

## ESTATES SERVICES

<b>Job title</b>	Senior Projects Engineer (Electrical)
<b>Division</b>	UAS
<b>Department</b>	Estates Services
<b>Location</b>	The Malthouse, Tidmarsh Lane, Oxford, OX1 1NQ
<b>Grade and salary</b>	Grade 8. £47,085 - £55,895 with discretionary to £60,921 per annum
<b>Hours</b>	Full time
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Head of Engineering Projects
<b>Vacancy reference</b>	175529

## The role

The Senior Project Engineer (Electrical) (SPEE) is an extended member of the Building Services team comprising building electrical, mechanical and controls engineers. The post holder reports directly to the Head of Engineering Projects, is a Chartered Professional Engineer (or in the process of becoming one) with substantial relevant experience, will be an expert in one or more electrical engineering fields and project management. The SPEE will work closely with all members of the Building Services team to deliver electrical capital projects, upgrade projects and asset replacement works. The SPEE supports setting and implementing the strategy for the electrical infrastructure and systems required to support the University

The SPEE is responsible for specific aspects of the design and delivery of the electrical services projects ensuring statutory compliance and the delivery of resilient, efficient, effective and value for money systems. The post holder will be responsible for the management of large capital projects, electrical upgrades and electrical asset replacement along with direct line management of Project Inspectors within the Engineering Projects team.

The SPEE has budgetary responsibility for substantial parts of the electrical projects budget, and will manage the delivery of specific aspects of electrical services, upgrades and improvements across the 600,000 m<sup>2</sup> estate within this budget.

The SPEE provides expert advice to the Building Services team, Heritage & Building Maintenance Team and the Direct Labour Organisation, Compliance Team, Maintenance Inspectors, Facilities Management, Sustainability team and Capital Projects teams as well as the wider University e.g. Administrators, building managers and the Safety Office. In support of Capital Projects, the SPEE will provide technical leadership to Project Managers and Consulting Engineers. The SPEE will review the building services elements (alone valued at £multi million) of capital projects ensuring safe, reliable and value for money systems are being designed and delivered.



This post requires a highly motivated and enthusiastic person with considerable experience and a firm commitment to maintaining high standards for safe and efficient electrical system throughout the University's estate. They will collaborate and support the wider Operations teams in the delivery of the Estates Services vision and strategy.

## **Responsibilities**

### **Management Duties**

- Provide detailed technical advice to, and where necessary deputise for, the Head of Engineering Projects and the Head of Engineering & Asset Management on all aspect of the University's electrical installations, including matters concerning electrical safety.
- Act as a University expert in electrical services, setting and delivering the strategy and standards for safe, effective and efficient electrical systems.
- Act as an 'Authorised Person' (i.e. someone with the necessary expertise competence, experience, and training) with responsibility for works on the University's 400V high power distribution network.
- Support and provide expert advice on the high voltage (11,000V) network security and associated contracts.
- Support and provide expert advice on back power generation to critical University facilities in compliance with Home Office regulations.
- Support and provide expert advice on life safety systems.
- Provide expert advice on electrical matters to other members of the Building Services Team, Sustainability, Facilities Management, Capital projects and other Estates Services members and the wider University e.g. Administrators, building managers and the Safety Office.
- Support the preparation and management of the annual electrical repairs and maintenance budget c£4m.
- Produce feasibility studies and technical reports for Project Sponsor groups and University committees including BESC, ARP Board, R&M Project Board, R&M Governance and Carbon Reduction Board.
- Appoint, brief and manage external consultants and contractors on all electrical and multi-disciplined projects.
- Line manage and provide technical guidance and mentoring to Electrical Inspectors along with Graduates and other electrical staff.
- Support the co-ordination of the electrical engineering workload and the management, control and direction of the electrical team.
- Implementation of the University's Health & Safety Policy in respect of electrical and related matters.

- Review of National Equipment Defect Reports and Review of Dangerous Incident Notifications from the Energy Network Association
- Keep up to date with new regulations and policies and ensure compliance.
- Support the review of the electrical section of the University's Building Services Design Guide. Be a key technical expert to provide advice and guidance to industry professionals on the electrical sections of the Guide.
- Ensure that all electrical records are kept up to date.
- Act as team leader in any multi-disciplinary project, co-ordinating the efforts of other Estates Services team members and, where necessary, external consultants.
- Carrying out other such duties, relevant to the grade, as directed by the Head of Engineering Projects or the Head of Engineering & Asset Management

### **Operational, Servicing Testing, Repair & Maintenance**

The SPEE will support the electrical team in the delivery of:

- Operation and management of all of the University's fixed electrical installations including the University's privately-owned high voltage and low voltage distribution networks and associated substations.
- Approval of high voltage switching schedules critical to system safety
- Carry out high voltage and low voltage circuit protection studies
- Support and provide expert advice on the electrical safety testing and inspection programme ensuring statutory compliance
- Support and provide expert advice on the reactive maintenance works including contractor teams, diagnose faults and implement safe and value for money repairs. Provide technical guidance and set the standards required of the DLO for electrical work.
- Liaise with departmental representatives and other disciplines within the R&M section for all electrical engineering services associated with these works
- Maintain, expand and improve the electrical load and supply, condition remote monitoring system.
- Maintain up to date electrical records (O&Ms, drawings and testing information) as required by the Electricity at Work Act and relevant Regulations.
- Evaluate technological development for possible use in University projects.

### **Project Management & Delivery**

- Deputising for the Head of Engineering Projects on all multi-disciplined project matters in their absence.

- Surveying existing installations and developing schemes for planned works.
- Produce in house designs and associated tender documentation or appoint and brief consultants as appropriate, depending upon the nature and size of the project.
- Deliver the programme for all electrical asset replacement works, setting priorities with due regard for safety, efficiency and budget. Keep project records up to date and provide regular written reports to the R&M Project Board.
- Manage and control costs and provide overall project management.
- Ensure projects are delivered in compliance with the Construction Design and Management regulations.
- Ensure correct University governance processes are followed in respect of procurement, management, delivery of projects.
- Supervise contractors on site working on multi-disciplinary systems, so demonstrable knowledge and experience of safe systems of work on M&E installations.
- Ensure projects delivered back to the Building Services maintenance team are correctly recorded on the asset registers and all O&M information reviewed for technical content/correctness.

#### **Expert Technical support Capital Projects and other projects**

As a technical expert in electrical systems the SPEE will support the Head of Engineering Projects in reviewing multi-disciplinary designs for new build and refurbishment works carried out by Capital Projects.

- At relevant design stages, analyse, appraise and critique electrical designs to ensure the electrical systems are safe, effective and efficient and deliver good value for money. Ensure designs submitted to the University and installations carried out by contractors comply with the University's Design Guides, and where appropriate review and authorise derogations.
- Meet regularly with external Project Managers and Consultants to review the Capital Projects program and project deliveries.
- Support, or deputise for, the Head of Engineering Projects in moderating technical tenders from design consortia or construction contractors bidding on capital projects.
- Manage the review of installations of capital projects using Project Inspectors and issue appropriate reports.
- Review projects before handover, advise management on the suitability for handover, and formally 'accept' buildings.
- Provide technical expertise advice and support for electrical system post-handover during the soft landing, seasonal commission and defects periods.

**In the performance of these duties the SPEE will:**

- Work closely with members of the Engineering Projects Team, Building Services team, the Heritage & Building Maintenance Team and the Direct Labour Organisation, Compliance Team, Maintenance Inspectors, Department Building Managers, Administrators, the Safety Office and other University support services.
- Adhere to and, where relevant, implement University policies and guidance.
- Support the development of processes for the Control of Contractors including Permits to Work, induction information and control documents.
- Be knowledgeable about and deal with all customers in line with the principles of Customer Service Excellence and Estates Services values.

**Hazard-specific / Safety-critical duties**

This job includes the following hazards or safety-critical activities which will require successful pre-employment health screening through our Occupational Health Service before the successful candidate will be allowed to start work:

- High voltage and low voltage switching
- Electrical inspection and testing
- Management of life safety back up power supplies

**Additional security pre-employment checks**

A satisfactory Disclosure Scotland check due to the type of buildings in which you may be required to work.

**Selection Criteria**

**Essential Selection criteria**

- Degree qualified or equivalent in electrical engineering design.
- A chartered member of IEEE, CIBSE or other relevant Institution, or working toward this.
- Proven experience of project managing multi-disciplinary teams along with a PRINCE2 Practitioner qualification (or wiliness to obtain one).
- Proven experience in managing budgets in a financially constrained environment and delivering projects to budget and on time.
- Proficient in the use of MS Office (Word, Excel and Access & Outlook)
- Significant post qualification experience in electrical engineering and in the design, operations and maintenance of all types of electrical installations within various building types.
- Ability to plan and prioritise workload for self, and to effectively manage and prioritise the workload of others in the team.
- Excellent and effective inter-personal skills (both written and verbal) with the ability to communicate at all levels with tact, diplomacy and openness. Ability to write high quality reports which may be read and understood by a range of non-specialist audiences.

- Ability to contribute to change at a senior management level, through recommending and implementing technical innovation.
- Proven contractor management experience along with experience of working on live construction sites.
- Be committed to customer service but able to manage complex and difficult situations firmly and diplomatically.
- Proven experience of working in a customer service environment and willingness to work with the department of Customer Service Excellence.
- Experience in high voltage and low voltage switching.

### **Desirable selection criteria**

- Experience of Schneider EcoStructure PME systems.
- Experience of using project management software (Concerto or similar)
- Experience of using FM & asset management software (Planon or similar)
- Experience of using online construction databases (4Projects, ASite, Fieldview, AConnect etc.
- Experience of supporting carbon reduction projects
- Experience of working in the higher education sector, historic buildings and laboratory buildings.

### **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, and in providing all of our staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and 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. Income from external research contracts in 2014/15 exceeded £522.9m and ranked first in the UK for university spin-outs, with more than 130 spin-off companies created to date. 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 direction of Oxford University's functional and commercial estate within Oxfordshire. This comprises some 450 buildings and the infrastructure associated with them.

Estates Services has a broad and diverse remit covering:

- Development of the University's Estate Strategy
- Management of the University's functional estate (which includes laboratory and teaching facilities, offices, museums, and libraries) and housing for graduate students and staff;
- Facilities Management for a growing number of University buildings
- Management of the University Parks and Wytham Woods
- Management of the University's commercial, agricultural and residential land and property assets
- The development of all capital building projects, running at around £60m - £90m per annum
- Repairs and maintenance of buildings and infrastructure (except IT and Telecoms)
- Programmes of refurbishment, replacement and minor works
- Reactive maintenance via the Helpdesk
- Environmental sustainability
- Space management and maintenance of space and property records
- Maintenance of a safe and secure physical environment for staff, students and visitors by Security Services.

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.

The offices of the UAS sections are spread across the city centre, with the main University Offices located in Wellington Square.

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

### How to apply

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at [www.ox.ac.uk/about/jobs/professionallandmanagement/](http://www.ox.ac.uk/about/jobs/professionallandmanagement/).

If you would like to apply, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement should explain how you meet 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).

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

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

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 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 departments.*

*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)*

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from [www.ox.ac.uk/about the university/jobs/support/](http://www.ox.ac.uk/about_the_university/jobs/support/). 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 be notified of the progress of your application by automatic emails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all emails.

### **Important information for candidates**

#### **Pre-employment screening**

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at:

[www.ox.ac.uk/about/jobs/preemploymentscreening/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

#### **The University's policy on retirement**

The University operates an employer justified retirement age for all academic and academic-related posts (grade 6 and above), for which the retirement date is the 30 September immediately preceding the 68th birthday. The justification for this is explained at: [www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/).

For **existing** employees any employment beyond the retirement age is subject to approval through the procedures: [www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/)

There is no normal or fixed age at which **support staff** in posts at **grades 1–5** have to retire. Support staff may retire once they reach the minimum pension age stipulated in the Rules of the pension scheme to which they belong.

#### **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

### Training and Development

A range of training and development opportunities are available at the University. Further details can be found at [www.ox.ac.uk/staff/working\\_at\\_oxford/training\\_development/index.html](http://www.ox.ac.uk/staff/working_at_oxford/training_development/index.html).

### **For research staff only: Support for Research Staff**

There is a particularly wide range of support for career development for research staff. Please visit: [www.ox.ac.uk/research/support-researchers](http://www.ox.ac.uk/research/support-researchers) to find out more.

### Pensions

The University offers generous occupational pension schemes for eligible staff members. Further details can be found at [www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/](http://www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/).

### **Information for international staff (or those relocating from another part of the UK)**

A wealth of information is available on the University's International Staff website for staff who are relocating to Oxford from abroad, at [www.admin.ox.ac.uk/personnel/staffinfo/international/](http://www.admin.ox.ac.uk/personnel/staffinfo/international/).

### **The University of Oxford Newcomers' Club**

The Newcomers' Club is aimed at helping partners of newly-arrived visiting scholars, graduate students and academic members of the University to settle in and to meet people in Oxford.

### Transport schemes

The University offers a range of travel schemes and public transport travel discounts to staff. Full details are available at [www.admin.ox.ac.uk/estates/ourservices/travel/](http://www.admin.ox.ac.uk/estates/ourservices/travel/).

### **University Club and University Sports Facilities**

The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) for all further details.

University staff can use the University Sports Centre at discounted rates, and have the chance to join sports clubs. Please visit [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

### **Childcare and Childcare Vouchers**

The University offers quality childcare provision services at affordable prices to its employees. For full details about the services offered, please visit [www.admin.ox.ac.uk/childcare/](http://www.admin.ox.ac.uk/childcare/). **NB: Due to the high demand for the University's nursery places there is a long waiting list.**

The University also offers nursery fee payment schemes to eligible staff as an opportunity to save tax and national insurance on childcare costs. Please visit [www.admin.ox.ac.uk/childcare](http://www.admin.ox.ac.uk/childcare).

### **Disabled staff**

The University is committed to supporting members of staff with a disability or long-term health condition and has a dedicated Staff Disability Advisor. Please visit [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff) for further details.

### **BUPA - Eduhealth**

Bupa Eduhealth Essentials private medical insurance offers special rates for University of Oxford staff and their families [www.eduhealth.co.uk/mini-site/](http://www.eduhealth.co.uk/mini-site/).

### **All other benefits**

For other benefits, such as free entry to colleges, the Botanic Gardens and staff discounts offered by third party companies, please see [www.admin.ox.ac.uk/personnel/staffinfo/benefits/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/).