



Harris Manchester College

Clerk of Works

Further Particulars

Job Title:	Clerk of Works
Hours:	37.5 hours per week full-time.
Grade/Salary:	Grade 8. £42,149 - £50,296
Contract type:	Permanent
Responsible to:	The Bursar. Plus co-ordination with the Domestic Bursar, Director of Governance and Projects, and Heads of Department
Responsible for:	College Electrician and Maintenance Assistant

Harris Manchester College

Harris Manchester College is a college of the University of Oxford. Originally founded in Warrington as a dissenting academy in 1757, it came to Oxford in 1893, and became a college of the University in 1996, changing its name from Manchester College to Harris Manchester College at that time. It has a friendly, welcoming atmosphere and inclusive ethos, and strives for the highest standard of academic teaching, learning, and research while also seeking to be a fully supportive community for all its members. The College is unique in that it admits only mature students over the age of 21, which gives it a special place within the University. The College has approximately 245 undergraduate and postgraduate students combined, studying a wide range of subjects in the Humanities, Social Sciences, Engineering and Medical Sciences. There are 30 Fellows who comprise the Governing Body of the College. In addition there are further teaching and research staff, and support staff in a variety of professional, administrative, and domestic roles. Like all colleges of the university it is a self-governing institution. For further information please visit the college website at <http://www.hmc.ox.ac.uk>

Overview of the Post

The Clerk of Works is the head of the College's maintenance department and is responsible for the maintenance and upkeep of the College's estate. Reporting to the Bursar, the Clerk of Works will contribute to the development of the College's buildings strategy, and support the implementation of refurbishment plans and redevelopments of the College's residential and non-residential buildings. The post holder will be the College's key interface with a range of external consultants, advisers and contractors, and will be the internal College lead on any significant renovations and building projects.

The Clerk of Works will have responsibility for managing reactive maintenance and fabric repairs, and will have responsibility for Health & Safety within College in compliance with legislation and best practice.

Key Responsibilities

- **Buildings Strategy**

Taking responsibility for the College's buildings, assessing priorities and providing an overall strategy and rolling plan for maintenance (buildings and electrical services), upkeep and decoration.

Working in conjunction with the Bursar and the Director of Governance and Projects on the development and planning of larger scale renovation and building projects within the College, including those to make the College more accessible and more environmentally friendly.

- **Project Supervision**

Liaising with the College's appointed contractors and consultants to ensure that works and projects are carried out in a timely and cost-effective manner. Act as the internal College lead on any significant renovations and building projects.

- **Staff Management**

Management of the College maintenance team including organising and planning workloads and out of hours emergency cover in accordance with the needs of the College. Responsible for the professional development of maintenance staff.

Liaison with and supervision of contractors when they are working in College.

- **Reactive Maintenance**

Supervising the allocation of reported repairs/maintenance requests to the College maintenance team, assigning priority to those jobs.

Undertaking regular site inspections of all College premises. Costing, planning, and overseeing execution of repairs and maintenance.

- **Preventative Maintenance**

Overseeing scheduled inspection and testing programmes (using both in-house staff and external contractors) for services and systems, including boilers, electrical systems and appliances, pumps

and drainage, air conditioning and refrigeration, safety equipment, kitchen equipment, lifts, etc. Maintaining up-to-date records of all inspection and testing programmes.

- **Health and Safety**

In conjunction with the Bursar, take responsibility for College's Health and Safety compliance. This includes the updating and development of risk assessments, asbestos register, water hygiene and legionella monitoring, gas safety certification, PAT testing, periodic electrical testing, and COSHH requirements.

- **Fire Safety**

Ensuring regular inspection of fire-safety equipment, such as fire extinguishers and suppression systems; overseeing a programme of emergency light testing, fire-alarm testing, dry-riser testing, etc, and ensuring that up-to-date records of inspections are maintained.

Updating fire-risk assessments on an annual basis; developing and overseeing implementation of a continuing programme of works regarding fire safety arising from those risk assessments and the associated evacuation plans.

- **Energy and Environmental Management**

Working with the Bursar to monitor and improve the College's energy efficiency and leading on green initiatives within College.

Managing waste and recycling systems and collections; working with other department heads to reduce waste generated; ensuring hazardous and other waste is disposed of in accordance with current legislative requirements.

- **Financial Management**

Working with the Bursar and College Accountant on annual budget-setting for maintenance and capital works; authorising the expenditure and exercising of budgetary and financial control within the limits of the maintenance budget.

Other Duties

The post-holder may be required to undertake other duties at the direction of the Bursar.

Person Specification

Essential	Desirable
Qualifications:	
Applicable qualifications in engineering, project management, facilities management, and/or building construction	Recognised first aid qualifications
NEBOSH National Diploma in Occupational Health and Safety or equivalent	
Experience and knowledge:	

Experience of project co-ordination, and delivery of programmes of works to deadline and to budget	Experience of higher education (HE), HE buildings, in particular student accommodation, and legislation relating to HE buildings
Experience of negotiation of producing tender documentation, negotiating contracts, and procurement of equipment and supplies	
Experience of budgetary responsibility	
Experience of managing external contractors	
Experience of managing and developing teams	
A thorough understanding of building management processes and technical considerations	
Experience of working in or on historic buildings (including grade II listed buildings) and a general knowledge of listed building and conservation regulations and their applicability to projects undertaken at an Oxford College.	
Skills:	
Excellent communication skills (both written and verbal) and the ability to converse with people of varying levels of seniority and expertise	
Adaptability and flexibility to manage a variable workload, to prioritise and undertake tasks in a logical and methodical manner, and to work where necessary under pressure	

The Maintenance Team is expected to be available in the event of emergencies: consequently, applicants living in close proximity to or having easy access to central Oxford would be highly desirable

Appointment Procedure

To apply please submit a CV (maximum 3 sides of A4) and a covering letter which details how your skills, experience and qualifications meet the criteria for the post. Please also provide the details of two referees.

The above should be submitted by email to the Bursar, Peter Hyde – peter.hyde@hmc.ox.ac.uk by the application deadline of **Monday 18th July**.

Benefits and conditions

1. Salary in the range of £42,149 - £50,296 per annum (Grade 8)
2. Working hours are 37.5 hours per week, with standard hours being worked Monday to Friday. The post-holder will need to have a flexible approach to working hours during busy periods and occasional weekend working may be required for which time off in lieu will be granted.
3. Free meals when on duty
4. Pension: You will have the option of joining a contributory staff pension scheme (Pensions Trust).

5. Annual leave: 30 days plus bank holidays, normally to include the days when the College is closed at Christmas and Easter, the remainder to be taken at a mutually agreed time, but normally outside of term.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the College's data protection policy here [harris-manchester-college-policy-data-protectionpdf \(ox.ac.uk\)](https://www.harris-manchester-college-ox.ac.uk/policy-data-protectionpdf).

Equal Opportunity

Harris Manchester College is an Equal Opportunities Employer. Conduct against fellow employees and College members which is offensive, or detrimental to them on grounds of age, colour, disability, ethnic origin, marital status, nationality, national origin, parental status, race, religion or belief, gender, or sexual orientation will not be tolerated.

Right to work in the UK

The appointment will be subject to the satisfactory completion of provision of proof of the right to work in the UK