



Buildings and Grounds Maintenance Manager

Prepared by Castlefield Recruitment

Welcome

Welcome to the University of Hull's Estate and Facilities recruitment site which presents a range of opportunities to join the Estate and Facilities Department across a variety of disciplines.

Our dynamic team of over 200 people provide everything needed to design, equip, run, maintain, manage and operate our buildings. We have talented space management and development teams who create and deliver state-of-the-art buildings and refurbishments, working closely with our student and staff communities to transform the way research and education is delivered. We have dedicated teams of skilled maintenance experts, specialists in sustainability, facilities and accommodation management, cleaning and security to ensure we provide an outstanding experience for our communities. The University of Hull's Estates and Facilities department is a progressive team, who together deliver exceptional results.

Aligned to our 2030 strategy, our emerging Campus Development strategy and ambitious Carbon Neutral Campus 2027 strategy sets out a blue print for significant and sustained investment in our physical and digital estate to support the provision of world class, sustainable facilities and services to guarantee the best possible experience and outcomes for our students, staff and visitors helping ensure the successful delivery of our ambitious vision.

With a sustained and continued programme of investment in our people and the services we offer, there has never been a more exciting time to join us and for those with the right mindset, the possibilities are endless. So if you think you have what it takes to join a team of professionals who are really going places, we want to hear from you. In return, we offer flexible working, excellent training opportunities and huge amount of support from a highly experienced and very friendly team.

Stephen Dale – Director of Estates and Facilities

About Us

About the University of Hull

The University of Hull has been changing the way people think for over 90 years. The University's motto, *Lampada Ferens*, translates as 'carrying the light of learning', and over the years, they've shared that light with thousands of people from across the world.

As England's 14th-oldest university, they have a proud heritage of academic excellence, and a history of creating and inspiring life-changing research.

The University of Hull was founded in 1927 – originally as University College Hull. The foundation stone was laid the following year by the Duke of York (later King George VI, of The King's Speech fame) and opened for business with 39 students and 14 'one-person' departments. The University now has more than 16,000 students and around 2,500 employees, including more than 1,000 academic staff.

About Estates and Facilities

After our students and staff, our physical and digital estate is the largest single enabler for our world-class teaching and research and provides a fantastic student experience.

Our estate is large and varied with the main campus covering over 153 acres, with over 106 buildings of different ages, complexities, listing status, physical condition and use, ranging from grade two and grade two star listed properties to brand new state-of-the-art learning and research spaces.

The estate is generally located on our main campus on the outskirts of the City along with a selection of additional satellite buildings across the region.

A focus in recent years has been delivery of an unprecedented level of capital development across the University with over £300m being invested in new build or refurbishment projects with a planned strategic programme of further significant investment over the next 10 years focusing on transformation and provision of world class, sustainable facilities and services to guarantee the best possible experience and outcomes for our students, staff and visitors.

Why Hull?

10 Reasons to Work for the University of Hull

We're Going Places

We're investing heavily in transforming our campus into a high-tech learning hub for the 21st century.

Career Opportunities

If you have the ambition, we'll help you gain the knowledge and skills to succeed. We want you to have a long-term career with us, so we'll support you every step of the way.

Fantastic Environment

Situated in the leafy suburb of Newland, our beautiful red-brick campus is well known for its friendly atmosphere. We've got Costa, Starbucks and Illy coffee shops on site. And our restaurants - which promote fair trade and organic products - cater for all tastes.

Great Benefits

We offer a competitive salary, generous holiday allowance, excellent contributory pension schemes, hybrid-working and time off for family priorities.

Our People

Work with people whose interests and ambitions match yours. We're investing in recruiting the best possible professors, lecturers, researchers and support staff. There's never been a better time to join us.

Superb Facilities

The University has one of the country's finest libraries and excellent sport and fitness facilities, which we're currently upgrading. We've also got a world-class concert hall, a surround-sound cinema and a fantastic art gallery.

Location

Hull is a city with a spring in its step. The 2017 UK City of Culture has benefited from huge new investment, especially in the renewable energies sector. What's more, the surrounding East Riding of Yorkshire contains some of the country's most unspoilt scenery.

Affordability

Hull is one of the least expensive cities in Britain. According to Numbeo.com (December 2021), renting a one-bed city centre apartment here is 70% cheaper than in London and more than 30% cheaper than Manchester.

Staff Support

We'll make sure you're well looked after. Our range of services includes a generous relocation package, the Cycle2Work scheme, free eye tests for computer users and access to support and advice when you need it.

Opportunity for All

We're committed to eliminating discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

About the Role

Job Title	Buildings and Grounds Maintenance Manager
Faculty/Professional Directorate:	Infrastructure Services Directorate
Subject Group/Team	Estates & Facilities
Reporting to:	Head of Buildings and Grounds Maintenance
Duration:	Permanent
Job Family:	Craft
Pay Band:	7
Benchmark Profile:	Specialist (Maintenance) Band 7
DBS Disclosure requirement:	N/A
Vacancy Reference:	TBC

Role Summary

- Working with the Head of Buildings and Grounds Maintenance, provide leadership and managerial support for the; Building Services Team, Grounds Maintenance Team, Multi Skilled Trades Team, Asbestos Management team and/or contract staff to ensure the delivery of an efficient and effective, highly customer focussed service to the University
- Support the Grounds and Gardens Supervisors with the day-to-day organisational management of the Grounds and Gardens Team
- Working with the Head of Buildings and Grounds Maintenance, oversee and be professionally responsible for delivery of all building and civil based maintenance works, including; statutory compliance works, planned preventative & cyclical maintenance works, testing & compliance works, reactive repairs, investigations, condition surveys, technical issues and resolution
- Be the Responsible Person for Asbestos Management holding or being capable of working towards a P405 Asbestos Management in Non-Domestic Buildings qualification
- Manage all aspects of the University's Asbestos Management and Compliance function including the development of policies, procedures and plans

Main Tasks and Duties

- In liaison with the Head of Buildings and Grounds Maintenance provide leadership and managerial support for the Building Services Team, Grounds Maintenance Team, Multi Skilled Trades Team, Asbestos Management team and/or contract staff to ensure the delivery of an efficient and effective, highly customer focussed service
- In liaison with the Head of Buildings and Grounds Maintenance, oversee and be professionally responsible for delivery of all building and civil based maintenance works including; statutory compliance works, planned preventative and cyclical maintenance works, testing and compliance works, reactive repairs, investigations, condition surveys, technical issues and resolution, compliance recording and monitoring ensuring all relevant KPI's and SLA's are met via the CAFM system using PDA's and any other IT software systems
- Support the Grounds and Gardens Supervisors with the day-to-day organisational management of the Grounds and Gardens team and their workload ensuring reactive and planned maintenance tasks are completed within agreed SLAs. The post holder will be responsible for all work allocation via the CAFM system using PDA's, in addition to managing external contracts/contractors
- Manage own team's workload including performance management, recruitment and selection, attendance, appraisals, annual leave and training. Responsible for the Health and Safety of the team and expected to produce documentation such as Risk Assessment Method Statements, COSHH & PUWER assessments and writing, issuing and management of Permits to Work
- Provide managerial and leadership cover in the absence of the Head of Buildings and Grounds Maintenance and any of their team leaders/supervisors
- Ensure maximum levels of performance from in-house and contracted out staff, maintain a high level of staff morale and promote a culture of achievement of high standards and openness
- Oversee and be conversant with all aspects of amenity grounds maintenance, natural and artificial sports turf and arboricultural management related activities
- In line with the estate condition survey, fire risk assessments and all other safety audit outcomes, manage delivery of all remediation works
- In liaison with the Head of Buildings and Grounds Maintenance, manage delivery of the building and grounds related elements of the University's condition survey and associated backlog maintenance registers
- Prepare business case submissions for capital funding in support of development programmes and investment in the building and grounds areas of the service
- Be the Responsible Person for Asbestos Management holding or being capable of working towards a P405 Asbestos Management in non-domestic Buildings qualification

Main Tasks and Duties

- In liaison with the Head of Buildings and Grounds Maintenance manage all aspects of the University's Asbestos Management and Compliance function including the development of policies, procedures and plans, monitoring and overseeing reactive and planned works where asbestos may exist, engaging and appointing consultants and specialist contractors, organising management surveys, asbestos removals and re-inspections and ensuring the asbestos register is maintained
- Develop and maintain technical standard specifications and statutory records, including an accurate asset list for all building, grounds and gardens items
- Fulfil the role of an Authorised Person (AP) or Responsible Person (RP) for a range of building services as required
- Support the Digital systems team to implement future developments of the CAFM system
- Represent Estates and Facilities and the University at meetings, committees and forums in relation to Estates matters and deputise for the Head of Buildings and Grounds Maintenance when required
- Be responsible and accountable to the Head of Buildings and Grounds Maintenance for management and control of a delegated annual budget with agreed savings targets and surpluses
- Oversee delivery of all building and grounds based minor works programmes including condition based, lifecycle replacement and other improvement projects
- Investigate and respond to complaints received from students, visitors, staff and the public regarding the services and the environment offered
- Contribute to the development and implementation of business contingency arrangements to meet emergency situations including the provision of an out-of-hours emergency service across the University

Person Specification

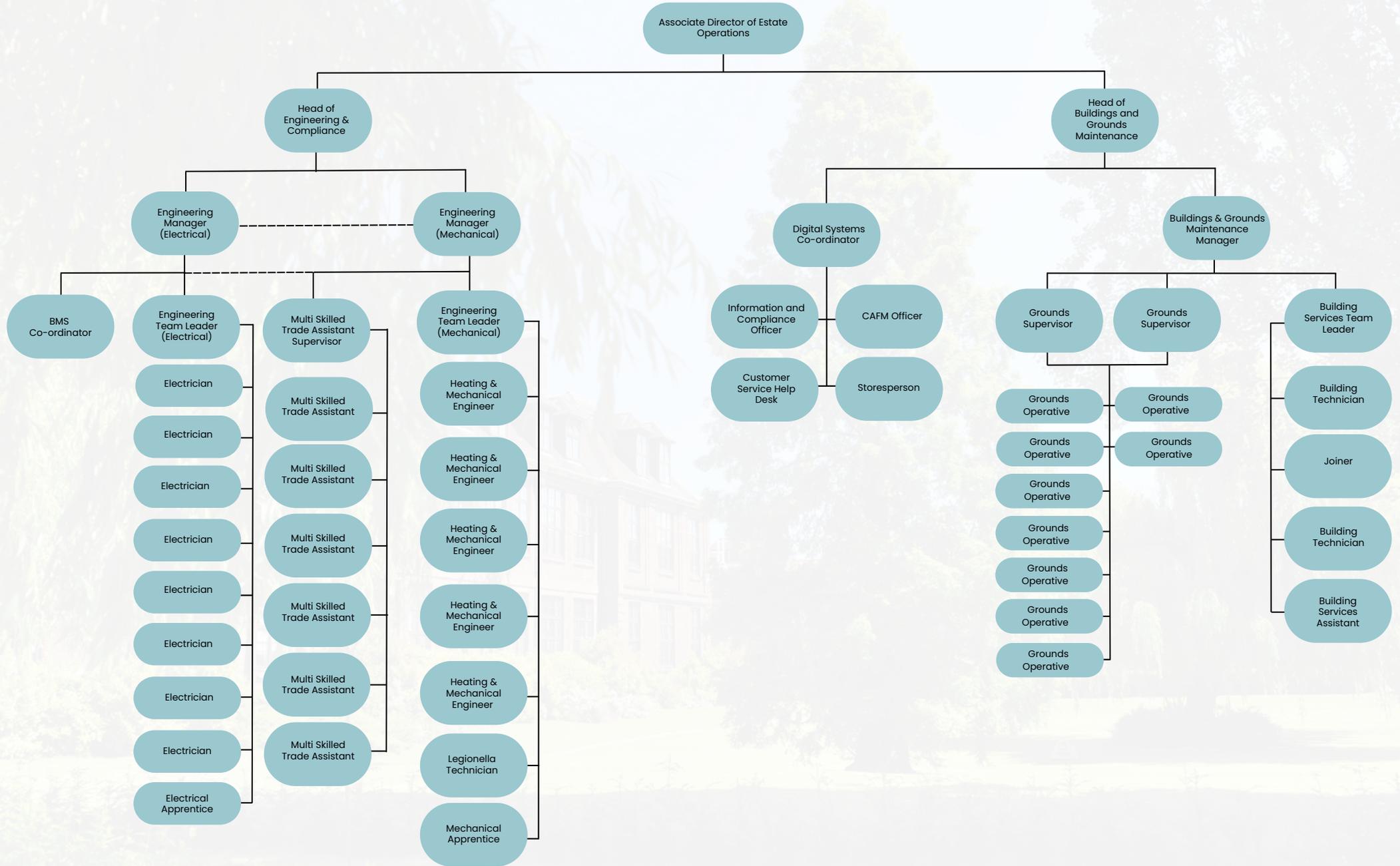
The successful candidate will demonstrate the following;

- A relevant degree or equivalent qualification and/or experience
- NEBOSH construction/general certificate or relevant H & S equivalent experience
- Working knowledge of building fabric and grounds maintenance and minor works contracts and statutory controls
- Excellent IT skills using Microsoft Office and proficient in the use of a CAFM
- Ability to monitor performance against agreed service levels / statutory requirements and able to implement effective reporting procedures
- Ability to effectively manage health and safety issues across a range of functions within the job specification
- Ability to effectively manage health and safety issues across a range of functions within the role
- Active approach to continuing professional development/undertaking training as appropriate for personal and professional development

For full job description and person spec, please click [here](#)

Infrastructure Services Directorate Estates and Facilities

Estates Operations Department



Benefits Package

As an employee in the organisation, you will benefit from:

- Band 7: £38,205 - £44,263 + potential market supplement
- 28 days annual leave, plus three bonus holidays for Christmas, and Public Holidays
- We offer generous salary-related pension schemes based on employee and employer contributions
- 36.5 hour working week, but this can vary based on contract
- Annual increments are paid subject to satisfactory service on the date specified in your contract. This is normally 1 August, if you've completed more than six months' service in your current pay band.
- Family leave:
 - Up to 76 weeks of maternity or adoption leave, as well as paternity leave, parental leave, dependants' leave, carer's leave, leave for fertility treatment and the option to request flexible working
- We offer an extensive range of training and development opportunities delivered in-house, online and externally.
- Newly appointed staff who need to move house to take up a job offer can claim up to £10,000 to help meet the costs of moving to the area
- The University runs a Cycle2Work Scheme, which enables you to buy a bike tax-free to make your commute cheaper, healthier and greener. The scheme is normally open during May and November each year
- We do our best to make sure that you have an affordable space to park your car on campus. Charges depend on which car park you use



Contact Us

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