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| Last updated: | 4th November 2021 |

**JOB DESCRIPTION**

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| Post title: | **Associate Director (Engineering and Maintenance)** |
| Post number: |  |
| Academic Unit/Service: | Estates and Facilities |
| Career pathway: | MSA | Level: | 6 |
| \*ERE category: | Balanced portfolio/~~Research focused/Teaching focused/Enterprise/Education development~~ |
| Posts responsible to: | Director of Estates Operations |
| Posts responsible for: | Mechanical Operations ManagerElectrical Operations ManagerHead of Engineering ServicesRepairs Services ManagerLocksmith SupervisorMaintenance Supervisor-Winchester School of Art  |
| Post base: | Office-based |

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| Job purpose |
| To lead in an optimal, cost effective and sustainable manner, all engineering, operational maintenance, design and repairs services to all University owned and run buildings in the UK. To lead engineering and building reactive and planned maintenance. To provide strategic and technical leadership in the built environment of the University’s assets and in particular to manage the delivery of engineering infrastructure services, energy procurement and carbon management with engineering design activities to optimal levels of cost and quality. In addition, form a liaison or “bridge” role in the context of major capital planning and implementation.  |

| Key accountabilities/primary responsibilities | % Time |
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|  | **Maintenance Management.**To design, develop, implement, monitor and review a comprehensive and cost-effective planned maintenance regime for the University’s building stock and engineering infrastructure that ensures that such assets are fit for purpose whilst maintaining full financial accountability and optimal use of scarce resource and Annual spend of approximately £5.5M.Responsibility for the provision of a safe, timely and cost-effective reactive/responsive maintenance service to agreed service standards across all the University’s (UK) campuses whilst maintaining full financial accountability.To review complex engineering data analysing and interpreting this for a non-technical audience to present and determine optimal business solutions. | 25% |
|  | **Line Management Responsibilities:****Managing People**: Manage and support your people’s work productivity, performance wellbeing and development to maximise their contribution and enable personal growth* **Recruitment:** Working with colleagues take a leading role and responsibility for business cases for all posts in your team ensuring appointments are aligned with departmental and University strategy.
* **Staff development:** Ensure line managers are skilled to provide the relevant development opportunities for their people
* **Workload:** Take accountability for ensuring an effective line management structure to ensure that all staff in the service are allocated duties/workload equitably and are clear about their responsibilities and adequately supervised.
* **Performance Management:** Responsibility for the implementation of a performance framework that utilises metrics and objectives that aligns with departmental and University requirements and goals. Be accountable for the monitoring and management of staff performance through regular individual 121 meetings and the annual staff appraisal and appraisal moderation.
* **Staff engagement:** To plan and implement a strategy for staff engagement to ensure that staff contribute to and engage with the department and University strategy including organisational change.

**Managing the Student and Customer Experience**: Lead the way in delivering a great Student and Customer experience **Managing Financial Decisions**: Make well informed and timely financial decisions, taking in to consideration the impact of these decisions on the financial sustainability of the wider service and University.**Embedding Collegiality:** Role model the Southampton Behaviours and work with colleagues to embed them as a way of working within the service. | 25% |
|  | **Strategic Leadership**To take responsibility for the provision of engineering control of key University infrastructure including Clean Rooms, CHP and district heating (gas and electricity supply to the University) Data Centres and Bio Medical Research in all relevant risk categories.To ensure the effective performance of the Engineering infrastructure with full financial responsibility and in reference to agreed Key Performance Indicators.To continually review the business model for each area of responsibility and associated processes so that they provide the most efficient and effective services for the University and to implement change where appropriate.  | 20% |
|  | **Health, Safety and Compliance leadership**To have oversight and ownership within Estates and Facilities of key risk areas such as legionella management and compliant supply and distribution of gas, high and low Voltage electrical supplies and water. To understand the compliance requirements for all University buildings, develop an appropriate implementation framework and demonstrate a significant year on year improvement for building compliance. To understand any Health and Safety risks and develop and implement a plan that significantly improves the safety of all users of the University Estate. To develop a robust regime of safety and compliance review and audit and ensure it is completed with all actions tracked and completed as identified.To lead the Engineering & Maintenance Division so that a no blame ‘health & safety culture’ permeates all activities undertaken by the teams with clear procedures and accountabilities established.To be directly involved in the legal chain of responsibility for a number of compliance matters such as Legionella, Asbestos and LEV and to act as the Responsible Person as required (subject to appropriate training). | 15% |
|  | **Sustainability**To lead the promotion of a sustainable University estate by developing innovative solutions to the challenges imposed by the existing building stock and new builds (in terms of engineering design, operation, maintenance and energy consumption) working towards the achievement of the University’s Net carbon zero obligation.Responsibility for ensuring that the University procures and is supplied with energy and water in a cost-effective manner that maximises efficiency and minimises waste.Responsible for the provision of resources (personnel, hardware and software) to identify over-usage of energy and water and develop corrective measures. | 10% |
|  | Any other duties that fall within the scope of the post as allocated by the line manager following consultation with the postholder. | 5% |

| Internal and external relationships (including nature and purpose of relationships) |
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| Key internal relationships include:1. Members of Estates & Facilities Board;
2. Staff within Estates & Facilities (to give direction, guidance and instruction);
3. Staff and consultants in the Programme Management Unit (to liaise in development of the capital programme);
4. Senior managers within both USMT and UAE as well as Professional Services Directors and Senior staff of Faculties (to ensure collaborative working and service delivery);

Key external relationships include:1. Suppliers, contractors and consultants (providing a service to the University);
2. Statutory authorities, such as the Health & Safety Executive, Fire Service (to ensure compliance);
3. Professional and sector-based institutions, such as the Association of University Engineers, Association of University Directors of Estates etc. (sharing of knowledge and best practice);

Partner organisations, such as Southampton University Hospital Trust (liaison on topics of common interest), Southampton City Council and appropriate development partners |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of a professional qualification or postgraduate degree.Degree in an engineering or building services discipline or equivalent experience.Proven strategic management and planning skills Significant knowledge and experience of managing a large maintenance organisation using both in-house and out-sourced resources, with budget responsibility.Significant knowledge and experience of delivering engineering projects in buildings that are operational.Significant knowledge of health and safety legislation and experience of applying such knowledge in a complex and high risk environment.A broad knowledge of sustainability as it applies to the built estate, particularly in relation to energy and water. | MBAExperience of engineering and maintenance in the University sectorA formal health and safety qualification, for example a NEBOSH certificate or diploma.A demonstrable track record of sustainable innovation. | Application form |
| Planning and organising | Proven ability in the planning and delivery of a maintenance programme in a large organisation.Proven ability to manage initiatives and projects (varying in size and complexity) to achieve required outputs in terms of cost, programme and quality.Experience of successfully planning and shaping the direction of specialist or professional area of activity.Proven Ability to organise major new initiatives, with little or no precedent.Appropriate strategic and master planning experience, looking forward 5 to 10 years. | Experience of formal project management techniques, e.g. PRINCE 2 | Application form & interview |
| Problem solving and initiative | Proven ability in the understanding, analysis and resolution of complex issues.Experience of managing change while maintaining ‘business as usual’.Proven experience of developing significant new concepts and original ideas within one’s field in response to intractable issues of importance to the University. |  | Application form & interview |
| Management and teamwork | Proven ability to proactively develop team dynamics and performance, ensuring quality standards are consistently achieved.Proven ability to foster positive relationships both within and outside of own department.Proven ability to proactively work with senior managers across the University to achieve key deliverables.Ability to manage budgets and resources in order to meet goals.Ability to organise own and team’s short, medium and long term workloads in order to meet deadlines.Ability to develop team (through recruitment, training, coaching and mentoring) to meet objectives and improve performance | Experience of budgetary arrangements within the University sector | Application form & interview |
| Communicating and influencing | Ability to negotiate effectively on behalf of the department or University on key issues.Ability to develop and lead key communications strategies.Excellent written and verbal communication skills with the ability to distil complex ideas into easily-understood terms.Ability to cultivate strong networks to facilitate inter-team working across different groups of staff.Ability to promote a point of view and gain acceptance. | Experience of participation in a committee structure at a senior level. | Application form & interview |
| Other skills and behaviours | A personal commitment to promoting Estates & Facilities within and beyond the UniversityCommitment to collegiately and the University of Southampton Behaviours |  | Interview |
| Special requirements | Ability and willingness to respond to out-of-hours emergencies and participation in the Crisis Management Team. |  | Interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| [x]  Yes | If this post is an office-based job with routine office hazards (e.g.: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| [ ]  No | If this post is not office-based or has some hazards other than routine office (e.g.: more than use of VDU) please complete the analysis below.Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally** (<30% of time) | **Frequently**(30-60% of time) | **Constantly**(> 60% of time) |
| Outside work  |  |  |  |
| Extremes of temperature (e.g.: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (e.g.: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation  |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** |
| ## Food handling  |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV)  |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)  |  |  |  |
| **PHYSICAL ABILITIES** |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties  |  |  |  |