



UNIVERSITY OF LEEDS

**Facilities Directorate
Estate Services**

Electrical Services Design Engineer

Internal only: this job is open to University of Leeds employees only

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

We are seeking to appoint an Electrical Services Design Engineer to join our Project Team to carry out feasibility, design, specification, tendering, cost control and site monitoring of electrical projects and installations in a 'live' campus environment.

You will be educated to a minimum of HNC Level in Electrical Engineering Services or equivalent and have working knowledge of BS 7671 (latest edition - IET) for electrical installations. You will also have experience of working on projects through all stages from inception to completion and have working knowledge of electrical systems and installations. Membership of Chartered Institution of Building Services Engineers (CIBSE) or other relevant professional organisation would be an advantage.

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. Using excellent organisation skills, you will have the ability to prioritise competing demands and meet strict deadlines. You will also be self-motivated and proactive and have the ability to work independently as well as within a team or group.

University Grade 7 (£31,342 - £37,394 p.a.)

Informal enquiries may be made to Peter Preston, Head of Projects, tel +44 (0)113 343 3414 or email p.i.preston@leeds.ac.uk

Closing Date: 3 December 2014

Ref: FDEST1004

Click here for further information about working at the University of Leeds
www.leeds.ac.uk/info/20025/universityjobs

Job Description

Responsible to: Head of Projects

Summary of Job

The main purpose of the role is to carry out feasibility, design, specification, tendering, cost control and site monitoring of electrical projects and installations in a 'live' campus environment.

Main Duties and Responsibilities:

- Carrying out surveys and preparing reports on existing services and installations. Inspecting and reporting on electrical building service installations for small and medium-sized schemes
- Reviewing as-installed documentation and preparing feasibilities, specifications, designs, drawings and tender documentation (using AutoCAD); lighting and cable calculations (using Relux/Dialux/Bentley Hevacomp, Amtech, etc.), all in accordance with set procedures
- Co-ordination and monitoring of contractors carrying out electrical installation works in line with set procedures
- Reviewing and commenting on risk assessments and method statements
- Monitoring of contracts for compliance with standards, materials, timescales and budgets. Carrying out site inspections, instructing variations and certificating payments
- Witness testing of installations and checking completed O&M manuals in accordance with set procedures. Checking of submitted "as-fitted" drawings and electrical test certificates and timely provision of information for the updating of asset records
- Evaluating and reporting on tenders. Ensuring effective value and cost management of all electrical services projects under your control. Ensure that the project leader is notified of any financial or time issues at the earliest possible time and that the Head of Projects is kept informed on all relevant matters
- Raising of orders for work in accordance with set procedures
- Preparing information and reports on projects you are responsible for and attending appropriate meetings as required, including committee and/or group meetings to represent the Design Office to other departments and/or groups within the University. Ensuring that relevant staff, clients and the Head of Projects is kept informed of the various proposals and schemes
- Liaising with outside bodies and other members of the University, including health and safety, fire safety, maintenance, energy, environmental teams, etc. on projects and schemes
- Where appropriate, lead, co-ordinate and take responsibility for the electrical engineering, design and services of projects. This will include the co-ordination and direction of staff where applicable
- To be aware of Health and Safety issues and to take reasonable precautions to ensure the health and safety of yourself and other persons at all times
- Undertake the role in line with Estate Services and University values and standards

- Accountability - The Electrical Services Designer is accountable to the Head of Projects for all professional aspects of his/her duties and for maintaining agreed standards of electrical building services installations
- This post may also involve planned and emergency out-of-hours working during disconnections, shutdowns, etc
- To undertake the role of Authorised Person (AP) in respect of low voltage systems under the direction of the University Authorising Engineer (AE) subject to the necessary training and familiarisation requirements
- Such other duties appropriate to the grade as may from time to time be assigned and/or as directed by the Head of Projects

Career Expectations

The University of Leeds is committed to developing its staff. All staff participates in the Staff Review and Development scheme and we continue to work with individuals supporting them to maximise their potential.

Progression to a higher grade is dependent on an individual taking on an increased level of responsibility. Vacancies that arise within the area or across the wider University are advertised on the HR website - <http://jobs.leeds.ac.uk> - to allow staff to apply for wider career development opportunities.

University Values

All staff are expected to operate in line with the university's values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the university's strategy and values is available at <http://www.leeds.ac.uk/comms/strategy/>

Person Specification

Essential

- Educated to a minimum of HNC Level in Electrical Engineering Services or equivalent
- Working knowledge of BS 7671 (latest edition - IET) for electrical installations
- Knowledge of approved codes of practice and CIBSE Regulations
- Knowledge of Health and Safety and CDM Regulations and asbestos legislation in buildings and construction works
- Experience of using AutoCAD (or other industry standard design and drawing software)
- Experience of working on projects through all stages from inception to completion, including renewals, extensions and refurbishments in diverse and complex estates
- Experience of working on a range of buildings, of varying age, condition, type and use
- Working knowledge of energy efficiency in relation to electrical systems
- Excellent written and verbal communication skills
- Good IT skills with experience of using MS Office and project management software
- Excellent organisational skills with an ability to prioritise competing demands and work under pressure to meet strict deadlines
- Strong interpersonal skills with an ability to interact with people at all levels, internally and externally and develop effective working relationships
- Ability to work pro-actively and use own initiative and judgement to make decisions
- Self-motivated with the ability to work independently as well as within a team or group
- A flexible and proactive approach to all tasks
- Team working skills and the ability to contribute effectively and relate to the team working environment
- Commitment to demonstrating behaviours in line with the values of Estates and the University of Leeds
- Demonstrate a professional approach in all aspects of the role and a commitment to a high level of customer service at all times
- Commitment to continued personal and professional development and a willingness to undergo further training as deemed necessary

Desirable

- Degree in Electrical Engineering Services
- Membership of CIBSE or other relevant professional organisation
- Experience of working in a large HE institution or other similar large and complex campus environment

- Familiarity with electronic tendering procedures
- Experience of undertaking the role and responsibilities of Authorised Person (AP) in respect of the management of low voltage electrical distribution systems

Additional Information

Details of the terms and conditions of employment for all staff at the University, including information on pensions and benefits, are available on the Human Resources web pages accessible at <http://hr.leeds.ac.uk/>

The Partnership

To be aware of and work in line with The Partnership working with students as members of a learning community to provide world class education and an excellent student experience. More information about the Partnership is available at <http://partnership.leeds.ac.uk>

Disclosure and Barring Service Checks-

A Disclosure and Barring Service (DBS) Check is not required for this position. However, applicants who have unspent convictions must indicate this in the 'other personal details' section of the application form and send details to the Recruitment Officer at disclosure@leeds.ac.uk.

Disabled Applicants

The post is located in the Estate Services Building. Disabled applicants wishing to review access to the building are invited to contact the department direct. Additional information may be sought from the Recruitment Officer, email disclosure@leeds.ac.uk or tel + 44 (0)113 343 1723.

Disabled applicants are not obliged to inform employers of their disability but will still be covered by the Equality Act once their disability becomes known.

Further information for applicants with disabilities, impairments or health conditions is available in the applicant guidance.