

JOB DESCRIPTION		
<b>Job title:</b> Estates Building Services Manager		<b>Accountable to:</b> Head of Facilities
<b>Contract length:</b> Permanent	<b>Hours per week:</b> 35	<b>Weeks per year:</b> 52
<b>Salary:</b> £52,073 - £70,230		<b>Grade:</b> 7
<b>Service:</b> Estates Department		<b>Location:</b> The Granary Building, Kings Cross, London, N1C 4AA / Cross Site Travel
<p>UAL is a world Top 2 university for art and design according to the QS World University Rankings® and Europe's largest specialist university for art and design.</p> <p>One of UAL's key goals is to provide an inspirational environment. This strategic ambition requires the University to have a world-class physical environment and underlying infrastructure that support our students and staff in their academic ambitions and increases our engagement with our wider communities. We will do this by delivering sustainable new environments, with an emphasis on delivering new academic buildings wherever existing facilities are not consistent with our ambitions.</p> <p>This strategic ambition is being realised with capital investment across the 160,000 sqm estate across 14 locations. Significant projects include new and enhanced academic buildings for London College of Communication, London College of Fashion, Wimbledon College of Arts and Camberwell College of Arts. We are also developing our portfolio of UAL owned halls of residence.</p> <p>This major transformational change is exciting and challenging and the role is pivotal in ensuring the University has robust and sustainable building services infrastructure to provide an optimum operational environment.</p>		
<p><b>Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• To update and enforce a standard specification for building services infrastructure for capital projects.</li> <li>• To manage reports, update and see through works as directed by the British Engineering reports on LEV, Pressure Vessels and Lift Operations</li> <li>• To manage, inspect, review all LEV maintenance and PPM in conjunction with the contractor</li> <li>• To act as first responder on building services failures and malfunctions utilising diagnostic skills and delivering solutions. This includes reacting to out of hours emergencies.</li> <li>• To jointly, with Head of Sustainability, drive energy efficient strategies to constantly improve the University's carbon footprint and sustainable functionality.</li> <li>• To act as the University duty holder for all building services reviews, ensuring design by external contractors and consultants are aligned with established strategy.</li> <li>• To guide and direct project managers as required in dealing with day to day building services technical matters.</li> <li>• To advise the Head of Facilities and Senior Management team on all matters pertaining to building services.</li> <li>• To assist the Contracts Services Manager with task orders and compensation requests where M&amp;E related</li> <li>• Propose, monitor and direct seasonal commissioning of the Buildings Management Systems, lighting systems and HVAC to match College requirements. To be confirmed with the Head of Facilities and Head of Sustainability these to be then conveyed to the contractor</li> </ul>		

**General**

- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)
- Assume other reasonable duties consistent with your role, as determined.
- Undertake health and safety duties and responsibilities appropriate to the role.
- Work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- Undertake continuous personal and professional development, through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- Conduct all financial matters associated with the role accordance to the University's policies and procedures, as laid down in the Financial Regulations.

**Key Working Relationships:** Head of Facilities, Projects Team, Director of Estates, AD Estates Management & Development, Facilities Managers, Bouygues and any other external contractors

**Specific Management Responsibilities**

**Budgets:** None

**Staff:** None

**Other:** None:

PERSON SPECIFICATION	
<b>Specialist Knowledge/Qualifications</b>	<ul style="list-style-type: none"> <li>Professional qualifications in Mechanical, Electrical and Multi-disciplined Engineering.</li> <li>Extensive experience in building infrastructure services.</li> <li>Expierence in major building startups - MEP</li> <li>Managing insurance requirements and tracking</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>Extensive experience in property sector in buildings development, commissioning and operations.</li> <li>Good working knowledge of relevant health and safety legislation.</li> <li>Experience working with contractors and designers.</li> <li>Experience in public sector/education sector would be an advantage.</li> </ul>
<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>Communicates technical or specialist ideas or information persuasively adapting the style and message to a diverse audience in an inclusive and accessible way</li> <li>Tactful and diplomatic.</li> <li>Good IT skills</li> </ul>
<b>Leadership and Management</b>	<ul style="list-style-type: none"> <li>Motivates and leads a team effectively setting clear objectives to manage performance</li> </ul>
<b>Professional Practice</b>	<ul style="list-style-type: none"> <li>Experience in a multi-disciplined building services environment.</li> </ul>
<b>Planning and Managing Resources</b>	<ul style="list-style-type: none"> <li>Effectivley plans and manages operational activities or large projects to achieve long term objectives</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>A team player and able to act collaboratively with close colleagues and in the wider UAL community</li> </ul>
<b>Creativity, Innovation and Problem Solving</b>	<ul style="list-style-type: none"> <li>Ability to adapt to changing circumstances and deal effectively with major challenges.</li> </ul>

Last Reviewed Jan '19 MJB