

## RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

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### Making an application:

**Please complete the short on-line application form, which includes some standard questions, and attach the following documents.** (Shortlisting is undertaken by a panel after the closing date on the basis of information provided).

- a. A covering letter - explaining why you are interested in this post and giving examples to demonstrate how you meet the requirements of the job as outlined in the Person Specification.
- b. A curriculum vitae - giving full details of your qualifications and experience to date.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (e.g. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- **We recommend that you take a copy of this recruitment pack to help with your preparation.**

### Our commitment to Equality, Diversity and Inclusion

The [diversity of our community](#) is more than where our staff and students come from. More than 1000 of our staff and students identify as LGBTQ+, more than 1,300 have declared a disability and many members of our community follow a religion or belief.

We recognise the value that diversity brings and so we want to recruit, develop, retain and motivate an increasingly diverse workforce. We also want to attract people who will be good citizens, who will contribute to the life of the University and whose behaviour will have a positive impact on those around them.

Our [Strategy](#) sets out how we will do this through the delivery of a fair and supportive working environment for all.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation [AccessAble](#) who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact [resourcing@essex.ac.uk](mailto:resourcing@essex.ac.uk) for help.

**This advert is part of a 'rolling' recruitment campaign with no definitive closing date. Applications received will be assessed on a weekly basis and candidates notified of the outcome of their application as soon as possible.**

### Closing Date: Rolling Advert

**Interviews are planned for: To be confirmed**

**Expected start date: To be discussed at interview**

### JOB DESCRIPTION – Job ref REQ07593

<b>Job Title and Grade:</b>	Technical Manager (Electrical) Grade 8
<b>Contract:</b>	Permanent, full-time
<b>Hours:</b>	Your hours of work are as required to perform the duties of your role, for a full-time employee this is normally 36 hours per week for 1 FTE (including weekend cover).
<b>Salary:</b>	£36,333 - £43,155 per annum
<b>Department/Section:</b>	Estate Management
<b>Responsible to:</b>	Director of Estates
<b>Reports on a day to day basis to:</b>	Assistant Building Services Manager
<b>Responsible for:</b>	Electrical Supervisor, BMS engineer, electrical chargehand, electrical crafts persons and assistants.
<b>Purpose of job:</b>	The post holder will manage the University's electrical labour force to ensure a high level of productivity and competence and be responsible for the cost effective and efficient management of the operation and maintenance of the University's building services (electrical) in accordance with University policies and procedures.

#### Duties of the Post:

1. To provide overall management of technical staff, directly employed labour, contractors and consultants to ensure that electrical service standards are maintained
2. The management of the electrical services work programmes in line with the requirements of the University of Essex LV policy. This includes carrying out the role of Technical Manager and Authorised Person (AP) for electrical systems.
3. Undertake the management of the Universities HV systems, working in co-ordination with the nominated HV assets support organisation, including entry requirements.
4. Develop the University's labour management system to ensure the efficient use of manpower and material resources within the electrical section.
5. Preparation of budgets, business cases and controlling of expenditure for electrical services work.
6. To provide leadership and guidance in the performance management of staff and monitor their activities efficiently and effectively. In particular that the services provided offer value for money.
7. Design and execute small schemes using contract or direct labour, ensuring that work is

8. completed on time and to budget.  
Managing projects and technical design of building electrical services.
9. Manage and ensure the efficient operation and maintenance of building service schemes with particular focus on electrical system.
10. Advising on modifications and improvements to building electrical services systems.
11. Working with the Electrical Supervisor in the delivery of planned maintenance and reactive maintenance programme, and monitoring of workshop effectiveness against the Universities Key Performance indicators.
12. Ensuring compliance with all statutory regulations related to the electrical systems including working with the University Compliance Officer.
13. Liaise with HR to ensure all working practises or employee agreements/contracts comply with current regulations.
14. Ensure compliance with the Health and Safety at Work Act, particularly with regard to artisan staff and workshops.
15. Working with the Maintenance Contracts Manager to ensure that contracts meet the contractual requirements and financial regulations of the University of Essex.
16. Liaising with other section heads and users of facilities to ensure the efficient operation and maintenance of buildings.
17. Liaising with external consultants on major new build schemes to establish connection points and routes for service supplies.
18. Attend any training courses that are deemed to be necessary to enable a satisfactory level of technical and managerial expertise to be maintained.
19. Represent the Maintenance Section on Building Services related issues covering both electrical and mechanical elements, where appropriate.
20. Act as Duty Manager, this includes being on a rota to attend emergency situations that cannot be resolved by the Duty Engineer.
21. Provide out of hours electrical AP cover as part of a rota.
22. The Senior management Team within Maintenance and Capital Development operates an on call/duty rosta scheme whereby senior managers provide support to maintenance staff involved in "out of hours" work. This cover can involve:- The rosta system Participate in the Estates Office's 24-hour emergency service provision,
  - Taking full managerial responsibility for maintenance of the estate during periods of on-call cover (implementing escalation procedures and liaising with senior University staff during emergencies).
  - Being available out of hours for advice that may require on occasion attendance on site.
  - To carry out such other duties as are required by the Director of Maintenance and Capital Development.
  - To adhere to University and Estates Office Policies & Procedures

The current Senior Management on call/duty rosta scheme operates such that senior staff provide 7 days cover 1 week in 10.
23. Any other duties as may be assigned from time to time by the Director of Estate Management or their nominee.

This job description is not intended to provide rigid demarcation lines. It is the duty of all members of the Estate Management Section to strive towards creating harmonious, professional working relationships which are necessary for the efficient running of the section.

The section aims towards maintaining the goodwill and confidence of University staff, the students and the general public. To assist in achieving this objective it is essential that, at all times, employees carry out their duties in a courteous, sympathetic manner liaising fully with all relevant parties.

***These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.***

**Terms of Appointment:**

For a full description of the terms of appointment for this post please visit our [website](#).

### PERSON SPECIFICATION

**JOB TITLE:** Technical Manager (Electrical)

**POST REF:** REQ07593

Qualifications /Training	Essential	Desirable
▪ Completed a recognised C&G to the current BS 7671 18th Edition	X	
▪ Professionally qualified in engineering and hold corporate membership of either the Chartered Institution of Building Services Engineers or the Institution of Electrical Engineers	X	
▪ Working knowledge of mechanical systems/BMS	X	
▪ AP ticket for LV or HV electrical systems	X	
▪ Degree in electrical or mechanical building services		X
▪ Project Management qualification such as PRINCE 2 or APM		X

Experience/Knowledge	Essential	Desirable
▪ Experience in the design and maintenance of electrical services in a large building complex	X	
▪ Experience in, and committed to, the cost-effective deployment of a direct labour force and be able to manage projects through the use of consultants and outside contractors	X	
▪ A significant knowledge of the following systems and installations: 400v installation, 230v installation, lift operations and maintenance, emergency diesel generators	X	
▪ A working knowledge of LV/HV electrical systems, substation and switchgear	X	
▪ A working knowledge of the following systems and installations: boiler systems L.P. and H.P.H.W., air conditioning plant, refrigeration equipment, control systems, lift operations and maintenance, gas systems, legionella management.		X
▪ A working knowledge of photovoltaic systems		X
▪ A working knowledge of Trend BMS systems		X
▪ A good understanding on compliancy standards and requirements within the built estate with a particular focus on building services		X

Skills/Abilities	Essential	Desirable
▪ Able to organise and manage wide range of trades and skills	X	
▪ The ability to communicate with craft, academic and administrative staff	X	
▪ A good level of IT literacy	X	
▪ Good customer service skills	X	
▪ The ability to act with discretion and to maintain confidentiality	X	

Other	Essential	Desirable
▪▪ Ability to meet the requirements of UK 'right to work' legislation*	X	
▪ A positive outlook and a professional manner	X	
▪ A willingness to adopt and apply new methods of working	X	



▪ A flexible approach to working, including some evening and weekend cover	X	
▪ Hold a full, current UK valid driving licence		X

\* In accordance with Home Office guidance and the Asylum, Immigration and Nationality Act 2006 the University of Essex has a responsibility to ensure all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. For those who do not have a right to work in the UK, the University is a UKVI licensed sponsor and may be able to provide sponsorship to successful candidates who are offered skilled roles and meet the eligibility criteria. Further information about UK immigration requirements and working in the UK can be found on the Home Office website [www.gov.uk/skilled-worker-visa](http://www.gov.uk/skilled-worker-visa)

## ADDITIONAL INFORMATION

### Department

You can find more information about the section on our website:  
<https://www.essex.ac.uk/staff/building-and-maintenance-services>

### General information

Informal enquiries may be made to Anne-Marie Boot, PA/Secretary to the Director of Estate Management (email: [alovell@essex.ac.uk](mailto:alovell@essex.ac.uk)). However, all applications must be made online.

**At the time of a job offer, the possibility of hybrid working, will be discussed and considered on an individual basis, but you will be required to be based within the UK.**

### Our Strategy

Please find a link to the University of Essex Strategy webpages below:  
<https://www.essex.ac.uk/about/university-strategy>

### Pay and benefits

We advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The university salary structure includes automatic pay progression within the published grades, subject to service and performance. In addition to this, there are performance related annual pay review schemes in place.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development
- Family friendly policies
- On campus childcare facilities, for more information visit [www.wivenhoeparkdaynursery.co.uk](http://www.wivenhoeparkdaynursery.co.uk)
- Relocation support package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension and bicycle schemes)

### Staff communities, networks and forums

We are proud to have a number of [staff Networks](#) including: [Access Forum](#), [Black Asian and Minority Ethnic community Staff Forum](#), [Essex Women's Network](#), [Global Forum](#), [LGBTQ+ and Allies Community](#) and [Parent's Support Network](#).

Our Colchester campus based [Faith Centre](#) hosts regular services, meetings and events organised by our chaplains and faith representatives.

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