



**POTENTIAL**

## Engineering Manager

**Reference:** R210255

**Salary:** £42,149 to £50,296, per annum. Grade 9, depending on experience

**Contract Type:** Continuing

**Basis:** Full Time – 36.5 hours per week

# Job description

## Job Purpose:

The Estates & Capital Development (ECD) department at Aston University are responsible for the strategic and operational management of the campus, including infrastructure and the built environment.

The Maintenance and Engineering Team within ECD are responsible for the strategic development and operation of the campus infrastructure and the maintenance of the built environment, including the campus grounds. The team are also responsible for managing energy consumption and driving the University towards carbon zero.

The Engineering Manager shall be part of the Maintenance and Engineering Team as well as working closely with the 'Projects Team' on refurbishment/ new build projects to ensure the engineering systems are maintainable, energy efficient and integrate across the campus.

The role is based at the Aston University city centre campus. The University includes an off campus Recreation Centre in Walsall.

The Engineering Manager shall be a technical champion for Mechanical & Electrical Building Services Engineering, including appointment as a responsible person for various engineering systems

The Engineering Manager shall line manage two Building Services Technicians who shall undertake fault finding, services isolations, surveys and complex systems operation. This includes assisting the technicians during complex fault finding and services isolations and setting safe systems of work.

The role holder shall also assist with any other appropriate duties commensurate with the grade.

## Main duties and responsibilities

To undertake the following in conjunction with and as directed by the Head of Maintenance & Engineering:-

- ▶ To manage the Building Management System (BMS) including:-
  - System operation/ calibration,
  - Energy usage,
  - Plant/ System efficiencies,
  - Alarm management,
  
- ▶ To manage the Automatic Meter Reading (AMR) systems, including:-
  - System operation/ calibration,
  - Energy usage,
  - Plant/ System efficiencies,
  - Alarm management,

- ▶ To undertake designs of building services for minor projects and to vet designs produced by external consultants on larger projects.
- ▶ To procure and deliver minor engineering and energy saving projects, acting as the 'Project Manager'. For larger schemes act as the 'Client', briefing the internal 'Projects Team' and monitor the project to ensure technical delivery.
- ▶ To assist the Head of Maintenance & Engineering in the management of safe infrastructure.
- ▶ To undertake detailed investigations and surveys of the building services to ensure statutory compliance (at a strategic level), suitability of use and energy efficiency.
- ▶ To undertake mechanical and electrical services 'clerk of works' inspections on major projects.
- ▶ To lead on technical/ complex outsourced maintenance contracts and to assist the Maintenance Manager in implementing maintenance contracts for M&E services.
- ▶ To assist the Head of Maintenance, Engineering in the implementation of Utility contracts and the management of the BDEC contract.
- ▶ To identify energy and water saving initiatives, undertaking detailed investigations and business cases. To design and implement solutions.
- ▶ To assist the Building Services Technicians in detailed investigations into failed complex services, determining the root cause of failure and then designing and implementing solutions to reduce the risk of re-occurrence.
- ▶ To assist the Building Services Technicians to undertake safe isolation of electrical and mechanical infrastructure on campus, including the issuing of 'Network Transfer Certificates' to allow works to be undertaken by contractors (water pipework).
- ▶ To assist the ongoing training of the trades and technicians teams.
- ▶ To undertake inductions of Contractors working on site, including authorising Permits to Work.
- ▶ To ensure that all work is carried out in a safe manner in accordance with current Health & Safety Legislation and University Safety Guidelines.
- ▶ To manage the Building Services Technicians.
- ▶ To potentially participate within an out of hours On-Call system (with additional pay) as required.

- ▶ To learn new techniques and practices in line with evolving technology and legislative Health and Safety requirements. This includes continual professional development.
- ▶ The list of duties is not exhaustive. You may be required to undertake additional tasks that fall within your competence or commiserate with your grade as directed by your line manager, or nominee.

### **Additional responsibilities**

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

# Person specification

|                                     | Essential   | Method of assessment           |
|-------------------------------------|---|--------------------------------|
| <b>Education and qualifications</b> | BEng or BSc in a relevant engineering or building services discipline.  | Application form               |
| <b>Experience</b>                   | <p>Experience of working in a customer focused environment.</p> <p>Experience of surveying, investigating and designing building services for the HE and Laboratory sectors.</p> <p>A high level of knowledge and experience within a core mechanical professionalism with a moderate level of knowledge and experience within the electrical professionalism.</p> <p>Technical understanding of the safe operation of controls systems (BMS), water networks and gas networks.</p> <p>Knowledge of energy management, metering systems, building management systems and energy conservation.</p> | Application form and interview |
| <b>Aptitude and skills</b>          | <p>Able to work with attention to detail and accuracy.</p> <p>Ability to work in a team, with both internal colleagues and external consultants.</p> <p>Willingness to attend training and development to fulfil the requirements of the role.</p> <p>Able to work productively on own initiative and with minimal supervision.</p>   | Application form and interview |

|              | Essential  | Method of assessment |
|--------------|--|----------------------|
|              | Ability to take instruction and direction.<br>Aptitude for fault finding and investigative work.   |                      |
| <b>Other</b> | To take responsibility for tasks.<br><br>Good timekeeper.<br><br>Observe the Universities equal opportunities policy at all times.<br><br>Good IT skills.<br><br>Good communicator (verbal and written). | Interview            |

|                                     | Desirable  | Method of assessment           |
|-------------------------------------|--|--------------------------------|
| <b>Education and qualifications</b> | Legionella Management Training.<br><br>ISOH Managing Safely.<br><br>BMS Commissioning.<br><br>BS7671 18th Edition.<br><br>Professional membership of a relevant association i.e. IET, CIBSE, CIPHE, EI etc.<br><br>IEng or greater (or relevant experience and competence) | Application form               |
| <b>Experience</b>                   | Experience of ISO140001 and ISO50001.  | Application form and interview |

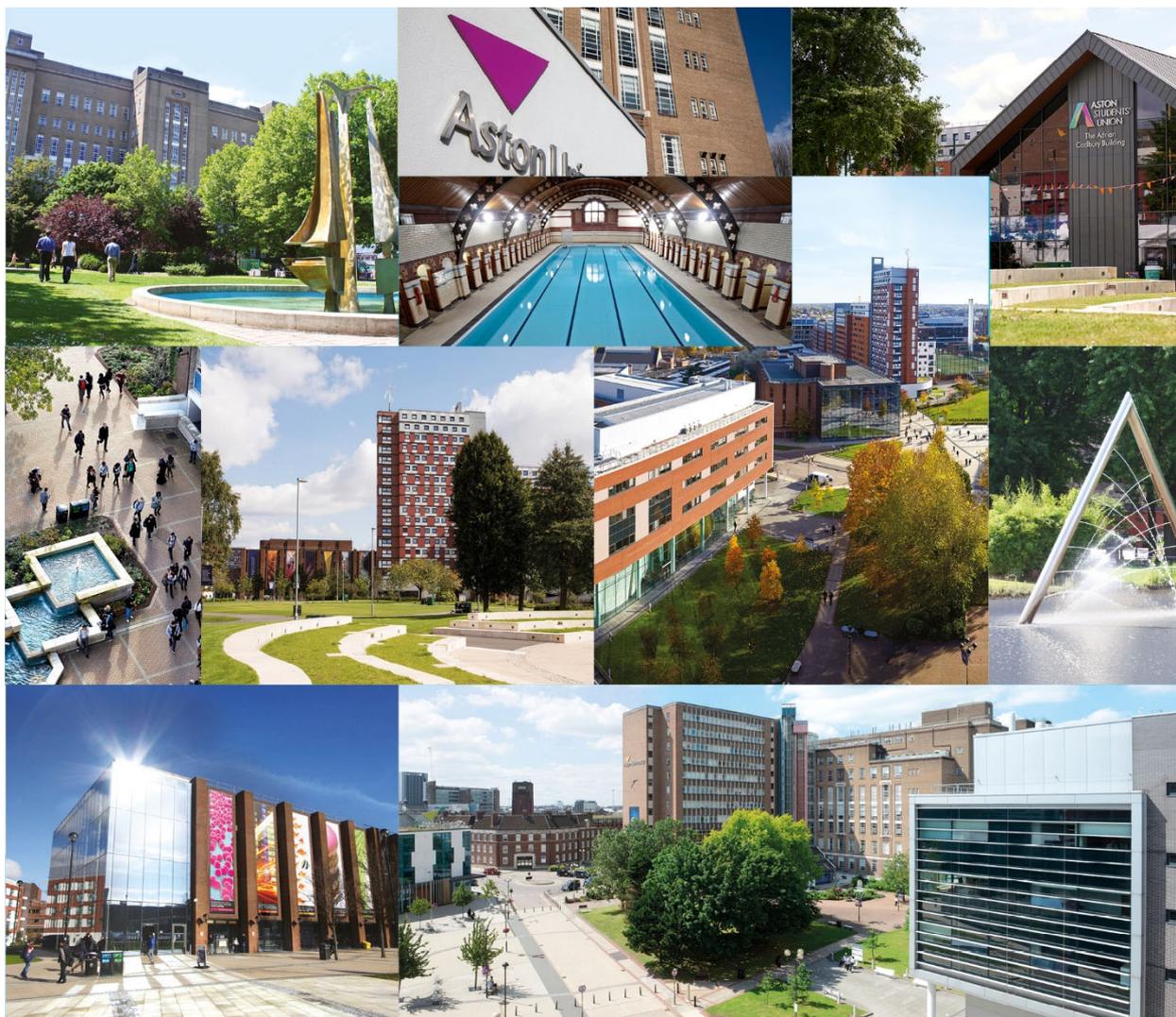
# How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23:59 on the advertised closing date.  
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk).



# Contact information

## Enquiries about the vacancy:

Name: Adam O'Reilly

Job Title: Head of Maintenance, Engineering and Infrastructure

Email: [a.reilly2@aston.ac.uk](mailto:a.reilly2@aston.ac.uk)

## Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk) or 0121 204 4500.

# Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

**Salary scales:** <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

**Benefits:** <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

**Working in Birmingham:** <https://www2.aston.ac.uk/birmingham>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

## Eligibility to work in the UK:

### Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage <https://www.gov.uk/settled-status-eu-citizens-families> Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

### New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

**Skilled Worker Visa**

<https://www.gov.uk/skilled-worker-visa>

**Global Talent Visa**

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

**Equal Opportunities:** Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

**Data Protection:** Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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