

# Senior Building Services Technician

University Biomedical Services

Job Reference: AQ41479



# Senior Building Services Technician

**Salary:**

£25,742 - £29,605

**Contract:**

Permanent

**Location:**

Cambridge

**Department:**

University Biomedical Services

**Responsible to:**

Building Services Manager

**Working Pattern:**

Full Time

**Purpose of the role**

The role holder will support the Building Services Manager to provide building maintenance and support services for biomedical facilities operated by University Biomedical Services, primarily those based in West Cambridge.

In liaison with the Building Services Manager, the role holder will be responsible for maintaining the safe and continuous operation of all plant and equipment including heating, plumbing and ventilation systems throughout the buildings. The role holder shall support the Building Services Manager with all planned and reactive front line maintenance, assisting with the installation of complex specialist plant, along with related equipment and services. The major plant includes air handling units, calorifiers, air compressors, pressure vessels, pumps, steam equipment and back up generation.

Once trained and competent, the role holder will be required to be on the UBS out of hours call out lists for plant failure, fire and intruder alarms.

**Key responsibilities**

- Undertake breakdown and preventative maintenance for facility plant (heating, ventilation, cooling etc.) and equipment, investigate reported problems, liaise with others (Building Services Manager, other Building Services colleagues) to identify the nature of the reported fault, diagnose faults, test run plant if necessary, decide on remedial action and complete repairs either by self or contractors, keep staff informed of progress, ensure plant is reinstated in full working order.
- Keep a record of the jobs / work undertaken, time spent, materials used and for whom. Perform regular inspection of the computerised building management system to check for plant faults or failures, research into operation of plant, liaise With the Buildings Services Manager / Estate Management where relevant to remedy fault/failure. Occasionally explains operating and maintenance procedures to team members and/or others
- Carry out preventive maintenance including, liaise with Buildings Services Manager / Estate Management where relevant on the nature of the service being carried out and the effect on department operations.

**Key responsibilities continued**

- Inspect/service plant in line with Building Services Manager and manufacturer's instructions, report any circumstances arising that adversely affect work progress to the Building Services Manager, keep record of job/work undertaken, time spent, materials used and to whom, report any follow up action.
- Carry out modifications and improvements to rooms including, lay-out, facilities, and general condition of fixtures/fittings. Carry out some work independent of Building Services Manager, e.g. minor installation work such as shelves, bench, paint, install or oversee installation of services or items in accordance with written technical instructions or verbal instructions.
- Ensure tasks are executed in a safe and technically acceptable manner and that all statutory requirements are adhered to, be aware and adhere to health and safety standards, discuss any safety concerns with Buildings Services Manager and/or the Departmental Safety Officer. Be knowledgeable of, and competent to operate and set building fire alarm system, including carrying out weekly system tests/checks and isolation of areas
- Install electrical services on refurbishment works to facilities e.g. offices, laboratories, teaching and research facilities etc., ensure installations are carried out and tested to current IEE regulations, advise research staff and laboratory workers on electrical services and safety requirements
- Carry out minor building jobs (e.g. small extensions to pipe work, repairing leaks (feed or waste pipes), minor electrical works, alterations to building fabric. Complete risk assessments and associated safety documentation, determine materials and source from stores as required.
- Conduct electrical inspection/PAT testing for new and existing equipment as part of the facility testing scheme. Record outcomes, undertake routine repairs as required.

# Person Specification

Criteria	Essential	Desirable
<b>Experience</b>		
Relevant, current and demonstrable working experience or in a position at a similar level	✓	
Experience providing Building Services support within a similar biomedical facility environment		✓
<b>Skills</b>		
Knowledge and awareness of health and safety regulations, and practice	✓	
Good verbal and written communication skills	✓	
Knowledge of both traditional and modern maintenance techniques is essential	✓	
Good organisational skills, able to work flexibly to meet daily demands and unexpected challenges	✓	
Demonstrate knowledge of facts, principles, processes and general concepts related to Building Services	✓	
Computer literate, able to use MS Office software including Outlook and Excel.	✓	
Knowledge of Building Management Systems.	✓	
Problem solving including use of initiative to decide on course of action to resolve problems	✓	
<b>Qualifications</b>		
NVQ level 3 / City and Guilds vocational qualification or equivalent apprenticeship in plumbing, heating or ventilation, or equivalent level of practical experience	✓	✓*
<b>Additional Requirements</b>		
Able to manage repetitive and physically demanding activities required of the role including heavy lifting and manual dexterity.	✓	
Able to cover out of hours call-out rota.	✓	

\* Where a suitable candidate does not yet hold the level of qualification necessary for this role we are willing to consider offering the role as an under-appointment as a Building Services Technician at a lower salary point (£18,529 - £20,600) in order to provide the necessary training and support in order to attain the NVQ Level 3 qualification necessary (as part of an in-work apprenticeship). Once the relevant level of qualification and experience has been attained (typically 2 – 3 years), an appropriate role change and salary point shall be applied.

# Terms of Appointment

## Tenure and probation

The appointments will be made on a permanent basis. Appointments will be subject to satisfactory completion of a six month probationary period.

## Hours of Work and Working Pattern

The hours of work for the position are 36.5 hours per week, working Monday – Friday

Will be required to be on the out of hours call out lists for plant failure, fire and intruder alarms.

## Pension

You will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme. For further information please visit: [www.pensions.admin.cam.ac.uk/](http://www.pensions.admin.cam.ac.uk/).

## Annual leave

Full time employees are entitled to annual paid leave of 36 days inclusive of public holidays.

## General information

### Pre-employment checks

### Right to work in the UK

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

If you need further information, you may find the Right to Work page within the 'Applying for a job' section of the University's Job Opportunities pages helpful (please see <http://www.jobs.cam.ac.uk/right/have/>).

## Health declaration

Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

## Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

## References

Offers of appointment will be subject to the receipt of satisfactory references.

## Screening Checks

This role requires a security check. Any offer of employment we make to you will be conditional upon the satisfactory completion of this check; whether an outcome is satisfactory will be determined by the University. The nature of this role means that the successful candidate will also need to undergo a health assessment.

## Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, [ubsrecruitment@admin.cam.ac.uk](mailto:ubsrecruitment@admin.cam.ac.uk), who is responsible for recruitment to this position.

# The University

**The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.**

Our sustained pursuit of academic excellence is built on a long history of first-class teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include the West Cambridge site, the North West Cambridge development and the growth of the Biomedical Campus in the south of the city. The North West Cambridge development includes the opening of a primary school – the first in the UK to be managed by a University. So we are deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.



# About Us

**The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.**

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit students, provide student accommodation and deliver small group teaching.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching and conducting research.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

*Stephen Toope, Vice Chancellor 2019*



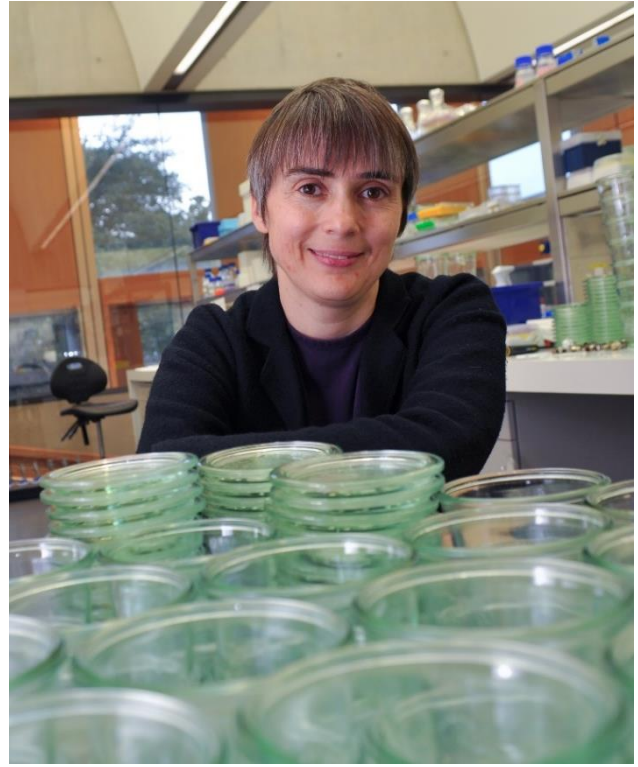
# Working at the University

**Working at Cambridge you will join a diverse, talented and innovative community, with more than 18,000 students and over 16,000 staff from all walks of life and corners of the world.**

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.



## Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity networks for women, black and minority ethnic and lesbian, gay, bisexual and transgender staff. More details are available here: <http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter aware, with framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's Athena SWAN award recognises and celebrates good practice in recruiting, retaining and promoting women.



# Living in Cambridge

**Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.**

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances At the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the Visit Cambridge website.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

## Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge.

## Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit <https://www.accommodation.cam.ac.uk/>



# What Cambridge can offer

**We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.**

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a career break scheme for academic and academic-related staff, with additional flexible working policies for all other staff.

## Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings. Payroll giving is also a simple, tax-efficient way for employees to make monthly donations to charity.



## CAMbens employee benefits

We offer a CAMbens scheme for University employees, providing access to online and in-store shopping discounts and cashback. With more than 2,000 participating retailers, employees can save money on a wide range of household expenses, from groceries and clothes, to holidays and insurance and much more. A range of local discounts are also available, helping employees to save money whilst also supporting local Cambridge businesses and a CAMbens Cycle to Work salary sacrifice scheme is also available, which enables employees to save money on transport costs. A 10% discount rate on the purchase of train season tickets, bulk buy tickets and an interest free travel to work loan are also available for staff of the University.



# What Cambridge can offer

## Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay and emergency family care support via My Family Care.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here:

<https://www.childcare.admin.cam.ac.uk/>

The Newcomers and Visiting Scholars Group is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Office of Postdoctoral Affairs supports the postdoctoral community within Cambridge. Further details are available here: <https://www.opda.cam.ac.uk/>

## Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. There are many societies in Cambridge catering for almost every taste and interest. Whether you want to take part in a sport, participate in music or drama, pursue a hobby, or join a political group, you will almost certainly find that a society exists for this purpose. The University also hosts the [Cambridge Science Festival](#) and [Cambridge Festival of Ideas](#), as well as [Open Cambridge](#) weekend, which together attract over 50,000 visitors per year. The festivals are a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

## Development opportunities

We support new employees to settle in through various activities. The encouragement of career development for all staff is one of the University's values and we put this into practice through various services and initiatives. Our Personal and Professional Development Department provides development opportunities and courses for all University employees. These include face-to-face sessions, online learning modules and webinars. Employees may also apply for financial support to undertake training that will lead to a qualification. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. The CareerStart@Cam programme also supports employees in assistant staff roles who do not hold higher education qualifications to develop their skills, experience and qualifications.



# How to apply

Applications should be submitted online via the University of Cambridge jobs page [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk) by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries and enquiries regarding the application process are welcomed and should be directed to:

**UBS recruitment team**

Email: [ubsrecruitment@admin.cam.ac.uk](mailto:ubsrecruitment@admin.cam.ac.uk)



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