MECHANICAL ENGINEER - (MULTI-SKILLED)

<table>
<thead>
<tr>
<th>Department:</th>
<th>Estates &amp; Facilities</th>
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</thead>
<tbody>
<tr>
<td>Grade/ Salary:</td>
<td>Grade 5 £31,442 - £35,861</td>
</tr>
<tr>
<td>Contract Type:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Hours:</td>
<td>35 per week (Full / Part time)</td>
</tr>
<tr>
<td>Location:</td>
<td>New Cross, London</td>
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Goldsmiths

Goldsmiths, University of London is a world-leading centre 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.

We are happy to supply information in alternative formats for disabled applicants. Please contact hr@gold.ac.uk to make your request.

Estates & Facilities

Estates & Facilities Management (E&FM) is a specialist directorate within the University with an overall staff of approximately 200. It maintains and supports the University and its changing needs in respect of the following disciplines:

- estates strategy and strategic development
- capital projects, minor works and refurbishments
- maintenance (building and grounds), surveys, statutory compliance
- infrastructure
- space utilisation and timetabling
- energy and carbon management
- environmental management
- facilities services including: cleaning, portering, security, switchboard, reception, post and stores

Passionate about advancing equality and celebrating diversity.
Together, we are different
• health and safety
• catering
• conference services
• procurement
• print services

The main campus is based at New Cross, London Borough of Lewisham and covers approximately 16 acres. It comprises some 80 buildings ranging from three fine Victorian Grade II listed buildings, a number of former domestic properties (now being used for academic and office purposes), a range of post-war utility buildings (now requiring replacement), to new purpose built ultra-modern buildings. Also situated approximately 12 miles from the main campus is Loring Sports Ground, located in Sidcup, London Borough of Bexley, which consists of a 20 acre sports ground and associated buildings. The variety of buildings presents a diverse set of challenges.

Estates & Facilities Management aims to make significant improvement to its service delivery and the quality of the estate in order to meet the rising expectations of staff and students.

The main functions of Estates & Facilities Management are:
• To advise on strategy to optimise the use of the estate and to meet the future requirements of the institutional/corporate plan;
• To procure development projects as approved;
• To manage and keep under review, property agreements, leases etc;
• To liaise with external bodies, as appropriate concerning the estate;
• To maintain buildings, services and grounds in safe condition and fit for purpose;
• The provision of timetabling services to maximise space utilisation.
• To operate support services which meet agreed Service Level Standards;
• To monitor effectively all financial activities to ensure departmental compliance with University’s financial regulations and procurement procedures;
• To adopt value for money solutions in all aspects of activities;
• To develop, maintain and implement policies and procedures to effectively manage the estate and its services;
• To identify and meet current and emerging ‘customer’ requirements;
• To ensure that all work and services for which it is responsible, are undertaken in a safe manner;
• To provide all of its staff with the necessary training and support to effectively undertake their work and promote personal development;
• To provide a facilities management function for the delivery of portering, cleaning, security, post room, central stores and telephone services.

Estates & Facilities Management overall aim is to provide for sustainable first class facilities for research, teaching and learning and other activities and to create a vibrant and safe environment for students, staff and visitors and to deliver a service in a professional and integrated way.
Job description

Reporting to: Mechanical Supervisor

Main duties:

- To ensure the general day to day maintenance and repairs to plumbing and mechanical plant within the University campus (both residential and non-residential).
- Modifications, adaptions, fault finding and repairs of existing fixtures and fittings as necessary.
- Installation of plumbing and mechanical items.
- Replacement/repairing heating and water systems.
- Reporting on the condition of plumbing and mechanical plant throughout the University campus.
- To assist in the procurement of materials and equipment ensuring the availability and suitability of materials, tools, and other equipment for maintenance work.
- To ensure that all emergency repairs are dealt with immediately in order to allow the University’s core services to continue with the least disruption possible.

Health & Safety

- To carry out the above work to ensure it is carried out within Health and Safety regulations and guidelines and to prepare Risk Assessment, COSHH and Method Statement documentation as appropriate for all activities.
- To ensure that all materials and equipment meet Health and Safety requirements.
- To ensure that the workshop and plant areas are kept in a safe and clean state.
- At all times to help maintain a safe working environment by attending training as necessary and following the College’s Health and Safety Codes of Practice and Policy. Ensure compliance with Health & Safety legislation

Communication

- To carry University supplied or personal communication device(s) during all working hours to facilitate personal safety and respond to both routine communications and emergencies;
- To follow the University’s guidelines on signing in and out during work outside of normal office hours.
• Build and maintain working relationships for a one team ethos

• For checking of e-mail at regular intervals to ensure that all work requests are dealt with promptly.

• To deal with enquiries and requests from staff, students and visitors to the college effectively and in manner that promotes the Estates and Facilities Department positively.

• Works co-operatively with customers/stakeholders.

• To liaise with the Mechanical Supervisor and the Head of Maintenance and Engineering on joinery work and specifications.

• To liaise with the other trade foremen as necessary and as directed.

• To liaise with building users to determine customer requirements in respect of planned work.

Financial

• To ensure compliance at all times with the University’s Financial Regulations and Procurement procedures.

• To retain all receipts and delivery notes and pass them to the correct teams in Estates and Facilities for processing.

General

• To be a member of the maintenance team and work co-operatively having an understanding of the relationships of the work with other trades to your own area and fully participate in the co-ordination of these roles, undertaking any cross-trade general maintenance work as necessary to enable the effective and most efficient use of staff and resources.

• Driving connected with University business using the University’s vehicles to carry out duties when necessary.

• To actively participate in recycling initiatives and contribute towards the University’s commitment to environmental and financial sustainability.

• To attend any training necessary to ensure that professional qualifications remain up to date.

• To wear a uniform and personal protective equipment (PPE) as provided by the University at all times.

• To undertake such other duties within the competence of the post holder as may be required from time to time.
• At all times to carry out your responsibilities with due regard to the Code on Equality and Diversity and Code to Combat Bullying and Harassment/Dignity at Work Policy

• You will be required to undertake any other duties as may reasonably be required

• Ensure that you are aware of and aligned with Goldsmiths’ Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity

• At all times to help maintain a safe working environment by participating in training as necessary and following the Goldsmiths’ Health and Safety Codes of Practice and Policy

Person Specification

Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Selection will be made upon evidence of best-fit with this criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

<table>
<thead>
<tr>
<th>Category</th>
<th>A = Application form</th>
<th>C = Certificate</th>
<th>I = Interview</th>
<th>R = Reference</th>
<th>T = Test</th>
<th>P = Presentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Criteria 1 - Qualifications</td>
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<tr>
<td>City and Guilds or equivalent in plumbing and/or mechanical engineering</td>
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<td>A, C.</td>
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<tr>
<td>GCSE or equivalent in English and Mathematics</td>
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<td>A, C.</td>
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<tr>
<td>Desirable Criteria 1 - Qualifications</td>
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<tr>
<td>Experience of briefing external contractors</td>
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**Experience of working within the Higher Education Sector or similar public sector environment** | A,I
---|---
**Experience of using computerised maintenance systems** | A,I

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<th><strong>Essential Criteria 2 - Experience</strong></th>
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<tr>
<td>Proven post qualification experience</td>
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<td>Experience of workshop work, on site domestic repairs and construction.</td>
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<td>Experience and ability of operating a range of machinery within current health and safety legislation</td>
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<td>Experience of working with a mixed range of building types that form the University campus</td>
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<tr>
<td>Experience of creating a ‘safety culture’ within the construction environment</td>
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<th><strong>Essential Criteria 3 – Knowledge</strong></th>
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<td>Practical knowledge of the application of joinery techniques and methods</td>
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<tr>
<td>Knowledge and understanding of the application of Health and Safety Management Principles</td>
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<td>Using IT systems to manage work allocations and recording outcomes.</td>
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<tr>
<th><strong>Essential Criteria 4 - Skills</strong></th>
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<td>Clean Driving License</td>
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<tr>
<td>Good oral and written communication skills and the ability to communicate with a wide range of people</td>
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<thead>
<tr>
<th><strong>Desirable Criteria 4 - Skills</strong></th>
<th>A,I</th>
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<tr>
<td>Ability to read design drawings and specifications</td>
<td>A,I</td>
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<thead>
<tr>
<th><strong>Additional Attributes</strong></th>
<th>A,I</th>
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<tbody>
<tr>
<td>Ability to work unsupervised</td>
<td>A,I</td>
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<tr>
<td>Ability to work effectively as part of a team</td>
<td>A,I</td>
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<td>Quality and service focus</td>
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<tr>
<td>Physical ability to access all areas of the campus and work in different environments including confined spaces</td>
<td>A,I</td>
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Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked before the first day of appointment.
For more information about the role, please contact Matthew Radcliffe-Godfrey <M.Radcliffe-Godfrey@gold.ac.uk>

October 2022
Summary of Benefits

If you choose to work with us, you'll become part of a learning organisation that is committed to professional and personal development, with comprehensive and innovative staff development and wellbeing programmes.

You'll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- Membership of USS or LPFA pension scheme, dependent upon grade
- Maternity, paternity, shared parental leave and adoption leave and pay
- Contractual sick pay provision
- Access to an Employee Assistance Programme, offering 24/7/365 confidential and free advice, support and information service on a range of personal, family or work-related matters.
- Free eye tests
- Cycle to work scheme
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site dining facilities
- Access to University of London facilities such as Senate House Library
- Membership of Staff Diversity Networks: (Dis)Ability, Goldsmiths Race Equality Group, LGBTQ+, Menopause, Parents and Carers, Women at Goldsmiths. (Staff are also encouraged to join networks as Allies should they wish to do so rather than as members)

Further information

For more information about Goldsmiths, please visit: www.gold.ac.uk/about

Thank you for your interest in working with us, we wish you all the best with your application.