

Clerk of Works Further Particulars

Job Title:	Clerk of Works
Hours:	37.5 hours per week full-time.
Grade/Salary:	£44,414 - £52,841 (grade 8)
Contract type:	Permanent
Responsible to:	The Bursar Co-ordination with the Domestic Bursar, Director of Governance and Projects, and Heads of Department as required
Responsible for:	The College Maintenance Team

[Harris Manchester College](#)

Harris Manchester is a college of the University of Oxford, with a radical tradition which it continues in the present day. Originally founded in 1786 in Manchester as a dissenting academy, it came to Oxford in 1889, and became a college of the University in 1996, changing its name from Manchester College to Harris Manchester College at that time. From the start, the College was distinctive in offering higher education to those who were excluded from the established English universities (at that time restricted to Anglicans) or other dissenting academies (often restricted to members of a particular denomination). Women were admitted from 1876, with the result that it was uniquely coeducational on its arrival in Oxford.

The College continues its tradition of radical inclusion today through a unique mission: it is the only college in the University of Oxford dedicated exclusively to admitting and supporting mature students (aged 21 years or over) at both undergraduate and postgraduate level.

The College is committed to breaking down the barrier of age in higher education. It provides a friendly, welcoming atmosphere and inclusive ethos, and pursues the highest standard of academic teaching, learning, and research in an environment which is fully supportive of Fellows, staff and students

There are approximately 250 under-graduate and postgraduate students altogether, studying a wide range of subjects in the Humanities, Social Sciences, Engineering and Medical Sciences.

Like all colleges of the University, Harris Manchester is independent and self-governing under a Royal Charter. The Governing Body comprises the Principal and a number of Fellows, most of whom hold academic posts in the College or University.

Colleges of the University:

- select and admit undergraduate students, for whose tutorial teaching they are responsible, and select postgraduate students after they are admitted by the University;
- provide accommodation, meals, common rooms, libraries, sports and social facilities, and pastoral care for their students;
- employ academic postholders (often in a joint arrangement with the University) to undertake research and teaching;
- manage their own finances, estates and staffing operations as independent charities, while working in close collaboration with other colleges and the University.

This is an exciting time to join the College, which is currently updating its medium-term strategy, having reviewed and refined its goals and aspirations

The new Clerk of Works will have an opportunity to make a real difference to the College's immediate and long-term development and success.

For further information on Harris Manchester, 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 both proactive and reactive maintenance, and developing and implementing a preventive maintenance program for the College. They will also have responsibility for Health & Safety in compliance with legislation and best practice.

Key Responsibilities & Duties

Building Strategy

- Work with the Bursar and other stakeholders to develop, maintain and deliver a college building strategy to support the delivery of academic, research and other key objectives. This will form part of the broader college strategy.

Buildings Services

- Take overall responsibility for college building, including acting as the first point of contact for all matters relating to the college properties.

Proactive Maintenance

- Develop, maintain and deliver a rolling plan for maintenance (buildings and electrical services), upkeep and decoration.
- Oversee 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.
- Schedule and manage planned maintenance works to cause minimum possible disruption to ongoing college activities. This will include the annual electrical testing program.
- Undertake regular site inspections of all College premises. Costing, planning, and overseeing execution of repairs and maintenance.

Reactive maintenance

- Provide effective and timely solutions to maintenance issues as they arise, with the support of external suppliers and contractors when required.
- Develop and maintain a system for receipt, monitoring and handling of complaints and reports of problems from users of the college site(s).

Project Oversight

- Work in conjunction with the Bursar and other key stakeholders on the development and planning of larger scale renovation and building projects within the College.
- Provide advice and design input on minor works projects.
- Negotiate and liaise with external 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.
- Write, and be proficient in creating, technical reports in support of college building projects.
- Negotiate costs with outside contractors and thereafter programming and co-ordination new works.
- Coordinate, programme and arrange the movement of individuals within and from outside the college where required as part of a building-related project.

Staff Management

- Organise and plan workloads, including prioritising and assigning tasks to the college maintenance team along.

- Line manage the college maintenance Team. This will include:
 - Taking active steps to support professional development, and ensure adequate training is provided to unpin the delivery of duties and responsibilities.
 - Ensuring that all staff are given the opportunity to participate in an annual PDR discussion.
 - Monitoring individual/team performance and identify and effect any changes necessary.
- Establish and maintain good working relationships with key staff within the college and others on site, staff and colleagues in other colleges, and relevant University departments such as OUED, the Safety Office, Security Services.
- Liaise with and supervision of contractors when they are working in College, ensuring risk the necessary risk assessments are in place.
- Ensure there is out-of-hours emergency cover with respect to building maintenance and security in accordance with the needs of the College.

Health and Safety

- In conjunction with the Bursar and Domestic 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.
- Ensure 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.
- Update 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

- Take a proactive approach to encourage the efficient use of utilities - gas, water and electricity in college buildings. Act as the first point of contact for energy audits to reduce Co2 emissions in line with the sustainability target.
- Contribute to an ongoing program of work to make the College more accessible and more environmentally friendly. This will include being an active member of the college's sustainability group.
- Manage 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.

Security

- Ensure that the building is suitably secure at all times. Undertake to be the first point of contact for security services in the event of need, or ensure that this responsibility is effectively and suitably delegated.

- Maintain and secure a master set of keys for all locks on the college site(s).

Financial Management

- Work with the Bursar and College Accountant to develop and manage the annual budget for premises and maintenance operating costs.
- Assist with the annual budgeting exercise, considering both staff and building operating costs, as well as the funding required for planned maintenance and contract renewals.
- Work with the Accounts team to maintain expenditure records to enable financial accounts staff to recharge, where appropriate, the costs of consumables and services provided to specific groups and funders.
- On all occasions, proactively seek best value solutions for the College.

Other Duties

- Participate in working groups or committee relating to college buildings or operation of college site(s).
- The post-holder may be required to undertake other duties at the direction of the Bursar.

In execution of these roles and responsibilities the post holder will, at all times:

- Comply with College policies and local rules, including those relating to purchasing and financial procedure.
- Abide by local rules and codes of practice with regard to Health and Safety.
- Work with discretion and confidentiality when dealing with personal data or information.

Selection criteria

Essential selection criteria

Qualifications

1. Applicable qualifications in engineering, project management, facilities management, and/or building construction
2. NEBOSH National Diploma in Occupational Health and Safety or equivalent

Experience and Knowledge

3. Proven prior experience of a building management role
4. Experience of project co-ordination, and delivery of programmes of works to deadline and to budget
5. Experience of negotiation with external suppliers and contractors, producing tender documentation, and in the procurement of equipment and supplies
6. Experience of creating and managing budgets effectively
7. 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

8. Excellent team management skills, including experience of dealing with personnel matters and issues within a team
9. Ability to communicate effectively, both orally and in writing, and to engage appropriately with staff across a range of levels and with tact and diplomacy
10. Proactive and flexible approach, along with strong organizational and problem solving skills and the ability to work under pressure

Desirable selection criteria

1. Membership of a facilities management professional body e.g. CIBSE or equivalent.
2. Recognised first aid qualification
3. Experience of higher education (HE), HE buildings, in particular student accommodation, and legislation relating to HE buildings

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 kate.wilson@hmc.ox.ac.uk by 12 noon on the application deadline of **close of business Monday 3rd July**.

Benefits and conditions

1. Salary in the range of £44,414 - £52,841 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 \(ox.ac.uk\)](#).

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