Buildings & Small Works Surveyor, St Hilda’s College Oxford
Salary: £40,000 to £45,000 per annum, depending on experience.

This is a great opportunity to join a world-leading higher education institution in a newly created role. You will assist the Head of Buildings & Projects in the upkeep and improvement of the college’s physical estate which includes the historic fabric, the operation and maintenance of all buildings, managing small works programmes along with managing, developing and implementing a programme of planned preventative maintenance works.

With a relevant professional qualification in surveying, refurbishment and/or construction project management or demonstrably qualified by experience, you will bring knowledge of the law, regulations and current industry best practice in all major areas of responsibility coupled with experience of project-managing construction or refurbishment projects.

With your experience in health & safety management along with procuring and managing contractors, you will have the ability to work effectively with multiple stakeholders and bring strong people management experience.

Further particulars for the post of Building & Small Works Surveyor
Behind the College gates lie 4 acres of beautiful riverside gardens looking across playing fields and the Botanic Gardens towards the centre of Oxford, giving our staff and students relaxed and tranquil surroundings to work in and enjoy. With our unique setting, a diverse range of architecture with a mix of historic and modern buildings, St Hilda’s has a deserved reputation as one of Oxford’s prettiest colleges. St Hilda’s College is a self-governing educational charity and is one of the 38 constituent colleges of Oxford University. It is of average size, with about 400 undergraduate and 200 graduate students, the majority of whom live on site during their period of study.

Further information about the college is available on our website at www.st-hildas.ox.ac.uk

About the post
The Head of Buildings & Projects has overall responsibility for the upkeep and improvement of College’s physical estate, including the gardens and grounds. This includes the upkeep of the historic fabric; the operation and maintenance of all buildings, both internal and external including walls, roofs, paths, drainage and hard surfaces; and the management of major works programmes. The Head of Buildings & Projects also has principal responsibility for health & safety and fire safety across the college.

With a current 5-year programme of new capital project work for which the Head of Buildings & Projects is currently taking the lead, St Hilda’s requires an experienced individual to fulfil the role of Building & Small Works Surveyor to manage both the general repair & maintenance requirements of the College and a programme of backlog maintenance for which funding has been made available.

The Building & Small Works Surveyor will manage the maintenance team, and will report directly to the Head of Buildings & Projects.

Key responsibilities
- the upkeep and improvement of the college’s buildings and physical estate; maintaining property records, finances, reports, plans, operation and maintenance manuals and project records.
- Optimising cost and value in procurement; and delivering value for money while maintaining or improving service levels.
Exemplifying the highest standards of professionalism; modelling positive behaviours; and reinforcing a commitment to delivery and 'getting the job done' while continuing to promote a supportive, collegiate environment.

Undertaking other appropriate duties as required.

**General obligations**
On a personal basis you are expected to:

- Provide the highest quality services and work to continually improve standards.
- Be willing to undertake training to improve your personal performance and knowledge.
- Understand your responsibilities under College policies and procedures and ensure that you comply with them.
- Perform duties not specifically identified in the job description but which are in line with the general responsibilities of the post.

**Specific duties**
A more extensive list of expected duties is noted in the Job Description.

**Person Specification and Selection criteria**

**Required Qualifications and training**
Considerable relevant experience of working in a maintenance or construction management role. An appropriate professional qualification (RIBA/RICS/CIOB or other UK industry recognised qualification). Membership of a Professional Institute or recognised trade body. General and/or specific maintenance skill certificates (if appropriate).

**Essential skills and abilities**
Managing external contractors, liaising with consultants, line managing staff, setting and managing budgets, administering term contracts including re-tendering when necessary. Experience of managing building or refurbishment works from inception to completion, and to agreed timescales/deadlines. Ability to provide progress and performance reports to agreed deadlines as and when requested or required.

**Desired skills and abilities**
A range of office management skills and competence (IT literacy is expected). General construction/refurbishment/maintenance knowledge. Ability to work as part of a team as well as working under own initiative. Good and friendly communicator. Willingness in keeping up to date with relevant industry standards. Experience of working in a college environment would be an advantage.

Candidates will be assessed on the basis of the criteria set out in this person specification and should ensure that their application provides evidence of how they meet these criteria.
Summary of Terms and Conditions of Employment:
This is a permanent contract offered on a full time basis. Any appointment will be conditional on the successful candidate having the right to work in the UK, receipt of two satisfactory references, pre-employment medical health assessment questionnaire and, where applicable, an enhanced disclosure and barring service check. A full clean UK driving licence is required.

Salary: the full time salary is £40,000 to £45,000 per annum, subject to skills and experience.

Hours of work: the regular hours of work are 35 hours per week. However, for a position of this seniority, the post-holder is expected to work flexibly in order to fulfil its accountabilities.

Holiday: 38 days per year, comprising 8 public holidays and 30 working days, of which 5 or 6 days are taken over the college’s Christmas closure period. It is expected that bank holidays falling during term are worked. The holiday year runs from 1 October to 31 September and you are ordinarily expected to take your leave outside of term time, although exceptions can be made by agreement with the Head of Buildings & Projects.

Probation: there will be a probationary period of six months.

Title: The Building & Small Works Surveyor, once recruited to, will otherwise be referred to as the College Surveyor.

Benefits

Pension: automatic enrolment in the Universities Superannuation Scheme (USS), from the start of employment unless the appointee opts out.

Meals: Lunch is provided free of charge when on duty, provided the kitchen is open.

Staff development: The College will support the post holder to undertake any relevant training to develop and enhance work performance.

Travel to work: On-site parking is not available, however, a temporary/day use parking space may be booked in advance if required and available.

A discounted bus pass scheme is available for staff wishing to travel into work on public transport and other schemes are available through the University.

A full statement of the main terms and conditions of employment will be supplied with any formal offer of employment. The above information may be helpful to applicants as a guide, but should not be treated as a substitute for a full contract of employment.

To apply

To apply for this role, you are asked to submit the following three documents along with a covering letter outlining the reason for your application:

• a completed application form;
• a curriculum vita (c.v.);
and
• a completed diversity declaration form.
**Job Description and Specific Duties**

Deputise for the Head of Buildings & Projects in an agreed capacity when asked.

**Small works projects**
- In consultation and agreement with the Head of Buildings & Projects, plan for and manage small works projects (building alteration and/or refurbishment) that cannot be undertaken in-house.
- Obtain quotes from external contractors for any such identified small works projects.
- Coordinate the input of different contractors or consultants for small works projects.
- Ensure that completed works are to a quality and standard acceptable to College.
- Update and maintain records of what and when such works are undertaken.
- Provide regular Progress Reports to the Head of Buildings & Projects.

**Planned preventative maintenance**
- Initiate and review buildings and systems condition surveys as required.
- Prepare and manage a programme of planned preventative maintenance on buildings and systems.
- Scope the work required, agree programmes with other College stakeholders, obtain competitive tenders and commission works as agreed with the Head of Buildings & Projects.
- Ensure that completed works are to a quality and standard acceptable to College.
- Maintain records of what and when such works are undertaken.
- Ensure that a database of all service contracts for equipment owned and/or leased by the College is maintained and updated regularly.

**Reactive repairs & maintenance**
- Oversee management of the Buildings Support help desk and develop or enhance this service as necessary.
- Ensure day-to-day maintenance tasks at all College owned property are undertaken swiftly and effectively.

**Buildings Office - administration**
- Provide a Management Report to the Head of Buildings & Projects on all aspects of the functioning of the Buildings Office as and when requested.
- Act as line manager to the maintenance team (including gardeners) and manage all relevant administration within the maintenance team.
- Ensure that a database of preferred external consultants, contractors and suppliers recording their insurance details, key contacts, expiry dates of insurances and any term contract held with the College is maintained, monitored and updated on a regular basis.
- Ensure that an appropriate audit trail from purchase order to satisfactory completion of work and final payment is maintained.
- Act as the principal point of contact for dealing with all other repair & maintenance issues on College property not arising through the Help Desk.
- Oversee the maintenance workshop & stores, authorising stock replenishment as required.

**General duties**
- Ensure planned maintenance tasks at all College owned property are discussed and agreed with the Head of Buildings & Projects prior to implementation.
Maintenance may include dealing with plumbing, electrical, carpentry, painting/decorating, externals, gardening, drainage, furniture handling, packaging/storing and other duties relating to the upkeep of all College property.

- Ensure all machinery, equipment, tools and materials used for all maintenance tasks are kept under control, well maintained and securely stored.
- Ensure timely collection of monthly utilities meter readings from all College properties.
- Ensure that College firefighting equipment including fire directional and fire call point signage is maintained in accordance with appropriate regulations and report to the Head of Buildings & Projects as necessary.
- Assist in College emergencies as and when required in a proactive and safe manner.
- Support the College’s external Health & Safety Advisor and College’s Fire Advisor; ensuring ongoing compliance with all health & safety regulations, risk assessment and management, training, and continuous improvement to drive best practice.
- Support any on-going sustainability, waste reduction and low carbon initiatives of the College.
- Ensure that College and conference businesses including furniture arrangements and setting-up of audio/visual/microphone systems is adequately supported.

The job description may from time to time be amended by the College without changing the essential characteristics of the post and in addition to the duties set out in it you may, from time to time, be required to undertake additional or other duties within your professional capabilities as are necessary to meet the needs of the College.