



Cardiff
Metropolitan
University

Prifysgol
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Caerdydd

JOB DESCRIPTION

Job Title:	Estates Compliance and Planned Maintenance Officer
Location:	Llandaff
Department:	Environment and Estates Department
Hours:	37
Tenure:	Permanent
Grade:	6AB
Salary:	£35,326 - £39,739
Accountable to:	Head of Built Environment

This job description is indicative, not prescriptive, and the balance of duties will be in accordance with the contract of employment.

Role Summary:

This is a key post that will contribute to the ambitions of the University's Strategic Plan 2017/18 – 2022/23.

Cardiff Metropolitan University has just announced exciting plans to invest and develop its two campuses, Llandaff and Cyncoed, to provide a world-leading campus environment. The post holder will play a key role within the University's Environment and Estates Directorate, who support estates development, campus operations and a wide range of facilities services. The primary purpose of this role is to ensure that the maintenance service we provide is safe, compliant and effective.

The postholder will be responsible for optimising compliance with statutory requirements for technical risks including, but not limited to, air hygiene, asbestos, construction, control of Legionella, electrical safety, fire safety systems, gas safety, lifting equipment, local exhaust ventilation, fume cupboards, machinery, maintenance, pressure systems, work equipment and vibration. This will include the development and maintenance of action plans, policies, safe systems of works, method statements, construction safety documents and compliance recording systems.

To ensure the development and management of the, Statutory Compliance and Planned maintenance service across the university's multi-site operations which comprise of academic space, office space and residential space.

To oversee and manage day to day financial processes and procedures within areas of responsibility.

Development of risk assessments and method statements to define and control risk, along with the development of existing documentation systems.

Support the Estates and Environment department in delivering managing and reviewing contracts to secure value for money.

Support the Estates and Environment department in delivering, planning managing and reviewing minor building alterations, improvements.

To attend regular liaison with Heads of Schools and Departments to ensure a customer oriented service is provided.

To promote a positive image of Cardiff Metropolitan University and develop good working relationships with all users of the University including internal clients and contractors.

Principal Duties and Responsibilities:

1. Ensure all Statutory requirements of the Environment and Estates department are fully met. Report on performance to the Head of Built Environment for all building maintenance statutory compliance and planned maintenance contracts. To develop and maintain asset lists of items that statutory maintenance, inspection and testing is carried on, both by Estates staff on the planned maintenance system and by contractors within the University service agreements.

2. To develop and update procedures and documentation ensuring that a regular programme of procedures auditing is undertaken to confirm compliance with Legislation. To develop and maintain method statements for Statutory and planned maintenance undertaken by Estates trade staff and technical specifications for maintenance undertaken by contractors.

3. To deputise where directed, for the Head of Built Environment in relation to the Statutory and Planned Building Maintenance Services.

4. To manage and develop the provision of efficient, effective Statutory and planned service and also to support response to reactive maintenance needs where required.

5. To ensure that relevant Health and Safety Policies, Legislation and appropriate codes of practice are followed and regularly reviewed and updated so far as is reasonably practicable.

6. To regularly advise the Head of Built Environment of the implications of changes to legislation, University Policy and University Strategy as they affect the services provided by the section.

7. Procurement of term contracts for statutory and Planned maintenance in conjunction with procurement and finance staff including by quotation, tender, framework and purchasing consortium. Instruct contracted out maintenance services for the University, including Residential and Commercial Services, for those services not provided in house.
8. Development of Service Level Standards for all services in order to provide levels of service appropriate to the University's needs within the constraints imposed by budget allocations.
9. To appoint external technical consultants where there is a statutory requirement including asbestos, control of Legionella, gas safety high voltage and lifts etc. ensuring implementation of policy, plans and audit. Initiate, progress and record actions to remedy deficiencies or defects to ensure compliance.
10. To develop the production of performance indicators, statistical information and benchmarking exercises to ensure value for money and compliance with best practice within the sector.
11. To develop and periodically review action plans, policies and safe systems of work for Estate technical risks including but not limited to air hygiene, asbestos, construction, control of Legionella, electrical safety, gas safety, fire safety systems, lifting equipment, local exhaust ventilation, fume cupboards, machinery, maintenance, pressure systems, work equipment and vibration.
12. To develop and maintain record systems to demonstrate compliance for Statutory and Planned building maintenance and Estate technical risk areas including but not limited to all air hygiene, asbestos, construction, control of Legionella, electrical safety, events, fire safety systems, lifting equipment, local exhaust ventilation, fume cupboards, machinery, maintenance, pressure systems, work equipment and vibration.
13. Manage the approval process for contractors and consultants to be placed on the Estates standing tender list including adequacy of evidence for environment, equality, insurance, modern slavery and health and safety policies
14. To develop the planning and management of the forward programmes of Planned Maintenance to assist the financial planning and monitoring of the Maintenance Operations section
15. In conjunction with Head of Built Environment agree standards and costs for Planned Maintenance services provided to School and departmental clients, for planned works carried out on their behalf, e.g. fume cupboards, compressors.
16. Assist with ensuring that Health & Safety files, Record Drawings and O&M Manuals emanated from projects, are incorporated into our existing systems.

17. Review training needs of the Environment and Estates department in relation to the Estate technical risks and make recommendations for training to be carried out and deliver toolbox talks to in house staff and contractors. Specifies, manages delivery, reviews and updates the safety induction for contractors and staff.
18. Provides technical advice, assessments and records to support Statutory compliance for Environment and Estate risks including air hygiene, asbestos, construction, control of Legionella, electrical safety, events, fire safety systems, lifting equipment, local exhaust ventilation, fume cupboards, machinery, maintenance, pressure systems, work equipment.
19. Assist colleagues in the resolution of engineering compliance problems and establish a common approach to the resolution of issues that arise.
20. Provide information on Estates risks and assets requiring statutory inspection to University insurers on request and for periodic renewals of insurance.
21. Comply with University and Estates policies and procedures including data protection, equality, financial, health and safety, human resource and procurement compliance.
22. To undertake minor building alterations, improvement works from inception to completion as directed by Head of Built Environment
23. Carry out any other duties as reasonably required within the scope of this post.

Additional Information:

Standard Notification

These guidelines are provided to assist you in the performance of your contract. The university is a dynamic organisation; therefore changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated technical tasks are likely to be performed as directed by the line manager.

It is accepted that individual staff will have a specialist skills and knowledge base in relation to the role they have been appointed to. In addition to this, Cardiff Metropolitan University expects that all staff will contribute to the vision and ethos of the university and conduct themselves in a professional, courteous and student/customer focused manner at all times. All staff should have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, Human Resources and Health and Safety policies and procedures.



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PERSON SPECIFICATION

Job Title: **Estates Compliance and Planned Maintenance Officer**

School/Unit: **Environment and Estates Department**

***Key**

A - Application form

I - Interview

T/P - Test/Presentation

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T/P*
Education and Qualifications (Essential)	<ul style="list-style-type: none"> Construction related degree or relevant experience. 	X		
Education and Qualifications (Desirable)	<ul style="list-style-type: none"> Relevant professional qualification or membership of Building / Construction Related Institution 	X		
Knowledge (Essential)	<ul style="list-style-type: none"> Demonstrable knowledge in establishing and managing Statutory, planned maintenance and building services contracts within a University or large estate context Practical knowledge of IT including Microsoft Office and computerised maintenance management software Understanding and management knowledge of Building Regulations and other legislative compliance issues Understanding and management knowledge of all relevant law and legislation applied to maintenance and services Demonstrate knowledge of statutory building maintenance requirements 	X X X X X	X X X X	X X X

Knowledge (Desirable)	<ul style="list-style-type: none"> Understanding of construction industry measures associated with sustainability and environmental issues e.g. BREEAM, Energy Performance. Knowledge and experience of mechanical and electrical installations 	X	X	
Skills and Abilities (Essential)	<ul style="list-style-type: none"> Experience of developing and delivering customer focused Statutory building maintenance service 	X	X	
Skills and Abilities (Desirable)	<ul style="list-style-type: none"> Excellent communication skills and ability to establish good working relationships with customers, contractors and consultants. 	X		
Experience Paid/Unpaid (Essential)	<ul style="list-style-type: none"> Experience and understanding of construction and engineering services Proven evidence of success in contract control, procurement best practice and administrative procedures Experience of undertaking minor construction projects 	X	X	X
Experience Paid/Unpaid (Desirable)	<ul style="list-style-type: none"> Experience of working Experience in maintenance operations 	X	X	
Other Requirements (Essential)	*The appointment of the successful applicant will be subject to a Disclosure and Barring Service check (DBS, previously CRB).			
Other Requirements (Desirable)	<ul style="list-style-type: none"> Ability to speak Welsh. 	X		

*Please note that a criminal record may not necessarily be a bar to obtaining employment in Cardiff Metropolitan University. For further information on Disclosure and Barring Service (DBS, previously CRB) please go to <https://www.gov.uk/crb-criminal-records-bureau-check>