



## **Magdalene College** **CAMBRIDGE**

### **Head of Building Services** **Job Description**

#### **The College**

Magdalene College is one of 31 Colleges in the University of Cambridge and was re-founded by Thomas, Lord Audley in 1542. The College occupies a delightful riverside site and has an eclectic range of buildings dating from the fifteenth to the twenty-first centuries, including the Pepys Building, one of the more attractive in Cambridge. The College employs around 100 staff.

The College exists to provide and promote undergraduate and graduate education within the University of Cambridge, and also to provide and promote academic research. In support of these objectives, the College has various permanently endowed trust funds held for special purposes in connection with the development of College facilities, for scholarships and bursaries and for other educational purposes.

Further information is available from the College's website  
<http://www.magd.cam.ac.uk/>

#### **Purpose of the Job**

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 / 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 shall also be 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.

### **Maintenance Services at the College**

The College is home to a community of some 90 Fellows and 500 students, around 450 of which are housed in College-owned accommodation. The College provides a wide range of Maintenance services to its members (students and fellows) and staff and it holds an important stewardship role for its heritage estate.

The College has a diverse estate with buildings dating from fifteenth to twenty-first century buildings, which provides essential accommodation, catering and educational facilities to the members of the College. Buildings, therefore, are used for public and social gatherings and for residential purposes. The estate has many grade I listed buildings and the College has a significant responsibility for their ongoing upkeep and for sensitive re-development of the buildings. There is a significant conservation role and responsibility in maintaining the heritage estate.

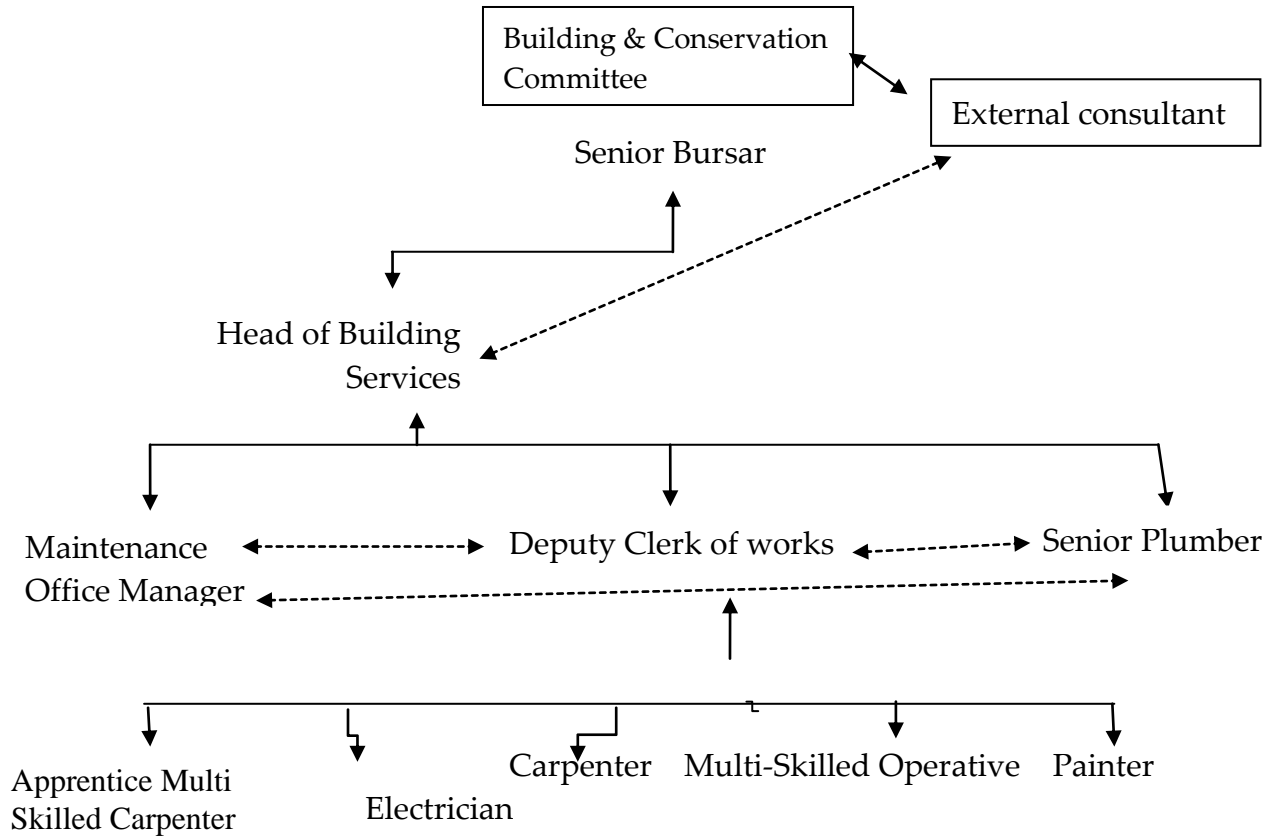
The Buildings and Conservation Committee has oversight of the College's estate and is developing a long term approach to planned maintenance.

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.

## The Role of the Head of Building Services

The Head of Building Services will report to the Senior Bursar and is responsible for the College's building services.

A brief organisation chart is given below:



## **Main Duties and Responsibilities**

- Effectively manage, as Head of the department, all staff to ensure the highest standards are maintained with respect 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's estate and services and making recommendations to assist future planning
- Preparing and implementing plans on building projects to address the College's 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
- Together with other relevant members of the department, available to respond to emergency responses
- Recruitment, selection, training, development and appraisal of all members of the team, in part with support from the Deputy/Assistant Heads of Department
- Communicate procedures and the impact of maintenance services across team and effectively across the College. As necessary, liaison with Director

(Catering and Conference) and Assistant Bursar (Rooms Tutor), Head of Housekeeping and other HoDs over maintenance issues and projects

- Preparation and management of relevant insurance claims
- Through the Deputy/Assistant Heads of Building Services ensure all statutory testing of equipment, electrical systems, and management of hazardous materials
- Through the Deputy/Assistant Heads of Building Services ensure staff are monitored effectively and evaluated to ensure high levels of productivity
- Through the Deputy/Assistant Heads of Building Services ensure arrangements in place for waste management and recycling
- Through the Deputy/Assistant Heads of Building Services ensure staff are effectively allocated and highly productive across the College's 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 Deputy/Assistant Heads of Building Services 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 departments in College.

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 Colleges consumption in energy.

Convene the College Environmental meetings and draw up agendas.

## **Person Specification**

Without being too prescriptive, it is expected that the postholder will have broad range of relevant sector experience, skills and knowledge to carry out the role successfully.

### **Knowledge, Experience and Education**

- 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
- 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 is 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

### **Salary and Conditions**

- The salary is up to £53,000, dependant on skills and experience.
- Benefits:
  - 25 days' holiday per year, plus public holidays
  - Annual discretionary bonus (non-contractual)
  - Membership of a generous contributory pension scheme after the probation period
  - Free lunch when College kitchens are open
  - Free parking
  - Cycle to work scheme
  - Use of College punts in the summer
  - Use of sports facilities and gym
  - Generous family friendly and sickness policies
- 40 hours per week, or as required for a senior management position.
- The appointment is subject to an initial probationary period of six months during which appointment may be terminated by providing one month's notice. Thereafter the notice period will be three months.

[HM, Sep 2020]

*Registered Charity No. 1137542*