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| Last updated: | July 2025 |

**JOB DESCRIPTION**

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| Post title: | **Associate Director of Infrastructure** |
| School/Department: | Estates & Facilities |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 6 |
| Posts responsible to: | Director of Engineering & Infrastructure (L7) |
| Posts responsible for: | Head of Electrical (L5)Head of Mechanical (L5)Infrastructure Manager (L5)Site Safety Operations Manager (L5)Senior CAFM Manager (L5) |
| Post base: | Office-based (with Hybrid working) |

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| Job purpose |
| Responsible for leading and managing direct and coordinate subject matter experts in Electrical, Mechanical, Safety and Infrastructure supporting both operational maintenance, and providing informed intelligent internal client roles to projects. Provide comprehensive technical support to the operational maintenance and project teams within Estates & Facilities and ensuring all Duty holders are appointed, in place and directly accountable for site safety and compliance.  |

| Key accountabilities/primary responsibilities | % Time |
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|  | Own the Infrastructure Plan for all campuses, single point of reference for business as usual and the E&F Master plan.  Projects – capital, Long Term Maintenance and investment  Lead as intelligent client representative all projects design points, advising and contribute on the direction of M&E, campus infrastructure designs to ensure suitability for the UoS requirements.  Ensure effective handover from project to operational maintenance, acting as first point of contact in estate acquisitions, disposals and enhancements.  Working with project team own all Engineering & Infrastructure project pipeline request to ensure fair representation and compiling costed long-term maintenance programme   Provide leadership in the modification of building services to meet the needs of Faculties and Professional Services.  Utilise and manage allocated budgets and resources effectively and flexibly and control all related expenditure to ensure delivery of targets/objectives within budget. Contribute to planning and budgetary statements and delivery of service within budgetary constraints.  | 40% |
|  | Ensure all Duty holders are appointed, in place and directly accountable for site safety and compliance.  Safety, ensure all duty holders are fully aware of their responsibilities and that updated list of duty holders, responsible persons, approved persons, engineers and Area of Responsibility Managers (ARM) are defined, skill sets in place, training records monitored, and gaps identified.  Primary area for ensuring site safety both at operational maintenance, minor works but capital works, ensuring site safety standards, control of contractors and statutory inspections are defined and undertaken.  Audit of plantrooms to ensure acceptable standards.   Working with the central UoS Safety and compliance team on all incidents, audits and reporting.  | 40% |
|  | Full responsibility for the Computerised Assisted Facility Management (CAFM) function within Estates & Facilities. Ensuring fit for purpose and management information.  | 10% |
|  | Develop engineering Standards and Procedures supporting the development of operational maintenance but provide a design output specification for use on all projects.  Shaping the strategic direction of the standard specifications for the University in line with current industry and sustainability standards.  | 5% |
|  | 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
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**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 in an engineering or building services discipline or equivalent experience. Proven technical engineering support at senior level, including strategic planning skills.  Significant knowledge and experience of project design works with budget responsibility.  Significant knowledge and experience of delivering engineering projects in buildings that are operational.  Asbestos duty holding.  Significant knowledge of health and safety legislation, Construction, Design and Management Regulation (CDM) and experience of applying such knowledge in a complex and high risk environment.   | Membership of a relavant professional body e.g. CIBSE | Application form |
| Planning and organising | Proven ability in the planning and delivery of a projects 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. Proven ability in the planning and delivery of a projects 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.  Appropriate strategic and master planning experience.  | Good understanding and practical experience of Cafm systems and associated data management. | Application form & interview |
| Problem solving and initiative | Able to develop significant new concepts and original ideas within one’s field in response to intractable issues of importance to the University. |  | Application form & interview |
| Management and teamwork | Able to proactively develop team dynamics and performance, ensuring quality standards are consistently achieved.Able to foster positive relationships both within and outside of own department.Able to proactively work with senior managers across the University to achieve key deliverables. |  | Application form & interview |
| Communicating and influencing | Able to negotiate effectively on behalf of the department or University on key issues.Able 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.  |  | Application form & interview |
| Other skills and behaviours |  |  |  |
| Special requirements |  |  |  |

**JOB HAZARD ANALYSIS**

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

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| [x]  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  |  |  |  |