

Site Supervisor – Electrical & Mechanical

Department:	Estates and Facilities
Grade/ Salary:	Grade 7
Contract Type:	Permanent
Hours:	35 per week (Full time)
Location:	New Cross, London

Goldsmiths, University of London is a world-leading center of educational excellence where ground-breaking research meets innovative teaching and thinking. We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

As a college we are working to tackle inequality in all its forms and are working to promote equality on grounds of race, disability, age, sex, gender identity, sexual orientation, religion and belief, marriage and civil partnership, pregnancy and maternity, and caring responsibilities. We are keen to attract candidates from diverse backgrounds who share our commitment to creating an inclusive culture in which all students and staff can thrive.

Information for candidates with disabilities can be found on our Disability & Individual Needs page. We are happy to supply information in alternative formats for disabled applicants. Please contact hr@gold.ac.uk to make your request.

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Passionate about advancing equality
and celebrating diversity.
Together, we are different



Department of Estates and Facilities

Estates and Facilities is a technical and specialist directorate within the University with an overall staff of approximately 250. It maintains and supports the University and its changing needs in respect of the following disciplines:

- Estates strategy & strategic development
- Capital projects, minor works and refurbishments
- Maintenance (building and grounds), surveys, statutory compliance
- Infrastructure
- Space utilisation & timetabling
- Energy and carbon management
- Environmental management
- Facilities services including cleaning, portering, security, reception, post and stores
- Health and Safety
- Catering
- Conference services
- Procurement

The main campus is based at New Cross, London Borough of Lewisham and covers approximately 16 acres with a wide range of historic, domestic, post-war and modern buildings, halls of residence and specialist spaces. The variety of buildings presents a diverse set of operational and technical challenges.

Estates & Facilities aims to continually improve service delivery and estate quality to meet the rising expectations of staff and students.

THE POST

Post: Site Supervisor – Electrical & Mechanical

Responsible to: Head of Maintenance

Direct reports: Maintenance Technicians / Engineers / Contractors

MAIN DUTIES AND RESPONSIBILITIES

Main Duties

The Site Supervisor – Electrical & Mechanical is responsible for the day-to-day supervision, coordination and quality assurance of all electrical, mechanical and associated / related maintenance works across the University estate.

The role is operational and site-based, ensuring maintenance activities, statutory compliance tasks, planned preventative maintenance (PPM), reactive works and minor works are completed safely, efficiently and to agreed service levels.

The post holder acts as the **first point of operational and technical escalation** for maintenance issues and provides on-site technical support to engineers and contractors.

All final technical authority, long-term planning and budget ownership remain with the Head of Maintenance.

Operational Responsibilities

- Supervise and coordinate all electrical, mechanical and associated maintenance and related works.
 - Allocate and monitor work through the CAFM system.
 - Conduct routine inspections of plant, equipment and infrastructure.
 - Ensure timely response to breakdowns and emergency repairs.
 - Monitor quality and completion of works.
 - Supervise contractors and specialist service providers onsite.
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Technical Support

- Provide first-line technical guidance to maintenance staff.
 - Assist with diagnosis of faults on M&E systems and associated plant.
 - Review RAMS prior to works commencing.
 - Assist with shutdowns, isolations and switching schedules in consultation with the Head of Maintenance.
 - Recommend solutions and escalate complex or high-risk issues.
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Compliance & Health and Safety

- Ensure statutory inspections, testing and certification are completed.
 - Maintain Permit-to-Work and Safe Systems of Work.
 - Deliver toolbox talks and safety briefings.
 - Monitor compliance with H&S, COSHH, Asbestos, Legionella and Working at Height regulations.
 - Escalate risks or unsafe conditions immediately.
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Contractor Management

- Supervise electrical, mechanical and associated contractors.
 - Conduct quality inspections and verify completion records.
 - Ensure compliance documentation and certification is provided.
 - Provide technical input into scopes of work subject to approval by the Head of Maintenance.
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Communication

- Liaise with Helpdesk, Facilities teams and building users regarding maintenance works.
 - Maintain accurate maintenance and compliance records.
 - Provide operational updates and reports to the Head of Maintenance.
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General

- Work cooperatively with Estates & Facilities colleagues.
 - Participate in sustainability and recycling initiatives.
 - Attend training to maintain professional competence.
 - Wear PPE where required.
 - Undertake any other duties reasonably requested by the Head of Maintenance or Deputy Director of Estates & Facilities.
 - Carry out responsibilities with due regard to Equality & Diversity and Dignity at Work policies.
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PERSON SPECIFICATION

Qualifications

Essential

- Recognised Electrical or Mechanical qualification (NVQ / City & Guilds / HNC or equivalent)

Desirable

- IOSH / NEBOSH
 - AP / CP LV or HV
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Experience

Essential

- Building maintenance or facilities management experience
- Supervising staff or contractors
- Working with CAFM systems
- Experience of statutory compliance tasks

Desirable

- Higher Education or public-sector estates experience
- BMS or energy management exposure

Skills and Knowledge

Essential

- Strong understanding of electrical and mechanical systems and associated works
- Knowledge of H&S legislation
- Ability to read technical drawings
- Good communication skills
- IT literacy

Desirable

- Sustainability / energy efficiency knowledge
- Full clean driving licence

Personal Attributes

- Proactive and solutions-focused
 - Calm under pressure
 - Strong organisational skills
 - Team-oriented and collaborative
 - High integrity and accountability
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Summary of Benefits

By joining Goldsmiths, you will become part of a learning organisation dedicated to both professional and personal growth, supported by a wide range of staff development opportunities and wellbeing initiatives.

You will also benefit from regular lunchtime and evening lectures, seminars, performances, and structured annual performance and development reviews designed to support your career progression.

Additional benefits include:

- A competitive salary package
- Working in Zone 2 with excellent transport connections and access to interest-free travel-to-work loans
- Generous annual leave entitlement, plus additional University closure days at Christmas and Easter
- Membership of the USS or LPFA pension scheme (dependent on grade)
- Maternity, paternity, shared parental and adoption leave and pay provisions
- Contractual sick pay
- Access to an Employee Assistance Programme providing free, confidential 24/7 advice and support on personal, family, or work-related matters
- Free eye tests
- Cycle to Work scheme
- A range of wellbeing initiatives, including the Chaplaincy and Staff Choir
- On-site catering and dining facilities
- Access to wider University of London resources, including Senate House Library

Further Information

For further details about Goldsmiths, please visit: www.gold.ac.uk/about

Thank you for your interest in working with us. We wish you every success with your application.

A = Application form
T = Test
R = Reference

C = Certificate
I = Interview

	Essential	Desirable	Category
	Essential	Desirable	Category
Qualifications			
Educated to Degree level (or equivalent) or proven relevant experience in the field	✓		A, C
NEBOSH Diploma or equivalent	✓		A, C
CMIOSH Status or Equivalent.	✓		A, C
Experience			
Experience of delivering and guiding health and safety in a large/medium organization.	✓		A, I, R
Significant experience of providing advice and guidance on health and safety issues at a senior professional level gained in a similar environment.	✓		A, I, R
Experience of reviewing and assessing health and safety performance and advising on changes to practice if necessary.	✓		A, I, R
Experience of delivering measurable and visible improvements in health and safety and delivery of the service.	✓		A, I, R
Previous experience in the HE sector		✓	A
Skills and Knowledge			
Understanding of best practice in health and safety	✓		A, I, R
Thorough and up to date knowledge of health and safety legislation inc. Regulatory Reform (Fire Safety) Order (2005)	✓		A, I, R
Knowledge of Asbestos Regulations (2012), CDM Construction, Design and Management Regulations (2015)	✓		A, I, R
Computer literate with good understanding of how technology can improve health and safety practice.	✓		A, I, R
Excellent communication skills and interpersonal skills and the ability to positively influence at all levels of an organisation.	✓		A, I, R
An open, enthusiastic, self-motivated individual, able to work effectively with other functions and peers, within and external to Goldsmiths University.	✓		A, I, R
Pro-active, project orientated approach	✓		A, I, R
Problem-solving approach to work	✓		A, I, R
Ability to prioritise a varied workload and meet demanding deadlines	✓		A, I, R

Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointme.

