



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Deputy Maintenance Contracts Manager, Facilities Directorate



Salary: Grade-6 (£27,025- £32,236 p.a.)

Reference: FDEST1155

Closing date: 29 November 2019

This post is only open to current employees of the University

Deputy Maintenance Contracts Manager (Life safety and Access control systems)

Facilities Directorate

Are you a highly motivated qualified electrical professional? Do you have the drive to manage a diverse professional team and specialist contractors? Do you have excellent problem solving skills and a logical approach? Do you have excellent communication and organisational skills to deliver a first class service to clients?

You will be leading a professional team and specialist contractors in achieving set pre-planned maintenance (PPM) and reactive repairs to life safety critical systems (fire alarm and emergency lighting) and access control systems.

You will collaborate with the asset management team to update compliance activities including change management of assets information (drawings, etc.) for active emergency/ life safety services and will work closely with the CAD team.

You will support various stakeholders across Estates Services and the wider Facilities Directorate to ensure compliance and safety in the workplace. You will report to the Maintenance Contracts Manager where you will be a central point of contact to ensure compliance is in line with statutory procedures, legislation and guidelines.

Your daily interaction with our internal customers and contractors means you'll be the 'face' of the compliance team/ contractors. Excellent customer service, management and technical skills, and a passion for continuous improvement are all essential requirements of the role.

What does the role entail?

As a Deputy Maintenance Contracts Manager, your main duties will include:

- Leading and managing staff and contractors to deliver works that are planned, programmed, and scheduled in line with client needs;
- Ensuring all remedial works are completed and all certification are issued within agreed SLAs/ contractual obligations to the correct standard and the asset records are updated;



- Undertaking pre/ post inspection works to monitor quality, liaising with client/ departments across the campus to provide technical support and complying with all relevant statutory procedures, legislation and guidelines;
- Updating relevant computer aided management (CAFM) systems when allocating work, ensuring the system information is up to date and reporting is timely and accurate;
- Ensuring that all health and safety checks are carried out regularly and recorded appropriately in line with legislation, policy, and procedures;
- Responsibility for effectively managing staff, including monitoring performance and sickness, as well as proactively assessing training and development needs;
- Supporting building projects where modifications or upgrades to operational fire alarm, emergency lighting and access control systems are necessary;
- Assisting in management of the major fire precaution programme and fire risk assessment remedial actions raised within the compliance database;
- Carrying out quality control and safety auditing to ensure staff/ contractors are working in accordance with agreed SSOW, RAMS and are adhering to University policies and procedures;

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 Deputy Maintenance Contracts Manager, you will have:

- A recognised Electrical trade qualification with City & Guilds Level 3 NVQ qualification (or equivalent) as a minimum;
- Comprehensive knowledge of the various aspects and maintenance requirements of electrical systems, fire alarm systems (including linked services), emergency lighting systems and access control systems within a large, complex organisation;
- In-depth knowledge of BS 7671 (18th Edition or later), BS5839 (2017 or later) and BS5266 (2016 or later) and applications/ implications to safety compliances;
- Experience in managing and motivating a team of trade staff and specialist contractors, ensuring work is allocated accordingly and performance is monitored on a regular basis;



- Up-to-date knowledge of the 'Electricity at Work Regulations' and 'Permit to Work' systems, along with an understanding of how these affect your works, roles and responsibilities;
- Excellent organisational skills with an ability to prioritise, plan and organise own and others' workloads effectively to achieve objectives;
- Ability to build, maintain and develop effective working relationships within the team, stakeholders, clients & service providers (contractors);
- A full current valid driving licence and the ability to drive vehicles in a safe manner;
- Excellent verbal and written communications skills with experience of writing reports and completing compliance documentation;
- Good level of IT literacy with ability to use Microsoft office, bespoke software, web-based databases and CAFM.

You may also have:

- Professional membership of IET/CIBSE/BIFM or equivalent.
- Experience of working to service level agreements;
- Knowledge of SFG20 compliance guidance for electrical, fire alarm, emergency lighting, access control, systems;
- Knowledge of fire protection/ safety systems and various indirect fire detection technologies;
- Knowledge of access control systems and critical message networking for fire alarm and emergency lighting systems.

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: Tawfiq Wahab, email- T.Wahab@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.

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.

