



Job description and selection criteria

Job title	Maintenance Technician
Division	Social Sciences
Department	Saïd Business School
Location	Park End Street and Egrove Park, Oxford
Grade	Grade 4: £20,374 to £23,585 per annum (with discretionary range to £25,759)
Hours	36.5
Contract type	Permanent
Reporting to	Maintenance Manager

Introduction

The University

The University of Oxford is a complex and stimulating organisation, which enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs over 10,000 staff and has a student population of over 21,000.

Most staff are directly appointed and managed by one of the University's 130 departments or other units within a highly devolved operational structure - this includes 5,900 'academic-related' staff (postgraduate research, computing, senior library, and administrative staff) and 2,820 'support' staff (including clerical, library, technical, and manual staff). There are also over 1,600 academic staff (professors, readers, lecturers), whose appointments are in the main overseen by a combination of broader divisional and local faculty board/departmental structures. Academics are generally all also employed by one of the 38 constituent colleges of the University as well as by the central University itself.

Our annual income in 2010/11 was £919.6m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £400m p.a., and more than 70 spin-off companies have been created.

For more information please visit www.ox.ac.uk

Saïd Business School

The Saïd Business School is one of Europe's fastest-growing and most prestigious management schools. It offers undergraduate and postgraduate courses and a highly regarded Masters in Business Administration (MBA), Executive Masters in Business Administration (EMBA), and specialist masters programmes in Financial Economics, Law and Finance and Major Programme Management. It also offers four postgraduate diploma

programmes and has a thriving Executive Education offering, including a suite of open enrolment programmes and customized programmes for organisations across the world. The School's Executive Education provision incorporates the activities previously provided by Templeton College for over 40 years. The School includes several world-class research centres such as the Clifford Chance Centre for the Management of Professional Service Firms, the BT Centre for Major Programme Management and the Skoll Centre for Social Entrepreneurship.

Currently rated by the Financial Times as 20th in the Global full time MBA rankings and 11th in the world for its Executive Education provision, the School is now seeking to expand and enhance its part time qualifications for executives, as part of a long term strategy to provide world class business education to senior managers.

For more information please visit <http://www.sbs.ox.ac.uk>

Social Sciences Division

The School is a department within the Social Sciences Division, one of four academic Divisions in the University, each with considerable devolved budgetary and financial authority; and responsibility for providing a broad strategic focus across its constituent disciplines.

The Social Sciences Division represents the largest grouping of social sciences in the UK: home to a number of outstanding departments and to the internationally ranked Law Faculty; all are committed to research to develop a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses.

For more information please visit <http://www.division.ox.ac.uk/>

Job description

Reporting to the Maintenance Manager, the post holder will carry out maintenance duties throughout the schools two sites and any future buildings. They will supervise contractors whilst on site.

With the emphasis on customer service and impeccable building presentation, the Maintenance Technician will work proactively to ensure that the Saïd Business School's buildings are maintained to the highest standards at all times, and that the systems are always maintained in line with current legislation.

This is a busy and demanding position, with rapidly changing priorities. The nature of the role dictates flexibility in terms of duties and working hours with some evening/weekend work and the requirement to be available 24/7 for emergencies

Key Tasks

- To deliver reactive, planned and preventative maintenance tasks around the school's current and future buildings.
- To ensure work requests are carried out to a high quality, delivered to scheduled timescales and with minimum disruption.

- Liaise with the Departmental Safety Officer and the Maintenance Manager to ensure all activities undertaken are carried out in a safe manner and to wear appropriate PPE and to ensure the health, safety and welfare of employees, clients, visitors and contractors are not compromised.
- Responsibility for the maintenance stores, ensuring that consumables and tools are kept organized, serviced, clean, tidy, secure and accounted for.
- To provide 1 in 4 maintenance cover for out of hour's coverage (17:00 - 19:00)
- To provide 1 in 4 out of hours call out cover (19:00 – 07:00)
- To make regular inspections of all plant, equipment and buildings to bring to the attention of the Maintenance Manager the condition of these areas.
- Keep up to date with developments in practices, techniques and products. Keep abreast of changes in legislation and amendments to approved codes of practice.
- Liaise with faculty, departments and across the wider university on a regular basis to discuss and agree programmes of work in order to minimise disruption.
- This list is not exhaustive; you may be required to carry out additional tasks which fall within your competency as directed by the Maintenance Manager.

Selection Criteria

Essential

1. NVQ 3/City & Guilds, or equivalent, in electrical/mechanical installation/maintenance or a related subject.
2. Health & Safety Qualification (NEBOSH, IOSH)
3. Significant, recent and relevant experience of engineering and building maintenance in highly serviced buildings.
4. An excellent communicator with strong customer facing skills.
5. Computer literate with experience of using Microsoft Office and other IT software packages.
6. Ability to work effectively using own initiative and as part of a coherent and effective team.
7. The post holder must be competent in the use of all hand-tools, power tools, and also trained in the use of access equipment including scaffold towers, scissor lifts and ladders.
8. Satisfactory Disclosure and Barring Service Screening.

Desirable

1. Full membership of a relevant professional body e.g. IMechE, CIBSE or IEE.

2. Knowledge and experience of using Building Management systems (BMS) ideally Planon and TREND 963.
3. Full clean driving license
4. Experience of in working within a University or similar environment.

General Conditions

The appointment will be on Grade 4 and the starting salary of the successful candidate will be fixed according to experience. The appointment will be subject to a 6 month probationary period. This is a full-time post equivalent to 36.5 hours per week, the actual distribution of those hours to be agreed. The appointment of the nominated candidate will be subject to the satisfactory completion of a medical questionnaire.

The post holder will be entitled to 38 days holiday pro rata (inclusive of public holidays), three of which are to be taken at Christmas when the Business School is closed.

The policy and practice of the University of Oxford require that all staff are afforded equal opportunities within employment and that entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her sex, marital status, sexual orientation, racial group, disability or age.

All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the University's Data Protection Policy.

Applicants should have evidence of their eligibility to work in the UK. This post does not meet the minimum requirements for work permit employment; we can therefore only accept applications from those who can prove their eligibility to work in the UK.

Working at the University of Oxford

For further information about working at Oxford, please see:

http://www.ox.ac.uk/about_the_university/jobs

How to apply

If you consider that you meet the selection criteria, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a user.

You will then be required to complete a number of screens with your application details, relating to your skills and experience. When prompted, please provide details of two referees and indicate whether we can contact them at this stage.

Applications must consist of the following:

- a curriculum vitae
- a covering letter explaining how the candidate meets the eligibility and selection criteria (no more than 1-2 pages)

Your application will be judged solely on the basis of how you demonstrate that that you meet the selection criteria outlined above and we are happy to consider evidence of transferable skills or experience which you may have gained outside the context of paid employment or education.

Please save all uploaded documents to show your name and the document type.
All applications must be received by **midday** on the closing date stated in the online advertisement.

Information for Priority Candidates

*A priority candidate is a University employee who is seeking redeployment owing to the fact that he or she has been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments and this letter **must** be attached to any application they submit.*

The priority application date for this post is midday on xxxxxxxxxx

Full details of the priority application process are available at:

<http://www.admin.ox.ac.uk/personnel/end/red/redproc/prioritycandidate>

Should you experience any difficulties using the online application system, please email vacancies@sbs.ox.ac.uk

To return to the online application at any stage, please click on the following link www.recruit.ox.ac.uk

Please note that you will be notified of the progress of your application by automatic e-mails from our e-recruitment system. Please check your spam/junk mail regularly to ensure that you receive all e-mails.