



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Maintenance Coordinator, Facilities Directorate**



**Salary: Grade 5 (£22,659 – £22,243 p.a.)**

**Reference: FDEST1137**

**Interview date: 10 July 2019**

## Estate Services, Facilities Directorate

**Do you have strong organisation skills with the ability to plan and organise your own, and others workloads? Do you have experience of successfully leading and managing others in a maintenance environment? Are you able to build and maintain effective working relationships?**

You will be a highly motivated individual with a passion to provide an efficient and effective maintenance services across a diverse campus. You will be responsible for the day to day supervision of a team of Maintenance Assistant within the Facilities Directorate. Joining a busy and growing team you will be a key part of a team making sure that the external estate is attractive, well maintained and reflects well on the University.

You will have proven experience of working in a grounds maintenance or external facilities support environment with the ability to manage competing demands to provide a responsive high quality service. You will possess good communication and interpersonal skills and have the ability to plan, prioritise and supervise the team's workload. You will be able to undertake significant levels of manual handling and be able to work outdoors in all weather conditions.

Grounds and Gardens staff are required to provide a flexible service, working as necessary to meet the needs of the business, this would normally equate to a 35 hour working week, 5 days over 7. Your normal working times will be 8am to 3.30pm Monday to Friday; however flexibility is particularly required due to seasonal variations, customer requirements and University events e.g. open days, large conferences and degree ceremonies.

### What does the role entail?

As a Maintenance Coordinator your main duties will include.

- Planning, programming and scheduling day to day work including working with other Grounds and Gardens colleagues to flexibly allocate resources to meet customer needs and deliver to expected high standards;
- Liaising with colleagues and customers to provide information and an excellent customer experience





- Overseeing day to day maintenance, allocation, operation and security of machinery, tools and equipment, ensuring resources are allocated appropriately;
- Ensuring the University Health and Safety policies and procedures are adhered to for yourself, the team and other persons at all times;
- Working with clients and contractors to provide advice and guidance in relation to requests, estimating costs and specifications for work requests and overseeing the work of external contractors as required;
- Responsibility for continual service improvement and support in developing the Grounds and Gardens services;
- Provide cover for other managers within the Grounds & Gardens Team;
- Leading team members in the delivery of a professional service, ensuring a courteous and proactive customer focused approach is adopted.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As a Maintenance Coordinator you will have:

- A full current driving licence and the ability to drive vehicles in a safe manner;
- Experience of successfully managing a team;
- Experience of using systems in the working environment to plan and prioritise work, as well as competence with using standard IT systems;
- A customer focused approach, with experience of providing a high quality service to a diverse range of customers, preferably within a multi-site environment;
- An ability to plan and prioritise your own work and that of others to meet deadlines and expected levels of service;
- Excellent interpersonal skills with the ability to build, maintain, and develop, effective working relationships within a team;
- An ability to effectively provide solutions, assessing a range of options and using own initiative to reach positive outcomes;
- The physical ability to undertake significant levels of manual handling and ability to work outdoors in all weather conditions;



- A flexible approach to all tasks, and the ability to attend essential out of hours work related activities, as and when required.

You may also have:

- An interest or professional qualification in horticulture;
- NVQ level 3 or equivalent in a relevant field;
- Pesticide application qualifications PA1 and PA6A;
- Awareness of basic mechanisms in relation to mowing machines.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised [closing date](#).

## Contact information

To explore the post further or for any queries you may have, please contact:

**James Wright, Grounds and Gardens Team Leader**

Tel: +44 (0)113 343 5981

Email: [j.r.wright@leeds.ac.uk](mailto:j.r.wright@leeds.ac.uk)

## Additional information

### Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).



## Criminal record information

### Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

