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Job description and person specification

BMS Engineer

Job description

Job title	BMS Engineer
College/Service	Professional Services and Operations
Department/Team	Estates
Accountable to	Head of Technical FM Services
Contract	Permanent
Term	35 hours per week, 52 weeks per year
Grade	Grade 7
Salary	£59,649 - £72,049 per annum
Location	Various, all UAL sites
HERA Reference	002424

Purpose of the role

Estates is a busy department delivering a diverse range of services to staff, students and visitors to the University, which includes Facilities Management and associated contracts, Estates Development, Strategic Projects, Sustainability and Risk and Compliance.

Reporting to the Head of Technical FM Services, this role is part of the Hard FM team, accountable for the Engineering Infrastructure, technical delivery and compliance of all UAL Campus buildings, in partnership with the Hard FM term contractor.

Fulfilling the roles of assessed and approved persons for the control and monitoring of the Building Management System (BMS), the postholder will also be responsible for the overall management of the University Building Management Systems (BMS) and Building Controls, keeping up to date with relevant technical and legislative developments to ensure compliance. The postholder will be responsible for any design, specification, site supervision and financial cost control for any works carried out on the Building Management System (BMS) and Building Controls, whether as major or minor works projects, meeting the requirements of the University and is within any financial constraints.

All team members are expected to make an equal contribution and undertake tasks as assigned. There is also a requirement to undertake call out response which is shared equally among the team.

Key duties and responsibilities

The BMS Engineer shall be responsible for:

Delivery of BMS Operations

- To liaise with other members of Estates, University staff, external organisations and individuals in order to properly carry out the duties required of them in relation to any control systems, including the provision of information, instruction, training and supervision (as needed) to other members of staff, thus ensuring the competent level of expertise and understanding is maintained.
- To manage and analyse the standard of workmanship and the quality of contractors (whether on service work or installation/commissioning of new works) and external consultants in carrying out maintenance and minor works on BMS and Building Controls, ensuring the University receives value for money.
- To provide technical instruction, guidance and advice during any breakdown situations, analyse any trends on faulty equipment and give advice on any replacement requirements, providing support to the wider Estates team and project works when called upon.
- Responding in a 'hands-on' capacity to Critical Plant breakdowns and co-ordinating remedial action in the field. Implementing emergency and contingency procedures under the instruction of the Head of Technial FM Services in order to maintain Services. Also to carry out routine inspections of plant and systems during each shift.
- Management oversight and control of spares inventory, requisitioning replacement parts and consumables from stores or suppliers.
- Manage BMS/Controls asset register and PPM schedules with Hard FM Term contractor. Supporting the Helpdesk and working with term contractor in relation to ensuring resources are available to attend PPM duties and Help Desk calls within region. Working with term contractor on oversight of updating and scheduling PPM tasks.

Sustainability

- To review and manage implementation of compiled data from either any internal or external source to ensure systems are operating at optimum performance to conserve energy and, to manage and monitor feasibility studies on any new innovative technology in relation to BMS controls, assisting the University in lowering its energy usage and carbon footprint.

Estates Development, Long Term Maintenance and Capital Projects Support

- Develop and implement strategic plans for the University BMS systems and resources, ensuring relevant version upgrades through D&T Services collaboration. Analyse requirements of any new or replacement building systems for maintenance or works projects that could have a direct impact on the BMS or Building Controls, alongside complex delivery of repairs, replacements and new installations, supported with development of standard specifications.
- To compile the appropriate service contract documentation for Building Systems for tendering exercises, analyse returns and assist in the selection of the most appropriate company.

- Provide MEP input for all early stage feasibilities and initial briefings (liaise with Head of Technical FM Services). This includes attendance to project design/progress meetings for all projects where required.
- Support the Principal Designer role appointed for each project by providing input into maintenance aspects of design and pre-construction information.
- Provide input into the commissioning plan in liaison with appointed commissioning consultants. Witness/sign-off all required commissioning items, co-ordinate validations and isolations, snagging etc.

Health and Safety

- Review RAMS and sign-off with Head of Technical FM Services and make arrangements for any access/isolations/resource requirements, including the undertaking of site visits to review progress. Carrying out issue and cancellation of relevant permits to work in accordance with Site specific safety procedures.
- H&S file, O&M client side management/review and updating/maintaining the Asset register.
- Post Practical Completion (operational understanding of new space/building – training the Operations Team, covering post PC works – permits etc.

Key working relationships

- Estates Department Senior Management
- Estates Projects Team
- Estates Facilities Management Team
- Accommodation, Retail and Catering Team
- External Contractors and Service Partners
- College Academic and Technical Support teams
- Health & Safety team

General duties

These duties below are in addition to the duties and responsibilities listed above:

- Perform duties and tasks consistent within the scope and grade of your role as reasonably may be expected and assigned to you from anywhere within the university.
- Undertake health and safety duties and responsibilities appropriate to the role.
- Work in accordance with the University's Staff Charter and Dignity at Work Policy and anti-racism plans, promoting equality diversity and inclusion in your work.
- Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the Planning and Review Conversations (PRC) scheme and staff development opportunities.
- Make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness.
- Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

- Contribute to the University's Climate Action Plan and Social Purpose Strategy which sets out our principles, commitments and goals towards climate justice and our socio-environmental purpose.

Additional duties for senior appointments

- You may be required to work such additional/different hours as may from time to time be necessary for the proper and efficient discharge of duties which may include evenings, Saturdays, Sundays and bank holidays.
- You may be required to regularly travel to other sites and internationally as necessary.

Person specification

This section provides a list of up to 10 essential criteria (and up to 2 desirable criteria if specified) that you will need to demonstrate you meet as part of the recruitment process.

Experience, knowledge and qualifications

- A degree in a related subject e.g. Electrical or Building Services Engineering or an equivalent level of knowledge and analytical skills gained through extensive work experience. (Consideration will be given to candidates with HNC qualifications who possess extensive relevant experience in a similar position and can demonstrate the depth of knowledge necessary). Must be able to demonstrate a range of M&E skills and experience and trade background in electrical services, with membership of a recognised institution i.e. CIBSE, IEE etc. A recognised qualification in Energy Management
- Extensive knowledge/experience on building controls gained in a proprietary “controls house” environment relating to a BMS, including conservation of energy in a large organisation, monitoring of plant status, interpretation of alarms and undertake basic fault findng and corrective action on the BMS, Planned Preventative Maintenance (PPMs) and first line response to reactive calls.
- Experience of Permit to Work procedures and good knowledge of Health & Safety appertaining to maintenance in occupied premises, including but not limited to management of contractors.

Communication skills

- Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way, including use of Outlook, Word and Excel.

Leadership and management

- Ability to motivate others

Research, teaching and learning or Professional practice

- Contributes to advancing professional practice/research or scholarly activity in own area of specialism.

Planning and managing resources

- Effectively plans and manages operational activities or large projects to achieve long term objectives.

Teamwork

- Works well within a team, networks or communities of practice and fosters constructive cross team collaboration by promoting the values of equality, diversity and inclusion.

Student experience or customer service

- Makes a significant contribution to improving the student or customer experience to promote an inclusive environment for students, colleagues or customers.

Creativity, innovation and problem-solving

- Excellent diagnostic skills with ability to problem solve in a dynamic and fast paced environment