Electrical Engineer
Directorate of Estates & Campus Services

Closing date: 3 March 2019
Interview date: 27 March 2019
Vacancy reference: 7346
INTRODUCTION

Estates Services is a section within the Directorate of Estates and Campus Services, which is a support department at the University of York. It carries responsibility for the design and management of all major and minor construction projects in the University, together with responsibility for the maintenance of building fabric, services and grounds.

Estates Services manages an exciting and diverse range of capital and revenue developments within the current programme, up to c. £50m in value.

This role is required to provide technical guidance and standards compliance across the Electrical assets of the University Estate. The assets include a diverse range of equipment found across a mixture of simple and complex buildings. Examples of equipment include; a campus wide fire alarm network, specialist heating and ventilation equipment, safety systems and a large Low Voltage Electrical distribution system. The University also operates a privately owned 11kV high voltage distribution network spread across two campus areas.

Part of the service we provide gives technical guidance, standard compliance and Duty Holder requirements. This includes providing Senior Authorised Person (High Voltage and/or Low Voltage) functions and managing an annual programme of works to ensure compliance with the Electricity at Work Regulations 1989.

Stephen Talboys,
Director of Estates and Campus Services
Main purpose of the role

- Be a proactive member of your management team, jointly owning key decisions that best support delivery of DECS’ agreed strategies, plans and programmes.
- Assist your line manager in leading the necessary service change within your area, whilst maintaining a positive working approach through upholding DECS values.
- Work collaboratively with relevant colleagues, students, partners and other relevant customers to build strong and productive relationships within DECS and beyond.
- Ensure the activities you are responsible for are well planned, compliant, effective and efficient to ensure high levels of customer satisfaction.
- Responsible for the promotion and management of positive Health & Safety culture throughout the maintenance teams and/or any representatives employed.
- Responsible for ensuring service delivery is constrained within available budget and demonstrating value for money in that delivery.
- To provide technical support across the estate and the management of systems and services in normal, abnormal and emergency situations.
- To ensure electrical safety is maintained at all times, developing safe systems of work and managing programmes of electrical inspection and testing across all electrical assets.
- Project manage from inception through to end of defects liability a variety of electrically biased projects.
- Systems supported will include:
  - 11kV high voltage distribution network
  - Low voltage distribution networks
  - General/Emergency lighting (self contained/central battery systems)
  - Fire Alarm Networks
  - Fire Refuge/DDA Alarms
  - Lightning/Surge protection systems
  - Generators (static and mobile units)
  - Uninterruptible Power Supply (UPS) systems

Key responsibilities
(Role holders will be required to undertake some or all of the duties below)

- To provide, develop, prioritise and manage High Voltage and Low Voltage inspection and testing programmes of work with support from the Electrical Operations team.
- To produce condition reports that will inform long-term maintenance works for the repair or replacement of the High Voltage and Low Voltage infrastructure associated equipment and/or building fabric infrastructure.
- To be the Responsible Person for specific electrical systems, for example; Responsible Person under the Regulatory Reform (Fire Safety) Order 2005 for site wide fire alarm systems; Including two large Gent by Honeywell fire alarm networks.
- Design, specify and project manage, small-scale recharge works on behalf of client departments.
- Develop documents and implement safe systems of work for all works carried out on the University’s electrical systems and associated equipment.
- Devise maintenance strategy and develop budget requirements in order to programme works, address the need for ongoing and long term maintenance operations.
JOB DESCRIPTION

- Manage the process of procurement for the commissioning of specialist services’ contracts and their integration into the planning schedules.
- Provide a technical support and advisory service to in-house staff, departments and external contractors carrying out works on campus.
- Lead multi-disciplined project teams, including in-house staff and external consultants, in the development of small scale projects from the inception to completion and operation.
- Respond to major system failure and requests for support by technical staff out of hours.
- Ad hoc management of in house and contract trade staff to complete works.

Other requirements of the Postholder:

The Directorate has in place standards of performance which it expects of all of its Managers and these include:

- Regular consultation with staff, listening and providing feedback to them.
- Leadership skills – being positive. Accessible and visible to staff; empowering them and encouraging them to use initiative; fair and consistent in managing staff.
- Service Delivery – giving staff clear direction on performance standards and putting in place training so that each individual is able to do their job to the required standard.
- Resolving problems and responding to complaints and providing feedback to customers and staff.
- Be considerate of the needs of others and approachable.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake others duties within the scope and grading of the post.
## PERSON SPECIFICATION

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<tr>
<th>Qualifications</th>
<th>Essential/ Desirable</th>
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<tbody>
<tr>
<td>Degree in a relevant electrical discipline, which may include electrical engineering, building services, environmental engineering, etc, or suitable extensive practical experience.</td>
<td>Essential</td>
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<td>Membership of a relevant professional body such as CIBSE, IET, or working towards full membership.</td>
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<td>Chartered Engineer or equivalent status gained through extensive training and academic study.</td>
<td>Desirable</td>
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<td>Senior Authorised Person for high voltage/low voltage systems</td>
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<td>Managing Safety IOSH Certificate.</td>
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<td>Post Graduate Management Qualification</td>
<td>Desirable</td>
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<tr>
<td>Formal IT qualifications such as European Computing Driving Licence or equivalent. [ECDL]</td>
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## Knowledge

| Essential knowledge acquired through work experience and attainment of formal qualifications. | Essential |
| In-depth knowledge of practical and theoretical electrical engineering systems. | Essential |
| Knowledge of engineering services, equipment and plant applicable to the University environment in respect of construction and maintenance. | Essential |
| Knowledge of specialist equipment including High Voltage and Low Voltage switchgear/plant and associated electrical protection | Essential |
| Knowledge of maintaining large fire alarm networks, central battery emergency lighting systems, fire refuge/DDA alarms, lightning/surge protection systems, generators, UPS’s and other electrical systems. | Essential |
| Comprehensive understanding of a range of effective maintenance techniques and methodologies; maintenance management systems and computer systems. | Essential |
| Technical knowledge of energy conservation e.g. combined heat and power, lighting control systems, etc. | Essential |
| In depth understanding of health and safety and risk within an Estates environment, relevant legislation relating to specialist electrical engineering services; the Construction Design Management Regulations. | Essential |
| Understanding the inter-relationship and implications of infrastructure services on a large campus. | Essential |
| Understanding of permit to work systems in connection with access to critical services. | Essential |
| Knowledge and understanding of the impact of change and best practice in change management. | Essential |
| Comprehensive understanding of the standards required by BS 7671:2008 and all amendments (IET Wiring Regulations) and the Electricity at Work Regulations 1989. | Essential |
| Specialist knowledge acquired through post-graduate study and experience for managerial, financial, operational and strategic aspects of the role. | Desirable |
| Understanding of public procurement procedures in relation to high value contracts. | Desirable |
| Understanding of current legislation with respect to staff employment, personnel policies and procedures. | Desirable |
# PERSON SPECIFICATION

## Additional personal attributes

The Directorate of Estates and Campus Services (DECS) has developed a set of core values that promote dignity and respect for all. All members of DECS are expected to adhere to these values and therefore the following personal attributes are essential. A full copy of our values can be found on our website: DECS values

- Be honest, consistent and fair in all dealings with colleagues and be welcoming and inclusive to others. **Essential**
- Have strong team spirit and pride in your standard of work. **Essential**
- Value colleagues and support their commitment to behaviour that is consistent with DECS core values. **Essential**

## Skills, abilities and competencies

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### Essential

- Ability to make informed decisions across a wide range of complex and detailed issues taking into account health and safety legislation and conflicting demands. **Essential**
- Ability to undertake a comprehensive analysis of health and safety hazards, balancing corporate risk and costs against realisable benefits. **Essential**
- Demonstrable ability to formulate a rolling five year maintenance programme covering key services. **Essential**
- Ability to utilise and develop IT systems in order to support effective service provision. **Essential**
- Good written and spoken English with excellent report writing skills. **Essential**
- Ability to communicate complex information to wider University audiences. **Essential**
- Ability to demonstrate an understanding of the essential elements associated with good communications in relations to Estates operations and management. **Essential**
- Ability to lead, communicate effectively with and motivate a team of staff drawn from diverse disciplines. **Essential**

### Desirable

- Experience in developing and implementing specialist maintenance contracts. **Essential**
- Extensive experience of health and safety risk management techniques which are applicable to an estates function. **Essential**
- Capability and experience to have overall responsibility for rectification of major service failures consequent to unplanned incidents such as a High Voltage cable fault and the loss of power to numerous substations. **Essential**
- Proven experience of managing large budgets effectively. **Essential**
- Working knowledge of benchmarking against other comparable organisations for cost comparison purposes. **Essential**
- Experience in report writing and ability to prepare organisational policies and procedures. **Essential**
- Significant technical experience in electrical building services engineering. **Essential**
- Experience in the design of electrical building services systems. **Essential**
- Experience in managing a multidisciplinary professional workforce. **Desirable**
- Experience in managing teams such as: Facility Managers who are directly employed or, third party contracted services and support staff. **Desirable**

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## Personal attributes

- Proactive approach to problem solving. **Essential**
Our mission within the Directorate of Estates and Campus Services (DECS) is to create an excellent environment in which to learn, live and work.

Our role is 'to provide services and facilities to the core business of the University and the wider University community'. We monitor service levels, ensuring that we deliver these safely, to a high quality, and in a timely manner to meet the University's operational needs.

DECS is split into three main areas of service delivery, each overseen by a Director:

**Estates Operations are responsible for providing a 'fit for purpose estate', ensuring:**

- well-planned operations and maintenance of the University's Buildings and Grounds, whilst meeting environmental sustainability objectives;
- the efficient provision of requisite infrastructure and of utility supplies;
- that the University's Estate meets health, safety and other statutory compliance requirements.
- the effective management of the University’s property portfolio.

**Estates Development leads the sustainable development of the campus:**

- setting out the vision, master plan framework, estate strategy and design standards for the campus;
- forms and manages the programme of investment projects, including for new buildings, infrastructure and the refurbishment of existing assets to meet the needs of the University

**Campus Services oversees a range of critical services to deliver a great experience for students, staff and hosted businesses:**

- ensuring the efficient allocation of University space through managing the University’s residential accommodation service, learning spaces (timetabling, room bookings and audio visual technology), space audit and space planning activity;
- providing effective facilities services including cleaning, travel and mail room services;
- leading highly-engaging customer relationship teams, through operating a range of receptions, and the Facilities Helpdesk;
- ensuring teams in business systems, marketing and communications, recruitment, training and general administration support the best possible decision making across DECS.

DECS is the largest of any of the University Departments and we appreciate that successful service delivery can only be realised through motivated staff. To this aim DECS has developed a set of core values that promote dignity and respect for all. All members of DECS are expected to adhere to these values. A full copy of the values can be found at: [DECS Values](#).

Finally DECS is developing a Quality Management System that will promote an environment that encourages continuous improvement. All members of DECS are encouraged to examine the services we deliver and look at ways of making them better and more efficient.
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world's leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and are ranked 16th in the Times & Sunday Times league table (2017). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages

THE UNIVERSITY
The City of York

Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles – just a few of the many attractions.

But York isn’t just a great place to visit - it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York.

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online
- Go to https://jobs.york.ac.uk
- Find this job using reference 7346
- Complete the online application form

You will need to submit your completed application by midnight (GMT) on 3 March 2019

What will I need?
We will ask you for details of:
- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance
Direct any informal queries to Tony Watson, via email at:
tony.watson@york.ac.uk

If you have any questions about your application, contact the HR Services team:
recruitment@york.ac.uk
+44 (0)1904 324835