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| Last updated: | March 2025 |

**JOB DESCRIPTION**

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| Post title: | **Associate Director of Engineering** | | |
| Standard Occupation Code: (UKVI SOC CODE) | 1121 | | |
| School/Department: | Estates & Facilities | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 6 |
| Posts responsible to: | Director of Engineering & Infrastructure (L7) | | |
| Posts responsible for: | Maintenance Operations Manager (L5)  Engineering Contracts Manager (L5) | | |
| Post base: | Office-based, with hybrid working | | |

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| Job purpose |
| Responsible for leading optimal, cost effective and sustainable delivery of all engineering, operational maintenance and repairs services to all University owned and run buildings in the UK, including reactive and planned maintenance and some minor works. Provide strategic and technical leadership in the built environment of the University’s assets, acting as Duty Holder and manage the delivery of engineering infrastructure services, energy procurement and carbon management to optimal levels of cost and quality. In addition, form a liaison or “bridge” role to Estates Development in the context of major capital planning and implementation. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | **Leadership and Management**   * Be responsible for the provision of engineering control of key University infrastructure including Clean Rooms, LEV, CHP/district heating (gas and electricity supply to the University) Data Centres and Bio Medical Research in all relevant risk categories. * Ensure the effective performance of the Engineering infrastructure with full financial responsibility and in reference to agreed Key Performance Indicators. * Continually review the business model for each area of responsibility and associated processes so that they provide the most efficient and effective services for the University and to implement change where appropriate. * In third party sites, e.g. UHS and NOC, undertake the same oversights. * Lead and manage both internal and external teams; including reviewing resources, team operating model and associated processes so that they provide the most efficient and effective services for the University and to implement change where appropriate. * Line manage direct reports, exercising good people management practices including mentoring, coaching, training, advice and guidance as necessary. * Proactively manage the performance of individuals and teams, ensuring the effective induction of new staff and the ongoing direction, guidance, appraisal and development of individuals; promote a customer focused, constructively challenging, responsive and adaptable service. * Ensure the right mix of skills and capabilities through continuous professional development, recruitment and performance feedback. Where appropriate work collaboratively to matrix manage a multi-disciplinary team to ensure the delivery of the University strategy. * To work directly with the team to embed a culture of equality, diversity and inclusion. Ensure the University’s ED&I and people strategy is considered in all decision making, planning and management of the team. | 35% |
|  | **Maintenance Management**   * To design, develop, implement, monitor and review a comprehensive and cost-effective planned maintenance regime for the University’s building stock and engineering infrastructure that ensures that such assets are fit for purpose. * Responsibility for the provision of a safe, timely and cost-effective reactive/responsive maintenance service to agreed service standards across all the University’s (UK) campuses whilst maintaining full financial accountability. * To review complex engineering data analysing and interpreting this for a non-technical audience to present and determine optimal business solutions. | 20% |
|  | **Health, Safety and Compliance**   * Have oversight and ownership within Estates and Facilities of key risk areas such as Legionella management and compliant supply and distribution of gas, high and low Voltage electrical supplies and water, acting as Duty Holder. Responsible for the compliance requirements for all University buildings, implementing framework/matrix of responsibilities to demonstrate a significant year on year improvement for building compliance. * Understand any Health and Safety risks and develop and implement a plan that significantly improves the safety of all users of the University Estate. To develop a robust regime of safety and compliance review and audit and ensure it is completed with all actions tracked and completed as identified. * Lead the Engineering & Maintenance Division and drive a zero tolerance safety culture across the team and with all suppliers with clear procedures and accountabilities established to secure delivery of a safe, healthy and secure environment for students, staff and visitors. | 20% |
|  | **Financial and Governance**   * Full financial responsibility and relevant budgets for the Engineering infrastructure and maintenance management programmes. * Deliver optimal use of scarce resource and manage the annual maintenance management spending of approximately £5.5M. * Working with the Estates PMO function, developing, establishing, implementing and maintaining consistent and effective means of monitoring and reporting performance across all areas of Engineering and Maintenance. * Ensure both internal and external resources represent best value for money for UoS and that appropriate and effective risk management, corporate governance and audit controls are in place. | 10% |
|  | **Sustainability**   * Lead the promotion of a sustainable University estate by developing innovative solutions to the challenges imposed to meet the University’s Net Zero Carbon plan including existing buildings and new builds (in terms of operation, maintenance and energy consumption), working with project teams. * Responsibility for ensuring that the University procures and is supplied with energy and water in a cost-effective manner that maximises efficiency and minimises waste, with full reporting. * Responsible for the provision of resources (personnel, hardware and software) to identify over-usage of energy and water and develop corrective measures. | 10% |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5% |

| Internal and external relationships |
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| Key internal relationships include:   1. Estates & Facilities Leadership Team; 2. Staff within all areas of Estates & Facilities (to give direction, guidance and instruction; 3. Staff and consultants within Estates projects/development (to liaise in development of the capital programme); 4. Senior stakeholders within UoS including Professional Services and Senior staff of Faculties (to ensure collaborative working and service delivery);   Key external relationships include:   1. Suppliers, contractors and consultants (providing a service to the University); 2. Statutory authorities, such as the Health & Safety Executive, Local Authority, Fire Service (to ensure compliance); 3. Professional and sector-based institutions, such as the Association of University Engineers, Association of University Directors of Estates etc. (sharing of knowledge and best practice);   Partner organisations, such as Southampton University Hospital Trust (liaison on topics of common interest), Southampton City Council and appropriate development partners |

| Special Requirements |
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| * Ability to undertake duties at different premises including any University campus as required. * Acting as Duty Holder for statutory requirements within Estates & Facilities * Commitment to the integrity and confidentiality of all relevant data and process |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of a professional qualification or postgraduate degree.  Demonstrated track record of Duty Holder, eg Legionella etc.  Significant knowledge of maintenance requirements Computerised Aided Facilities Management or maintenance model software  Degree in an engineering or building services discipline or equivalent experience.  Proven operational management and planning skills  Significant knowledge and experience of managing hard services in large organisation using both in-house and out-sourced resources, with budget responsibility.  Significant knowledge and experience of delivering engineering projects in buildings that are operational.  Significant knowledge of health and safety legislation and experience of applying such knowledge in a complex and high risk environment.  A broad knowledge of sustainability as it applies to the built estate, particularly in relation to energy and water | Facilities Management experience  Experience of engineering and maintenance at high profile, multi sites.  Experience in the University sector  Formal health and safety qualification, for example a NEBOSH general certificate or diploma.  A demonstrable track record of sustainable innovation. | Application form |
| Planning and organising | Proven ability in the planning and delivery of a maintenance programme in a large organisation.  Proven ability to manage initiatives and projects (varying in size and complexity) to achieve required outputs in terms of cost, programme and quality.  Experience of successfully planning and shaping the direction of specialist or professional area of activity.  Proven Ability to organise major new initiatives, with little or no precedent.  Appropriate strategic and master planning experience, looking forward 5 to 10 years. | Experience of formal project management techniques, e.g. PRINCE 2  Budget experience both setting, zero up and forecasting. | Application form & interview |
| Problem solving and initiative | Proven ability in the understanding, analysis and resolution of complex issues.  Experience of managing change while maintaining ‘business as usual’.  Proven experience of developing significant new concepts and original ideas within one’s field in response to intractable issues of importance to the University. | Experience in producing business cases for approval. | Application form & interview |
| Management and teamwork | Proven ability to proactively develop team dynamics and performance, ensuring quality standards are consistently achieved.  Proven ability to foster positive relationships both within and outside of own department.  Proven ability to proactively work with senior managers across the University to achieve key deliverables.  Ability to manage budgets and resources in order to meet goals.  Ability to organise own and team’s short, medium and long term workloads in order to meet deadlines.  Ability to develop team (through recruitment, training, coaching and mentoring) to meet objectives and improve performance | Experience of budgetary arrangements | Application form & interview |
| Communicating and influencing | Ability to negotiate effectively on behalf of the department or University on key issues.  Ability to develop and lead key communications strategies.  Excellent written and verbal communication skills with the ability to distil complex ideas into easily- understood terms.  Ability to cultivate strong networks to facilitate inter-team working across different groups of staff.  Ability to promote a point of view and gain acceptance. | Experience of participation in a committee & stakeholder engagement. | Application form & interview |
| Other skills and behaviours | A personal commitment to promoting Estates & Facilities within and beyond the University  Commitment to collegiately and the University of Southampton Behaviours |  | Interview |
| Special requirements | Ability and willingness to respond to out-of-hours emergencies and participation in the Crisis Management Team. |  | Interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| 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.

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