

## Summary

<b>Job title</b>	Projects Inspector (Mechanical)
<b>Division</b>	University Administration and Services
<b>Department</b>	Estates Services
<b>Location</b>	The Malthouse, Tidmarsh Lane, Oxford, OX1 1NQ
<b>Grade and salary</b>	Grade 7: £36,024 - £44,263 per annum
<b>Hours</b>	Full time
<b>Contract type</b>	Permanent
<b>Reporting to</b>	The Principal Mechanical Engineer (Projects)
<b>Vacancy reference</b>	168969

## The role

The Projects Inspector is a member of the multi-disciplinary Engineering and Maintenance team comprising building surveyors, electrical, mechanical and controls engineers. The post holder reports directly to the Principal Mechanical Engineer (Projects).

The Project Inspector is responsible for oversight of the quality of installation, maintenance, and repair of mechanical systems and ensuring the delivery of resilient, efficient, effective and value for money systems. The post holder will be responsible for the management of mechanical maintenance contractors for small works.

The Project Inspector provides expert support to Sustainability and Capital Projects teams as well as the wider University e.g. building managers. In support of Capital Projects, the Projects Inspector will provide technical reviews of project installations, attending regular on-site meeting and accept handover of projects.

The Engineering and Maintenance spend is approximately £8m per annum with Capital Project in excess of £200m.

## Responsibilities

- Monitoring the progress and quality of mechanical services installation work to ensure conformity with the relevant specifications, University design guides, and drawings ensuring the use of the correct materials and workmanship.
- Isolation of mechanical supplies if it is deemed unsafe and may cause harm.
- Monitoring of progress of works on site, against the project programme. Provide regular reports to the projects engineer, project manager and programme manager on progress. Highlight issues as they arise, particularly where they may impact on practical completion of the project. Assisting with the handover of major capital



projects. For smaller works, act as team leader for multi-disciplined projects, on a frequent basis (including ongoing training & development)

- Monitoring the performance of contractors
- In conjunction with the compliance team, monitoring of health and safety on site.
- Keeping records of progress including key date against project programme
- Submitting periodic reports as required including photographic records of progress, defects and deficiencies of Health and Safety performance.
- Where relevant, monitor commissioning progress and delivery; witnessing tests required by the contract or as instructed by the Mechanical Engineers
- Signing and checking of day work sheets
- Checking drawings for errors and notifying the relevant project manager
- Recording delays in contracts and the reasons for them
- Providing written confirmation of verbal instruction to contractors, with a copy to the project manager
- Have significant formal responsibility for themselves contractors and others with respect to health and safety on site. This includes managing work in potentially highly hazardous areas by Issuing Permits to Work transfers of control and other safety related controls.
- Arranging safe access for contractors into University buildings. Work closely with members of the Building Services team, the Direct Labour Organisation, Maintenance Inspectors, Department Building Managers, Administrators, the Safety Office and other University support services.
- Checking the coordination of mechanical services work with that of other trades
- Attending site meetings
- Identification of faults on Estates Services controlled mechanical services installations
- Checking that work has been carried out satisfactorily to allow invoices to be passed for payment
- Organising quotes from contractors for small works.
- Supporting post project reviews
- Work as part of the Inspectors' team sharing information with the team about progress on site and raising alerts about key issues.
- Arrange and issue hot-works permits, and close-out at conclusion of works.
- Plan, prioritise, delegate reactive tasks to ensure Graduate Accommodation SLAs are maintained.
- Regularly monitor incoming emails from Graduate Accommodation Help Desk and Planon and respond accordingly.
- Assist in dealing with Graduate Accommodation Office regarding tenant queries and complaints
- Carry out weekly visits to all Graduate Accommodation Plant Rooms and report any issues.
- Assist the Graduate Accommodation Department in achieving and maintaining Customer Service Excellence

The post holder will also perform other comparable duties relevant to the grade as directed by the Head of Engineering and Maintenance.

## Selection criteria

### Essential selection criteria

- NVQ level 4 or equivalent (e.g. qualified mechanical technician with proven experience in a similar role) or a HND/HNC in Building Services design.
- Experience of Capital projects involving complex mechanical installations and laboratory design.
- Experience of reviewing drawings, specifications, and programmes.
- Substantial experience of inspection of site works.
- Experience of working in a customer service environment. Ability to work with the Departments to effectively communicate access requirements and supervision of on-site projects whilst understanding their on-going operational needs.
- General Health and Safety Knowledge including experience of issuing & closing Permits-to-work.
- Valid professionally qualified person -CSCS card, or willingness to obtain one.
- Good IT skills including Microsoft Office (Word, Excel, Outlook), online technical portals (such as Asite, 4Projects, etc) and reporting software (Fieldview, SiteAuditPro).

### Desirable selection criteria

- Knowledge of Building Management Systems and heat metering
- Knowledge of Electrical building services.
- Knowledge of construction contracts

## Pre-employment screening

### Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

### Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Other safety-critical work – in relations to mechanical installations

## About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation).

## Estates Services

Estates Services is responsible for the management and strategic development of the University's functional and commercial estate, comprising 440 buildings, and associated infrastructure. The University's functional buildings include specialist research buildings, teaching laboratories and lecture halls, sports facilities, libraries and museums, administrative and ceremonial buildings. Commercial properties include graduate accommodation, office space, warehouses and agricultural land and property.

The day-to-day responsibilities of Estates Services include managing the capital building programme, aimed at delivering world class new buildings; repairs and maintenance, including upkeep of some of the finest buildings in the city; facilities management for a number of University buildings; the provision of central services such as mail room services; maintaining a safe and secure physical environment; the allocation of space for departmental use; property acquisitions, disposals and leases; accommodation for graduate students at eight sites, as well as housing for key staff; conserving Wytham Woods and University Parks, and managing gardens and landscapes across the estate; carbon reduction strategies across the University and helping staff and students to make sustainable workplace and travel choices.

For more information please visit: [Facilities Management | Estates Services \(ox.ac.uk\)](#)

## University Administration and Services

University Administration and Services (UAS) is the collective term for the central administrative departments of the University. UAS comprises structures to:

Support the University's core academic purposes of teaching, learning and research;

Ensure the University can meet the requirements of government, funding bodies and other external agencies; and

Facilitate the attainment of the objectives set out in the University's Strategic Plan.

## How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

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## Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have 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 department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

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## If you need help

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk).

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

## Important information for candidates

### Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

### The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70<sup>th</sup> birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

### Equality of opportunity

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. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

## Benefits of working at the University

### Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

### University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and <https://www.sport.ox.ac.uk/>.

### Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

### Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care> Childcare

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

### Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

### Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

### The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).

### Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at [researchstaff-subscribe@maillist.ox.ac.uk](mailto:researchstaff-subscribe@maillist.ox.ac.uk) to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on [committee@oxrss.ox.ac.uk](mailto:committee@oxrss.ox.ac.uk). For more information, see [www.ox.ac.uk/oxrss](http://www.ox.ac.uk/oxrss), Twitter [@ResStaffOxford](https://twitter.com/ResStaffOxford), and Facebook [www.facebook.com/oxrss](https://www.facebook.com/oxrss).