Head of Building Services

Candidate Information Pack

December 2022
About Us

Magdalene College is one of the ancient Colleges of the University of Cambridge. It was originally founded in 1428 and re-founded in 1542. Although we are rightly proud of our history, we are a thoroughly modern and forward-looking College. We have developed a strong programme in the Sciences alongside traditional strengths in Arts subjects and the first priority for students is academic work. However, there is also a thriving extracurricular life in the College and we take pride in the high level of pastoral care offered to Junior Members. There are around 600 undergraduate and postgraduate students, and just over 100 Fellows and the Master who together make up our warm and thriving College community.

Further information is available from the College’s website www.magd.cam.ac.uk.

Department Information

The College provides a wide range of Maintenance services to its Members (students and Fellows) and staff and holds an important long-term stewardship role for its heritage estate.

The College has a diverse estate with buildings dating from fifteenth to twenty-first century, which provides essential accommodation, catering and educational facilities. The estate has many Grade I Listed Buildings and more recently the New Library won the RIBA Stirling Prize. The Maintenance Department has a critical role in the long-term upkeep of the College buildings.

The Building and Conservation Committee has oversight of the College estate and intends to develop a long-term approach to planned maintenance.

Total combined annual expenditure on maintenance is over £1m aside from additional capital expenditure. The value of the estate is well in excess of £100m.

A brief organisation chart of the Maintenance Department is below:
Role Summary

The Head of Building Services is responsible for the maintenance of all College buildings at all times and provides an advisory role to College Officers in respect of technical matters on building services. The Head of Building Services is also responsible for ensuring that the Maintenance Department is run effectively, efficiently and the services are delivered to Members of the College to the highest of standards by the Maintenance Team.

The Head of Building Services will report to the Senior Bursar although there will be a wide range of relationships to maintain throughout the College.

The position is responsible for the effective running of the department, delivery of reactive maintenance services and for assisting in the preparation and part delivery of the planned maintenance and improvements programme. The post-holder will act as site agent for specifically allocated projects. Responsibility exists for ensuring staff are aware of, and comply with, relevant regulations. All services are to be delivered in a manner to provide an excellent standard of customer satisfaction to all user groups.

The Head of Building Services is the College’s Health and Safety Officer. This aspect of the role reports to the Assistant Bursar and is responsible for maintaining safe systems of work across the College and ensuring compliance with all relevant health and safety legislation.

Responsible to: The Senior Bursar
Job Description

Main Duties and Responsibilities

- Effectively manage, as Head of the Department, all staff to ensure the highest standards are maintained with respect to building services across the College. Ensure clear service standards are set and delivered.

- Responsible for assessing the condition and state of repair of the College estate and services and making recommendations to assist future planning.

- Preparing and implementing plans on building projects to address the College requirements concerning the careful stewardship and sensitive development of the estate. Work programmes to be co-ordinated to respect the academic calendar of the College and scheduling of projects during vacation periods.

- Ensure suitable policies and procedures operate in compliance with relevant regulations and conservation rules. Responsible for compliance with building and all related regulations to ensure staff and contractors alike are well versed in relevant procedures and operate safely and effectively.

- Provide a key role in the planning and implementation of refurbishment and replacement of existing and planned new buildings by supporting the Bursars in the preparation, design ideas and subsequent delivery of the programmes.

- Seek tenders and contractors in accordance with College Procurement Policy, working as necessary with the Bursars/external consultant(s).

- As necessary undertake site agent role and play an active part in the planning and contract negotiations.

- Work effectively and collaboratively with external consultants to deliver high quality projects and building services to the College.

- Oversight of building management systems and job scheduling systems to monitor the effective delivery of reactive maintenance. Responsibility for maintaining drawings and plans for College buildings within the department.

- Respond to maintenance emergencies with other members of the department.

- Recruitment, selection, training, development and appraisal of all members of the team, in part with support from the Maintenance Manager.

- Communicate procedures and the impact of maintenance services across the team and effectively across the College. As necessary, liaison with the Head of Catering, Conference Manager and Assistant Bursar (Rooms Tutor), Housekeeping Manager and other Heads of Departments over maintenance issues and projects.

- Preparation and management of relevant insurance claims.

- Through the Maintenance Manager ensure all statutory testing of equipment, electrical systems, and management of hazardous materials.
• Through the Maintenance Manager ensure staff are monitored effectively and evaluated to ensure high levels of productivity

• Through the Maintenance Manager ensure arrangements are in place for waste management and recycling

• Through the Maintenance Manager ensure staff are effectively allocated and highly productive across the College estate

**Financial Management**

• To prepare annual expenditure budgets for the department in conjunction with the Senior Bursar and Assistant Bursar. To include the operating budgets for the department, payroll and to assist, including the management of individual projects, the Bursars with the planned maintenance programme

• Ensure due consideration is given to long term benefits on investing in high quality works/projects given the College's long-term outlook

• Meet and exceed agreed targets in the yearly budget

• Continually review prices and suppliers for value for money

• To control carefully departmental expenditure, including payroll, equipment and maintenance costs, other purchases and other supplies

• In conjunction with the Maintenance Manager, the planning of cost effective and efficient staffing structures

• To ensure suppliers and sub-contractors are used effectively and reviewed regularly

• To use all resources available (financial, human and physical) effectively and efficiently

**Committees and Representative Bodies**

Attendance at the following bodies:

- College Buildings and Conservation Committee
- College Health & Safety and Environment Committee
- Cloverleaf Ltd (College design and building company)
- Heads of Departments meeting (internal management)

**Key Contacts**

**Internal**
- All maintenance staff
- All Heads of Department
- College Officers, in particular Senior and Assistant Bursars, and Members of the Fellowship
- All students, in particular student presidents

**External**
- Other College building services managers
- College’s Property Agent
- Industry suppliers and sub-contractors
- Professional consultants working in the construction industry
- Regulatory bodies (e.g. local authority)
- Historic England/Society for the Protection of Ancient Buildings
Health & Safety Officer

Reports to: Assistant Bursar

Responsible for: Health & Safety Administrator

Collaborates with: College Fire Officer, College Nurse, External Health & Safety Consultant/Adviser

Main Duties

Convene the College Health & Safety meetings and draw up agendas in conjunction with the Assistant Bursar.

Responsible for maintaining safe systems of work and a safe working environment for the College through the implementation of College approved policies and procedures. Ensure compliance with relevant statutory legislation in respect of Health, Safety and fire precaution throughout the College.

Review, develop and maintain robust Health & Safety frameworks, policies and procedures. Including those required for a "Covid secure" workplace.

Be the main point of contact on all matters relating to Health & Safety for the College, providing advice and guidance to College members, Heads of Department and staff.

Develop and maintain Health & Safety induction and training plans for staff and College members. Liaise with the College Fire Officer to ensure integrated fire and health & safety induction and training plans for implementation by the College Health & Safety Administrator.

Ensure a sufficient number of staff are trained and remain up to date in administering First Aid across relevant College departments.

Review, develop and maintain a College Health & Safety Risk Register and informing the Senior Bursar of items to be considered for the College’s main Risk Register. Develop and maintain risk assessments relevant to departments and tailored to accurately reflect their different functions and keeps up to date with developing activities.

Review, develop and maintain accurate systems of reporting and recording incidents to capture all necessary information. Regular monitoring and review of reports to identify areas for preventative action. When necessary, undertake investigations and report to regulatory authorities.

Build excellent working relationships with external authorities, insurers and contractors to ensure the interests of the College are safeguarded.

Carry out, or organise to be carried out, statutory site safety inspections as appropriate, e.g. site building projects, College events covering (not exhaustively) COSHH, Noise, VDU, PPE/RPE.

Prepare an annual report for the Governing Body on College Health & Safety and Fire Precaution Matters.

Working with the Assistant Bursar, review, develop and test the College Emergency Response Plan and be part of an Emergency Response Team. Ensure all Heads of Department are trained in the College Emergency Response Plan.

Environmental Matters

Assist in improving the College’s consumption of energy.

Convene the College Environmental meetings and draw up agendas.
**Personal Specification**

It is expected that the successful candidate will have broad range of relevant sector experience, skills and knowledge to carry out the role successfully.

**Knowledge and Experience**

- A construction industry background with significant experience including supervisory and/or project management positions
- Experienced in techniques of electronic reporting, costing, job management, long-term planning and financial management/significant budgets
- Possess working experience of current mechanical and electrical systems and equipment used in the construction industry
- Experience of refurbishing listed buildings
- Experience of using IT systems relevant to the role
- Able to understand and implement safe-working practices which are required by regulation in construction situations, an awareness of relevant health and safety regulation
- Experience of conducting risk assessments and managing a risk register. A NEBOSH qualification would be desirable
- Substantial experience of project and staff management
- Awareness of skills to manage environmental issues and concerns
- Hold relevant industry qualifications e.g. CIOB
- Understanding and experience of stewardship of historic buildings

**Personal Skills and Abilities**

- Proven leadership and management skills
- High level of interpersonal skills so to develop effective working relationships within and outside the organisation
- Capable communicator, both verbal and written. Able to communicate with a wide range of individuals, including students of the College
- Highly numerate and able to analyse information and to present key findings
- Independent working style and able to generate own ideas to solve problems
- Must be able to plan strategically and effectively
- Must be able to work under pressure with a range of competing deadlines
- Well organised and strong at forward planning
- A level of political awareness at different levels in the organisation
- Responsive to change and adaptable
Remuneration and Benefits

Remuneration
The salary is in excess of £50,000 a year and is highly competitive.

Hours of Work
The hours of work are 40 hours per week.

Holidays
The College offers full time members of staff 33 days leave a year, including bank holidays. This is pro-rata for those who are not full time.

Pension
The post holder will join the College’s auto enrolment pension scheme with generous additional contributory options on completion of probationary period.

College Facilities for Staff
Staff are able to use the College gym which consists of a weights gym and a room with cardio equipment. The College also has a squash court and Eton Fives court. These can be booked through the Porters’ Lodge. Basketball, tennis and volleyball courts along with football Astro pitches can be booked through St John’s College.

Magdalene is registered with Cyclescheme, a tax-efficient scheme for buying a new bicycle.

During the summer staff may use the College punts for up to two hours. These should be booked through the Porters’ Lodge.

The College has a Social Committee who run events for staff, including the Annual Day Trip which is open for all staff to attend.

Meals
All staff working a shift of a minimum of 4 hours per day are eligible to take a free lunch. This includes permanent staff and those on a fixed term contract. The value of the meal is up to £5.90 per day which equates to over £1300 per year for those working in College 5 days a week.

Family Friendly Policies
The College offers enhanced maternity, paternity and adoption pay as well as generous sick pay for those who have more than six months service. This is in addition to the Flexible Working Policy. More details on all of these are in the Staff Handbook.

Staff are eligible to use the Tax Free Childcare Scheme recently introduced by the government to replace Childcare Vouchers.

Probationary Period/Notice
There will be a six-month probationary period. Upon successful completion of the probationary period, the notice period will be three months.
How to Apply

Please download and complete both parts of the application form from www.magd.cam.ac.uk/about/vacancies/non-academic.

Send your completed application by email to the HR Manager, Hannah Millward, at hr@magd.cam.ac.uk.

The College postal address is: HR, Magdalene College, Magdalene Street, Cambridge, CB3 0AG

Enquiries
Further enquiries about your application may be made by email to the HR Department.

Closing Date
9am Monday 16 January 2023

Interviews
Interviews are yet to be scheduled.