Job description & person specification

Last updated: 03.07.17

JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Post title:</th>
<th>Compliance and Improvements Engineer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Unit/Service:</td>
<td>Estates &amp; Facilities</td>
</tr>
<tr>
<td>Faculty:</td>
<td>Professional Services - COO</td>
</tr>
<tr>
<td>Career pathway:</td>
<td>MSA</td>
</tr>
<tr>
<td>*ERE category:</td>
<td>N/A Research focused/Teaching focused/Enterprise/Education development</td>
</tr>
<tr>
<td>Posts responsible to:</td>
<td>Mechanical Operations Manager</td>
</tr>
<tr>
<td>Posts responsible for:</td>
<td>No direct reports</td>
</tr>
<tr>
<td>Post base:</td>
<td>Office-based/Non-Office-based (see job hazard analysis)</td>
</tr>
</tbody>
</table>

Job purpose

To oversee and work with colleagues within the E&F Team in ensuring that the mechanical and electrical building services systems that they are responsible for are maintained and operated in a way that ensures legal compliance and is fully and readily auditable.

To identify and deliver, primarily by better use of the Planon system, improvements to the way in which planned preventative and unplanned maintenance of the mechanical building services systems operated by the E&F Mechanical Operations Team are delivered.

In the case of buildings occupied by university staff and students but where the E&F Mechanical Operational Team are not responsible for providing the planned preventative and unplanned maintenance, provide those responsible with expert advice and guidance in a way that helps ensure that the needs of those occupants are met.
<table>
<thead>
<tr>
<th>Key accountabilities/primary responsibilities</th>
<th>% Time</th>
</tr>
</thead>
</table>
| 1. **Oversee and assist those colleagues within the E&F Team who are responsible for the operation and maintenance of the mechanical and electrical building services in ensuring that this is carried out in a way that meets all statutory and other legal compliance and is readily auditable.**
   This includes but is not limited to: Water systems and legionella management, lifts, boilers in domestic properties, pressure systems, LEV systems that are 'owned' by the E&F Team (Note that most systems are owned by teams outside of E&F), chillers, boilers etc in relation to legislation such as F-Gas and EPBD, Fixed wiring testing, Fire alarms, sprinkler, dry riser, AOV and automatic windows used for smoke ventilation, fire alarm systems, five yearly fixed wiring testing. | 40% |
| 2. **Develop, maintain and monitor a planned preventative maintenance module within the Planon system to improve the way in which maintenance and operation of the mechanical building services are delivered in terms of safety, reliability and performance, energy efficiency, effort needed to deliver work and administration and in a way that makes work completed readily auditable.** | 30% |
| 3. **Work with the Energy Management Team in recognising deteriorating patterns and rates of energy use that might be caused by failed or failing mechanical services. Then in response to this work with the Mechanical Design Team in designing and implementing improvements to procedures and ways of working that will address the issues swiftly and cost effectively thereby minimising waste.** | 15% |
| 4. Some buildings fully or partially occupied by University staff and/or students have their mechanical building services planned preventative and unplanned maintenance delivered by other parties. For example by other departments such as at the Astro House Data Centre where this service is delivered by an external contractor managed by the iSolutions IT Department) or by landlords (for example the property at 1 Guildhall Square where this service is provided by the landlord directly or at the Southampton General Hospital where the services is delivered by the Hospital Trust.

The compliance and improvements engineer shall have a responsibility to work alongside the Mechanical Operations Manager in providing expert advice and guidance on the way in which these services are delivered, with the aim of ensuring that the interests of the occupants of the buildings concerned are understood and met. | 12% |
| 5. **Maintain the central register of LEV systems across the Estate.**

[NB: LEV systems are always part of the risk management associated with hazardous substances or processes and as such the responsibility for compliance rests with the person responsible for such substances or processes. The duty here is simply to maintain a central register of such systems and persons responsible across the estate. In the vast majority of cases the persons responsible for LEV systems work outside of the Mechanical Operations Team)] | 3% |
| 6. **Any other duties as allocated by the line manager following consultation with the post holder.** | |
Internal and external relationships

The ability to form strong and lasting relationships with clients, stakeholders and suppliers within and outside the University.

Key clients include:
- E&F Mechanical and Electrical Operations Teams
- External teams responsible for the delivery of the planned and unplanned maintenance of mechanical building services.
- Carbon Management Plan Team
- Building Occupant Representatives
- Faculty Team Leaders

Key stakeholders include:
- Estates & Facilities Directorate
- Energy Management Team
- E&F Engineering Design Team
- Schools and Departments
- University Central Safety Group
- University Professional Services (eg Insurance, Finance etc.)
- Statutory compliance bodies

Key suppliers include:
- DLO Mechanical Services team
- Appointed Contractors
- Electrical Operations Team
### PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
<th>How to be assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications,</td>
<td>HND, NVQ4 or BTEC Level 6 in an appropriate discipline or a professional qualification of ACIBSE Incorporated Engineer or equivalent.</td>
<td>Substantial knowledge and experience of the maintenance and operation of HVAC and public health services serving the sort of buildings to be found on HE Estates ranging from domestic properties to substantial and more complex buildings such as laboratories, commercial kitchens and lecture theatres. Substantial experience of the maintenance and ensuring of statutory compliance in relation to at least half of the following HVAC and public health services categories of work and a willingness to undertake the necessary training and gain the necessary experience in relation to the remainder:</td>
<td>Certificates</td>
</tr>
<tr>
<td>Knowledge &amp; Experience</td>
<td>Substantial knowledge and experience of the maintenance and operation of HVAC and public health services serving the sort of buildings to be found on HE Estates ranging from domestic properties to substantial and more complex buildings such as laboratories, commercial kitchens and lecture theatres. Substantial experience of the maintenance and ensuring of statutory compliance in relation to at least half of the following HVAC and public health services categories of work and a willingness to undertake the necessary training and gain the necessary experience in relation to the remainder:</td>
<td>Substantial experience of the maintenance and ensuring of statutory compliance in relation to all of the HVAC and public health services categories of work described in the Essential criteria. Experience in the maintenance of clean rooms Experience of working with other disciplines such as IT specialists.</td>
<td>Application / Interview</td>
</tr>
</tbody>
</table>
|                           | • Water systems (including legionella management, Water Regulations compliance and equipment such as water distribution, cooling towers, water tanks, RPZ valves, emergency showers etc)  
• Fire protection and detection systems (dry risers, hydrants, sprinkler, mist and gas fire suppression systems, AOVs/Automatic Windows used for smoke ventilation Fire Alarm Systems etc.)  
• Fixed wiring five yearly inspections in Motor Control Centres  
• Lifts and lifting equipment  
• Boilers in residential properties and natural gas systems  
• Systems subject to the Pressure Systems Safety Regulations  
• Local Exhaust Ventilation (LEV) systems  
• Fixed wiring testing.  
• Systems for transmitting critical alarms to a central location | | |
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
<th>How to be assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Experience in working with mechanical and electrical contractors and building maintenance contractors.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning &amp; organising</td>
<td>Experience of developing plans and introducing change and improvement in the way in which teams deliver planned preventative and unplanned maintenance.</td>
<td>Familiarity with the Planon computerised maintenance system, which the University currently uses.</td>
<td>Application / Interview</td>
</tr>
<tr>
<td>Problem solving &amp; initiative</td>
<td>Ability to understand complex engineering systems, the inter-relationship between components and the root causes of failure. Ability to apply rigour and originality to solving problems identified, whether technical or organisational in nature. Ability to devise strategies that maximise plant ‘uptime’ and increase the effective utilisation</td>
<td></td>
<td>Application / Interview</td>
</tr>
<tr>
<td>Management &amp; teamwork</td>
<td>Ability to promote and implement business change. Ability to influence and motivate an Operational Team in continuing improvement in delivery of maintenance of the Systems. Ability to communicate, both verbally and in writing, complex technical issues to senior management, customers and colleagues effectively and ‘in their own language’. Ability to persuade and exercise influence and obtain results from colleagues in changing and improving ways of working. Able to resolve tensions and difficulties as they arise.</td>
<td></td>
<td>Application / Interview</td>
</tr>
<tr>
<td>Communicating &amp; influencing</td>
<td>Ability to work under time constraint while giving appropriate attention to safety and value for money.</td>
<td></td>
<td>Application / Interview</td>
</tr>
<tr>
<td>Other skills &amp; behaviours</td>
<td>The post is based on the Highfield campus although travel to other campuses is integral to the job. Out-of-hours attendance is sometimes required. Sufficient physical fitness to enter plant rooms, service voids etc.</td>
<td></td>
<td>Interview</td>
</tr>
<tr>
<td>Special requirements</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
JOB HAZARD ANALYSIS

Is this an office-based post?

| ☐ Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| ☒ No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below. Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

### - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

<table>
<thead>
<tr>
<th>ENVIRONMENTAL EXPOSURES</th>
<th>Occasionally (&lt;30% of time)</th>
<th>Frequently (30-60% of time)</th>
<th>Constantly (&gt; 60% of time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outside work</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extremes of temperature (eg: fridge/ furnace)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>## Potential for exposure to body fluids</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>## Noise (greater than 80 dba - 8 hrs twa)</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below:</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frequent hand washing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ionising radiation</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

EQUIPMENT/TOOLS/MACHINES USED

| ## Food handling                                               |                              |                             |                             |
| ## Driving university vehicles (eg: car/van/LGV/PCV)          |                              |                             |                             |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |                              |                             |                             |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |                              |                             |                             |

PHYSICAL ABILITIES

| Load manual handling                                         |                              |                             |                             |
| Repetitive crouching/kneeling/stooping                       |                              |                             |                             |
| Repetitive pulling/pushing                                   |                              |                             |                             |
| Repetitive lifting                                           |                              |                             |                             |
| Standing for prolonged periods                               |                              |                             |                             |
| Repetitive climbing (ie: steps, stools, ladders, stairs)     |                              |                             |                             |
| Fine motor grips (eg: pipetting)                            |                              |                             |                             |
| Gross motor grips                                            |                              |                             |                             |
| Repetitive reaching below shoulder height                    |                              |                             |                             |
| Repetitive reaching at shoulder height                       |                              |                             |                             |
| Repetitive reaching above shoulder height                    |                              |                             |                             |

PSYCHOSOCIAL ISSUES

| Face to face contact with public                              |                              |                             |                             |
| Lone working                                                  |                              |                             |                             |
| ## Shift work/night work/on call duties                      | X                            |                             |                             |