. Manage the day-to-day running of all aspects of the Universities heating/domestic hot and cold-water plant including coordinating servicing and inspections of all equipment.
28. Duty Engineer Role: - Due to the vital importance of the Universities Services all Mechanical/Electrical maintenance Charge-hand, BMS Controls Engineer, Craft persons will be required to take part in roster and out of hours on call duties as detailed below.

The Mechanical Supervisor will be required to work a “standard day” to provide managerial support for early and late shifts however this post will be required to work weekends upon a roster basis and may be required to work shifts to cover periods of staff absence. Remuneration for this is provided within the salary however, additional overtime payments may apply to on call duties resulting in on site attendance.

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:

<https://www.essex.ac.uk/staff/employment-policies-procedures/my-contract>

May 2019

PERSON SPECIFICATION

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| JOB TITLE: Mechanical Supervisor |
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Qualifications /Training

| | Essential | Desirable |
|---|-------------------------------------|-------------------------------------|
| ▪ Completed a recognised and registered apprenticeship or equivalent programme of training | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ NVQ in Installing and Commissioning Mechanical Systems and Equipment at level 3 or equivalent | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Hold a valid Authorised Person (AP) ticket | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Experience/Knowledge

| | Essential | Desirable |
|---|-------------------------------------|-------------------------------------|
| ▪ Significant relevant mechanical experience demonstrating high versatility and flexibility across complex mechanical systems | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Previous experience as a Supervisor or Chargehand with direct responsibility for managing staff | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Proven experience of working with the installation, maintenance and testing of mechanical services with a good working knowledge of the regulations | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Experience in working with and managing electronic work orders issued via PDA's | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ▪ Experience in developing, implementing, managing and recording PPM and statutory testing regimes and ensuring compliance | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ A good knowledge of statutory regulations and Health and Safety legislation | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Skills/Abilities

| | Essential | Desirable |
|--|-------------------------------------|--------------------------|
| ▪ Have a considered outlook and able to communicate effectively with members of staff, students and colleagues in the Estate Management Section. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Be willing to adopt and apply new methods of working | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Have the ability and experience to logically trace and rectify faults in complex systems and plant | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Have a flair for absorbing information, applying it and passing on the knowledge to others | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Have experience in using Microsoft Outlook and Excel | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ The ability to assess complex mechanical installations and faults and manage resources in order to resolve problems | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Good verbal and written communication skills | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Ability to manage and motivate Mechanical teams | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Other

| | Essential | Desirable |
|---|-------------------------------------|--------------------------|
| ▪ Ability to meet the requirements of UK 'right to work' legislation* | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Hold a current, UK valid, full driving licence | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ A mature outlook with effective communication skills across a range of clients and stakeholders | <input checked="" type="checkbox"/> | <input type="checkbox"/> |



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|--|-------------------------------------|--------------------------|
| ▪ Be able to undertake the manual aspects of the post, some of which require physical effort | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
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* 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>

May 2019

ADDITIONAL INFORMATION

Estates and Campus Services

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

<https://www.essex.ac.uk/staff/professional-services/estates-and-campus-services-section>

General information

Roster System: Early shift – Monday – Friday 07:00 – 15:00 hrs.
Late shift – Monday – Friday 11:00 – 19:00 hrs.
Weekends – Saturday/Sunday – 08:00 hrs – 16:00 hrs.

It is anticipated that Mechanical Supervisor, Charge-hands and Mechanical Craftsperson, will work 1 in 6 weekends.

Out of Hours on Call

Mechanical Supervisor, Charge-hands and Craftsperson will provide out on hours on call services upon a roster basis as follows:-

Monday – Friday – 19:00 hrs – 07:00 hrs
Saturday – Sunday – 16:00 hrs – 08:00 hrs

It is anticipated that each Charge-hands and Mechanical Craftsperson will provide on call services for a maximum of 7 days (which could include weekends) over a 12-week period. The University will provide appropriate equipment for this service.

Remuneration regarding the Roster system and out of hours call will be in the sum of £1,168.45 per annum (in addition to salary) paid monthly together with any overtime payable (with regards to site attendance). This equates as follows:-

Monday – Friday £36.51 per day.
Saturday - £48.68 per day.
Sunday - £48.68 per day.

Note – Over a 7 day on call period staff will receive a minimum of £279.94 in addition to salary plus overtime.

It is the duty of all members of the Estate Management Section to strive towards creating harmonious, professional working relationships, which are necessary for the efficient running of the section.

The section aims towards maintaining the goodwill and confidence of University staff, the students and the public. To assist in achieving this objective it is essential that, at all times, employees carry out their duties in a courteous, sympathetic manner liaising fully with all relevant parties. Overalls and other perspective clothing will be provided and must be worn at all times to maintain standards.

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 and do not form part of the contract of employment.

Informal enquiries may be made to Andy Beales, Technical Manager (Mechanical), (telephone: 01206 876552 e-mail: abeales@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
- Relocation support package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension and bicycle schemes)

This document is produced by:

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