



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Building Technical Officer, Facilities Directorate



Salary: Grade 7 - £33,797– £40,322 p.a.

Reference: FDFAC1037

Closing date: 31st March 2020

Building Technical Officer

Facilities Directorate

Are you a Building Services professional looking for a new challenge? Do you have extensive experience of working on live sites? Are you looking to work within a large and diverse estate portfolio across a world leading University campus?

The University of Leeds has a large and diverse estate portfolio incorporating academic space and residential property. Estate Services are part of the University's Facilities Directorate and are committed to providing first class facilities and fit for purpose high quality buildings across the University's physical environment.

We are seeking to appoint a Building Technical Officer to join the team and provide effective direction and management of contractors involved in the repair, maintenance and improvement of the Estate. You will manage dedicated contracts and undertake bespoke refurbishment works assigned by the Team Leader across the whole University property portfolio which includes complex academic and residential buildings.

You will be educated to a HNC/HND level in a Building discipline or hold an equivalent qualification and have significant experience in the production of contract specifications and associated tender documentation to procure specific projects works and FM services. You will be pivotal in ensuring that the University's mandatory and statutory compliance obligations are achieved in your defined area of responsibility.

You will possess excellent communication and interpersonal skills and have the ability to interact with people at all levels and establish and maintain effective working relationships. Working as part of a team you will have excellent organisation skills and the ability to prioritise competing demands and meet strict deadlines.

What does the role entail?

As a Building Technical Officer, your main duties will include:

- Managing dedicated service contracts assigned by the Team Leader across the whole University property portfolio. Providing technical assistance to other sections within the Development Section, including other parts of the Facilities Directorate;



- Maintaining and applying a sound knowledge of Health and Safety management, British Standards, Statutory Regulations, and the relevant Codes of practice relating to Building. Ensuring that statutory requirements and safety standards are observed by both the directly employed labour force and the contractor's staff;
- Investigating and preparing reports and record keeping in respect of building defects and recommend remedial action;
- Effectively managing contractors and directly employed staff engaged in the maintenance and operation of building services across the estate;
- Ensuring that quality and performance standards are achieved and apply innovative solutions to realise continuous improvement of service delivery;
- Preparing contract documentation for use in either contract maintenance or minor improvement and replacement contracts in accordance with the University policy;
- Ensuring that service defects are rectified speedily and that the work is executed in accordance with the agreed service level agreements and in the most economical manner ensuring Value For Money;
- Managing contractors employed in contract maintenance and or minor improvement works, using standard forms of contract and associated certification. Ensuring contractors are engaged in accordance with the University procurement procedures and financial regulations;
- Providing condition survey reports and cost estimates to assist in preparing the Maintenance and Operations Sectional backlog maintenance programmes/plans. Provide information and contribute in the ongoing updating of both our Asset and Building Stock Condition data bases;
- Ensuring that allocated budgets are effectively managed and that contracts are continuously monitored in respect of expenditure;
- Liaising with University departments on maintenance issues, including service interruptions and progression of work. Ensure that effective communication is maintained with both internal and external clients and that the highest standard of customer care is provided at all times;
- Liaising with other sections of the Facilities Directorate and attend appropriate meetings as required by the Team Leader;
- Attending training courses as recommended by the Team Leader
- Providing cover for staff in a 'support role' on specific contracts and within the Development Section as required;
- Ensuring strict adherence to the University's Health and Safety policies procedures, safe systems of work and statutory regulations. To ensure that



contractors are managed effectively in the delivery of safe working practices and to actively promote the profile of health and safety in all work activities undertaken;

- Representing the section in both pre and post tender meetings to positively influence the work of the design team on capital and major refurbishment projects in terms of best practice, material and component performance, commissioning and whole life costings. Providing technical feedback to the post contract review process;
- Acting as Authorised Person (AP) on a range of responsibilities commensurate with experience and training;
- Undertaking any other reasonable duties considered appropriate to the grade, from time to time, as directed;
- Undertaking the role in line with Estate Services and University values and standards;
- This post may also involve planned and emergency out-of-hours work.

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 Building Technical Officer you will have:

- A HNC/HND level or equivalent in a building discipline;
- Significant relevant experience in design and/or maintenance of modern and historic buildings;
- Experience of managing term contracts and managing hard Facilities Management (FM) services. Experience of using standard forms of contract for the procurement and management of small projects and service/FM contracts;
- Experience of Contract Management and Construction Design and Management Regulations (CDM);
- Proven technical knowledge and experience of managing one or more of the following types of building works contracts, (JCT) ensuring compliance with current statutory / mandatory client obligations;
- Experience of carrying out technical evaluation, problem solving and producing detailed technical reports including experience of specification writing and preparation of documentation for contract tendering purposes;
- Team working skills and the ability to contribute effectively and relate to the team working environment, whilst able to work on own initiative and as part of a self-managing multi-disciplinary team;



- Strong interpersonal skills with an ability to interact with people at all levels, internally and externally and develop effective working relationships;
- Demonstrate a professional approach in all aspects of the role and a commitment to a high level of customer service at all times in line with the University's values;
- Commitment to continued personal and professional development and a willingness to undergo further training as deemed necessary.

You may also have:

- A Degree in Building Surveying or a Construction based degree;
- Experience of Asset Management Systems (CAFM);
- Good working knowledge of the Planning and Building Regulations;
- Previous experience of undertaking the role of authorised person (AP) and utilising 'safe systems of work'.

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:

Edward Batty, Team Leader

Tel: +44 (0)113 343 36820

Email: E.S.Batty@leeds.ac.uk

Additional information

Working at Leeds

You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area in our [Working at Leeds](#) information.



Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our [Accessibility](#) information 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.

