

Summary

Job title	Maintenance Planner
Division	University Administration and Services
Department	Estates Services, Facilities Management
Location	The Malthouse, Tidmarsh Lane, Oxford, OX1 1NQ
Grade and salary	Grade 7: £36,024 – £44,263 per annum
Hours	Full time
Contract type	Permanent
Reporting to	Principal Engineer
Vacancy reference	174360

The Role

The role of Maintenance Planner is a role within E&EM in Estates Services, reporting to one of the Senior Engineers in the Engineering Services team. The post holder will be responsible for developing, organising and managing engineering planned preventative and reactive maintenance activities in line with Contractual agreement. The post holder will be motivated and enthusiastic with relevant contractual management and maintenance planning experience with strong commitment to maintaining high standards. They will support the wider Operations teams in the development of processes, controls and reporting and will support a culture of safety and compliance.

The Engineering Services team is responsible for the maintenance of M&E assets across the University functional estate. The estate comprises a wide variety of buildings from Grade 1 listed buildings to world class science research buildings. M&E systems and assets are also varied in age and complexity, with assets providing critical support to the activities within a building.

Responsibilities

- In conjunction with the Senior Engineer and working closely with other members of the E&EM team, Department Building Managers, Administrators, the Safety Office and other University support services:
 - review the current maintenance plans for those M&E systems allocated to the team
 - Develop new maintenance contracts and specifications as necessary
- Undertake tender processes as required in accordance with the University's financial regulations. Liaise with purchasing and legal services throughout as needed.
- Manage maintenance contractors, hold regular meetings to review maintenance performance and ensure compliance with the relevant contract arrangements and manage contractor SLAs and KPIs. Act as team leader in multi-disciplined project, on a frequent basis (including ongoing training & development),



Communicate any contractual issues back to the Contracts Management team to ensure these are managed and dealt with in line with contractual agreements

- Manage annual contractor reviews in conjunction with the Contracts Management team, developing robust contractor performance scoring to drive contractor performance
- Work closely with the Estates Compliance team and the Safety Office to ensure that works carried out on 'safety critical systems' e.g. fume cupboard maintenance are in accordance with current legislation and ensure effective and compliant record keeping for the maintenance of University assets
- Manage and develop maintenance programmes ensuring that appropriate and regular maintenance is carried out on mechanical assets in accordance with best practice. Have formal responsibility for ensuring contractor safety and the safety of others affected by their works
- Develop a 'critical assets register' in conjunction with departments to ensure that such critical assets are prioritised for maintenance and repair
- Develop processes and workflows for maintenance programmes
- Develop PPM information on the CAFM system (Planon). Ensure that work is planned in advance and that departments are provided with timely information about contractor maintenance visits. Coordinate with departments to minimise downtime or disruptive work
- Develop contractor management and induction information to ensure safe systems of working is in place
- Work closely with DLO teams to review reactive maintenance work attended by DLO staff, check for 'repeat faults' and escalate as necessary where assets need replacement. Co-ordinate PPM activities with works carried out by the DLO

Generic Responsibilities

- Make decisions quickly and effectively, taking into account the University's legal obligations, industry best practice and the need to consider the impact of decisions upon the timely completion of projects and building works.
- To keep abreast of changing legislation and good practice and ensure that the University is complying with its statutory responsibilities and is also aware of the financial and practical implications of new and future legislation.
- Ensure that all work is carried out in accordance with the University's Standing Orders and Financial Regulations
- To be an advocate for Customer Service Excellence and ensure that the levels of service provided by the teams continue to meet the standards required to meet and retain CSE Accreditation
- Other duties as directed by the Mechanical Services team leaders commensurate to the role to meet the demands of the service.

Selection criteria

Essential selection criteria

- Suitable relevant qualifications including a degree or equivalent qualification in a relevant discipline.
- Substantial experience of contractor management and planned maintenance planning
- A clear understanding and commitment to Health and Safety
- Management skills and experience including evidence of problem solving and ability to influence and persuade others to in order achieve a positive result.
- Ability to plan and prioritise workload for self.
- Good written communication skills, and the ability to produce reports that may be read and understood by a range of non-specialist audiences.
- Effective inter-personal skills (both written and verbal) with the ability to communicate at all levels with tact, diplomacy and openness.
- Ability to contribute to change through recommending and implementing new processes.

Desirable selection criteria

- Experience of working within an HE institution.

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. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. 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>

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

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: <http://www.admin.ox.ac.uk/estates>

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.

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).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly uashr@admin.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal 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 70th 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, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

University Club and sports facilities

Membership of the University Club is free for University staff. It 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 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 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

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector. Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities for dependants of all types. See <https://hr.admin.ox.ac.uk/my-family-care>

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is 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.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>