

JOB DESCRIPTION

Job Title:	Building Services Manager	Grade:	SG9
Department:	Estates and Facilities Directorate (EFD)	Date of Job Evaluation:	
Role reports to:	Head of Estates Strategy and Programme Delivery		
Direct Reports	Building Services Engineer (Electrical)		
Indirect Reports:	None		
Other Key contacts:	None		
<p>This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.</p>			

PURPOSE OF ROLE:

- This is the senior M&E engineering role within the University and has responsibilities for the management and delivery of all M&E related output
- This will include advice to senior management on all matters relating to M&E services, sustainability in relation to buildings and services and legislative compliance for these areas

KEY ACCOUNTABILITIES:

Team Specific:

- Responsible for the development of policy and strategy for all M&E matters including preparation of standard briefing and specification documents. Advise senior management on legislative compliance within this area
- Responsibility for legislative compliance within the field of building services and the post holder's advice will inform high level and strategic decision making
- Contribute to the development of the University's Sustainability Policy in relation to the design of new works; the assessment of life cycle costs; and energy management
- In liaison with the Head of Estates represent the University on M&E matters for major works associated with the Estate Strategy, ensuring that the design philosophy and brief match those of the University
- Contribute to the planning and supervision of minor M&E works in association with the Campus Facilities Managers. A primary responsibility is liaison with others throughout the University, minimising disruption, and ensuring that project works are properly co-ordinated
- Manage a variety of projects from inception to completion. Agree briefs with users and

prepare programmes and budgets in consultation with line managers

- This will include identification of critical decisions, monitoring progress against programme and budget, and reporting to senior management
- Establish regular review of condition surveys for plant and services and set up mechanisms for the routine inspection and maintenance of all plant and equipment across the estate
- The selection, appointment and direction of M&E consultants in association with Campus Facilities Managers as necessary
- In liaison with Campus Facilities Managers take the lead in developing standard specifications and descriptions for plant and equipment and its maintenance
- Take responsibility for the purchase of utilities and set up systems for monitoring usage; develop energy management and promote sustainability within the University
- Contribute to establishing the Office budget and ensure efficient administration of all accounts for accuracy and to meet payment deadlines. Maintain all records in an orderly and accessible manner using centrally located files
- On completion of works ensure smooth hand over to Campus Facilities Management staff, following defined commissioning procedures, with as Built Drawings, O&M Manuals, Project Files, Health and Safety Files and all other necessary records
- Manage the electrical compliance team, agreeing work schedules and ensuring adequate record keeping

Generic:

- The post holder must possess and demonstrate a high level of professional expertise in dealings with a wide range of University members, in particular other senior managers, professional advisers and external bodies and authorities
- Capable of working under pressure, able to multi-task whilst focussing on priorities
- To provide leadership, management and motivation of a multi-disciplinary team of direct and indirect reports.
- Self-motivated and enthusiastic, with a 'can do' attitude
- Positive about the benefits of change
- Comfortable with ambiguity and rapidly changing agendas
- Share and exemplify the University's values
- A commitment to continuous personal development of self and team

Managing Self:

- A customer centric approach, and the ability to embed this approach in personal working practices and those of team members
- Work to agreed deadlines and project plans

Core Requirements:

- Adhere to and promote the University's policies on Equality and Diversity and Information Security;

- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.

Additional Requirements:

- N/A

KEY PERFORMANCE INDICATORS:

- Achieving value for money and efficiency savings as directed
- Production and delivery of work and projects to agreed timescales, quality and to plan
- Maintaining legislative compliance within the field of building services
- Compliance with corporate standards

KEY RELATIONSHIPS (Internal & External):

- EFD Colleagues
- Contracted service providers/consultants
- PVC's, Faculty Operating Officers and Directors of Other Professional Services
- Students & Student Union
- External Bodies
- General Public
- Visitors

PERSON SPECIFICATION	
Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Substantial experience as a manger • Experience of operational management including contract documents • Experience of sustainability and energy management • A proven track record in managing major projects and contracts • Wide experience of building projects including maintenance • Experience of managing of budgets and cost reporting • Experience of preparation of business cases <p>Skills</p> <ul style="list-style-type: none"> • Innovative and practical approach to problem solving 	<p>Experience</p> <ul style="list-style-type: none"> • Evidence of working in both the public and private sectors would be beneficial <p>Skills</p> <ul style="list-style-type: none"> • N/A

- Ability to use and develop information technology
- Able to identify customer needs and expectations and keep them in mind when taking actions or making decisions.
- Ability to effectively deliver conflicting priorities and challenging workloads by maintaining focus on agreed objectives and deliverables and monitoring progress against targets
- Knowledge of legislative requirements relating to building services
- Strong interpersonal, organisational and leadership skills
- Practical and self-motivated but able to work in team environment
- Able to think strategically
- Able to prioritise time and resources to meet workload
- Ability to manage a number of staff both direct, indirect, consultants and contractors

Qualifications

- A degree in Building Services (M&E)
- Membership of a relevant professional body

Personal attributes

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity

Qualifications

- Nebosh General Certificate in Occupational Health & Safety

Personal attributes

- N/A