

About King's

Please see the link below for supporting information for prospective applicants. This also includes some background information about the university including rankings, research outputs, King's Health Partner Trusts and our current fundraising initiative. <http://www.kcl.ac.uk/aboutkings/index.aspx>

Job description

Post title	Team Leader
Department/Division	Estates & Facilities
Faculty	Asset maintenance
Grade/salary	Grade 6, £32,958- £39,324 per annum plus 5% on call plus £2,623 London Weighting Allowance per annum
Hours of work	Full time (35 hours per week)
Period of appointment	Indefinite Contract
Responsible to	Maintenance Manager - Central Team
Responsible for	Senior Maintenance Technicians, Maintenance Technicians and Maintenance Assistants
Campus	Guy's / All

Role purpose

Responsible for a Directly Employed Labour (DEL) team in the provision of Hard Services planned preventative and reactive maintenance throughout designated College buildings, ensuring adherence to operational, regulatory and College compliance requirements.

The role is critical to maintaining College functions, and it will lead a specialist team of operational maintenance technicians focussing upon critical, essential, Statutory and Non-essential systems and asset operational maintenance.

The Maintenance team (of which the Team Leader is the Supervisor) will have responsibility for the operational performance and safety of their buildings at all times, and will have responsibility for liaising with specialist sub contractors and other building dedicated engineers to maintain high quality service delivery and maximum system uptime.

The Team Leader will be the custodian of all building services at all times and will be the main on site control function for Permits to Work and access to the site.

The Team Leader will have the responsibility for the operational performance and safety of the building at all times, and will be responsible (via liaison with the Maintenance Manager – Contracted Services) for specialist sub contractors, and other building dedicated engineers to maintain high quality service delivery.

Role profile

- Develop a complete familiarity with the operation and recovery of all business critical systems within their building portfolio.
- Carry out the planned preventative maintenance programme and ensure compliance with all relevant guidelines, statutory acts and regulations and ensure relevant feedback of compliance issues and actions are shared with relevant teams e.g. Sustainability Team. Update site-specific work schedules and re-programme regularly
- Take specific responsibility for the maintenance and operation of the sites critical, electrical and HVAC services.
- Maintain a Safe Systems of Work process and periodically update as may be required.
- Manage and conduct fault finding across all engineering infrastructures.
- Conduct statutory system and asset testing and report accordingly.
- Deal responsibly with emergencies and breakdowns.
- Attendance may also be required occasionally outside normal hours to deal with certain maintenance procedures and specialist critical system contractors.
- Deliver and comply with all Statutory, Company and Client specific environmental, health, safety and quality standards applicable to the College environment.
- You will be expected to deliver a high level of Customer focused service and participate in additional training as and when required (Fit for King's, environmental awareness etc.)
- Liaise with, monitor and control the activities of all outside contractors working on site
- Minimise the risk of plant failure and breakdown and promote a Reliability Centred and Conditioned based proactive maintenance process.
- Be responsible for and ensure the effectiveness of the team in terms of technical competency, HR, Safety and service delivery.
- Maintain OP's & EOP's and conduct test drills/ Scenario training on a monthly basis.
- Organise TBT's for the team to comply with required programme.

About the Department of Asset management

Asset Management – Determination and execution of Colleges Infrastructure and services strategy, ensuring that services provide value for money, whilst safeguarding the Colleges staff, students, and researchers, and ensuring that assets and facilities availability performance meets the demanding needs of the Colleges core business. Asset Management is also responsible for identifying and implementing strategies for managing the College’s use of energy and water, and reducing the College’s impact on the environment in accordance with the ISO14001 Environmental Management System (EMS).



Person specification

Eligibility to work in the United Kingdom

This post does not qualify for a Certificate of Sponsorship under Home Office regulations therefore the university will not be able to offer sponsorship for this role.

Criteria	Essential	Desirable	How identified and assessed*
*For 'How identified and assessed' use: AP - application, AS - assessment, I - interview, P - presentation, R - references			
Education / qualification and training			
Certified Mechanical, Electrical, or HVAC Craft Apprenticeship. AND/OR Minimum City & Guilds certificate/s within an appropriate engineering discipline.	✓		AP, AS
17 th Edition of the IEE wiring regulations BS7671 (if electrical)	✓		AP
ONC in an Engineering discipline		✓	AP
Electrical Testing BS2391		✓	AP
IOSH Managing Safely	✓		AP
Grades A –C In English and Maths at GCSE (or equivalent) Level	✓		AP, AS
Human Factors training course		✓	AP, I
Knowledge / skills			
Have good understanding of Health & Safety issues	✓		AP, I
Basic Microsoft Office skills (Word, Excel and Outlook)	✓		AP, AS
IT literate	✓		AP, AS
Fully conversant with large complex multi functioning HVAC buildings		✓	AP, I, R
Knowledge and understanding of engineering operations within Critical Environments		✓	AP, I
Sound technical and environmental awareness		✓	AP, I
Large UPS >2MW (DRUPS/Static) and Standby generator systems >5MW		✓	AP, I
Complex Building Management Systems		✓	AP, I
> 4MW chilled & condenser water systems		✓	AP, I
Close Control Air-conditioning systems		✓	AP, I

Criteria	Essential	Desirable	How identified and assessed*
*For 'How identified and assessed' use: AP - application, AS - assessment, I - interview, P - presentation, R - references			
Air cooled chillers >1Mw		✓	AP, I
Load management and control systems		✓	AP, I
Energy Management systems		✓	AP, I
Critical System Environments		✓	AP, I
Permit to Work and Authorisation processes		✓	AP, I
Previous supervisory experience would be a distinct advantage		✓	AP, I
BMS and Control wiring installations		✓	AP, I
Good communicator	✓		AP, I
Be able to motivate others within the Team	✓		AP, I
Must be able to work on your own initiative as well as within a team	✓		AP, I
Good networking skills	✓		AP, I
Experience			
Extensive post apprenticeship/qualification experience	✓		AP, I, R
Previous "first line" Supervision	✓		AP, I, R
Experience of working with Electronic CAFM system	✓		AP, I, R
Personal characteristics/other requirements			
Desire the opportunity to work towards career enhancing opportunities by demonstrating self-motivational skills and the ability to manage a team	✓		AP, I
Self-focused, motivated and willingness to provide excellent customer service via proactive and innovative working practices	✓		AP, I
Demonstrates desire and willingness to undergo training as required	✓		AP, I
Be able to delivery personal engineering work and provide Supervision to others at the same time	✓		AP, I
Achieving Excellence - Gets the job done to a high standard	✓		AP, I
Inspiring - Displays self-belief	✓		AP, I
Building Understanding and Trust – Seeks to understand the views of others	✓		AP, I

Criteria	Essential	Desirable	How identified and assessed*
*For 'How identified and assessed' use: AP - application, AS - assessment, I - interview, P - presentation, R - references			
Understanding Issues – Breaks down problems	✓		AP, I
Finding Solutions – Provides a solution	✓		
Collaborating for Success – Works collaboratively	✓		
Communicating – Communicates clearly	✓		
Cross-boundary working (internal & external)	✓		
Excellent collaboration and influencing skills	✓		
Role specific requirements			
Disclosure & Barring Service – Enhanced Certificate	✓		AP
Compliance with College administrative procedures	✓		AP, I
Proven application of programme management techniques	✓		AP, I
Experience in being part of multi-functional teams	✓		AP, I
Ability to build strong trusting relationships with colleagues	✓		AP, I
Delivery of programmes and contracts within cost parameters	✓		AP, I
Contribute to business continuity	✓		AP, I
Maintaining adequate records and databases for all actions	✓		AP, I
Reporting building engineering vital statistics	✓		AP, I

Disclosure and Barring Service Clearance (DBS formerly CRB)

This position is exempt from the Rehabilitation of Offenders Act (1974). As such, shortlisted candidates will be required to declare full details of any criminal background, regardless of whether the conviction is spent, and the university will be required to apply for an enhanced disclosure (a criminal records check) from the Disclosure & Barring Service in relation to the successful candidate.

Level of DBS Clearance required - indicate all applicable aspects:			
Carrying out regulated activities ¹ :	Yes / No	No Regulated Activity but contact with vulnerable groups ² :	Yes / No
No Regulated Activity but deemed a position of trust ³ :	Yes / No	Situated in a Regulated Environment ie. NHS premises ⁴ :	Yes / No

1. The scope of Regulated Activity for work with children and young people is defined under the age of 18 years old. An adult is not considered to be vulnerable due to any personal characteristic; however, an adult may be regarded as vulnerable due to particular circumstances at a particular time, for example when they are receiving treatment in a hospital.
2. Contact with vulnerable groups must meet the frequency threshold of 4 days in a 30 day period.
3. A position of trust is any post that requires authorisation for restricted access to confidential data (not including anonymised patient data), premises or currency.
4. KCL buildings do not qualify as regulated environments and only our partner NHS Trust sites qualify as regulated environments.

Further information about the Disclosure scheme can be found at: www.gov.uk/dbs

A criminal record will only be taken into account for recruitment purposes, where the conviction is relevant to the position being applied for, and whether this is the case, will not necessarily bar candidates from employment. Any decision will depend on the precise nature of the work, the circumstances and background to the offence(s). The same procedure will be followed for university staff applying internally for a vacancy.

Occupational Health Clearance

(OH required for the post) This appointment is subject to Occupational Health clearance. The successful applicant will be sent an Occupational Health Questionnaire along with their contract of employment. When the Occupational Health Department at King's College Hospital have evaluated the questionnaire and declared that they are fit for appointment, your appointment start date will be formally confirmed.

Specific aspects - indicate frequency D (daily), W (weekly), M (monthly) where applicable:

Intensive Display Screen Equipment work (eg data entry or digital microscopy) ¹ :	D	Direct patient contact involving exposure prone procedures (EPP) ² :	N/A
Heavy manual handling ¹ :	W	Direct patient contact, no EPP ²	N/A
Highly repetitive tasks (eg pipetting or re-shelving books) ¹ :	N/A	Work with patient specimens (eg blood or tissue samples) ² :	N/A
Shift work, night work or call-out duties ² :	M	Work with GM organisms or biological agents that may pose a hazard to human health ² :	N/A
Work involving risk of exposure to environmental or human pathogens (eg in waste streams or soils) ²	N/A	Hazards which require health surveillance eg respiratory sensitisers (allergens, substances with risk phrase R42, wood dust etc) or loud noise ²	M
Driving vehicles on university business ² :	N/A	Food handling or preparation ² :	N/A
Work at height (eg ladders, scaffolds etc) ¹	W	Work in confined spaces (eg sump rooms, etc) ¹	M

1. These hazards do not require health assessment but may require advice from OH if a successful candidate declares a disability or health condition in the Health & Capability Declaration.

2. These hazards automatically require the successful candidate to undergo employment health assessment to identify any necessary health surveillance, recommended vaccinations or other risk control measures. The Occupational Health option must be checked on the SRAF or the Employment Checks page in the e-Recruitment system.

Summary of Terms and Conditions of Service

This appointment is made under the King's College London Terms and Conditions of Service for Professional Services staff a copy of which is available from the Recruitment Team upon request.

Probation

Six Months

Annual leave

27 working days per annum pro rata (please note the annual leave year runs from January-December) bank holidays and customary closure days in are in addition to the annual leave entitlement. Staff receive four additional customary closure days in December. Notification as to how these days are taken is circulated at the start of the academic year.

Superannuation

This appointment is superannuable under the USS www.uss.co.uk (applicable for Grades 6 to 8) pension scheme. In accordance with recent legislation, we automatically enrol our staff in a pension scheme if they meet certain age and earning criteria. This is known as auto-enrolment. The university collects pension contributions via a salary sacrifice method called *Pensions Plus*. These deductions are made before the calculation of tax and national insurance is calculated; therefore reducing the amount you pay.

Staff already superannuated under the NHS Superannuation Scheme may opt to remain in that scheme provided an application to do so is received by the NHS scheme trustees within three months of appointment to King's College London. Please note that NHS Superannuation Scheme: Medical Schools are classed as "Direction Employers" and some benefits of the NHS Scheme are not available to Direction members.

Alternatively staff may opt to take out a personal pension. Please note that the university does not provide an employer's contribution towards a private pension plan.

Staff benefits

King's College London offers a wide range of staff benefits. For the full comprehensive list of staff benefits please refer to our website:

www.kcl.ac.uk/hr/staffbenefits

Applying for the post

At the bottom of the HireWire advert you will be directed to download and complete the required application form. Please then upload your application form via your profile into the HireWire system.

We will not accept curriculum vitae in isolation and you must complete the required application form for your application to be considered.

Applicants with disabilities

King's College London is keen to increase the number of disabled people it employs. We therefore encourage applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application please contact the Recruitment Coordinator responsible for the administration of the post on recruitmentteam1@kcl.ac.uk

Applications must be made electronically in Word or PDF format.

Please ensure you quote reference number **SRAFo00315** on all correspondence.

Informal enquiries may be made to:

Andrew Bliss
Maintenance Manager, Central Team.

Estates & Facilities
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Guy's Campus
3rd Floor, Doyle's House, London, SE1 1UL
Tel: 0207 848 8855
Mobile: 07785 714886
Email: Andrew.Bliss@kcl.ac.uk

Closing Date: ASAP

Interview Date: ASAP