

<b>Job Title:</b>	Electrical Building Services Engineer
<b>Department:</b>	Estates and Facilities Projects and Infrastructure
<b>Responsible to:</b>	Senior Electrical Building Services Engineer
<b>Grade:</b>	Grade 7
<b>Salary range:</b>	£37,099 - £44,263
<b>Contract type:</b>	Permanent
<b>Working arrangements:</b>	Nominal 35 hours Five days out of seven Hybrid working (minimum 2 days in Durham)

## **The University**

At Durham University we are proud of our people. A globally outstanding centre of educational excellence, a collegiate community of extraordinary people, a unique and historic setting – Durham is a university like no other. We believe that inspiring our people to do outstanding things at Durham enables Durham people to do outstanding things professionally and personally.

Across the University we have a huge variety of roles and career opportunities, which together make us a large and successful community, which is a key hub of activity within our region and nationally. We would be thrilled if you would consider joining our thriving University.

Further information about the University can be found [here](#).

## **The Role and Department**

The Projects & Infrastructure team is responsible for the construction project delivery across all campuses forming the Durham University estate. The team manage a large capital programme from inception to completion, delivering projects on budget, on programme and to a high standard of quality. The improvement in facilities supports academic research and enhances the student experience.

The Electrical Building Services Engineer will effectively manage the provision, alteration and upgrade of the University's electrical infrastructure for the successful delivery of a range of projects/programmes at the University ensuring that all works are carried out to the required quality standard, adhere to best practice principles and are compliant with current statutory/safety requirements and approved codes of practice.

The Estates and Facilities Directorate provides a number of essential services to Durham University and is responsible for managing, maintaining and developing the infrastructure and building fabric of the various campuses. More information on the services provided by the Estates and Facilities Directorate can be found on the [website](#).

Further information about the role and the responsibilities is at the bottom of this job description.

## Working at Durham

A competitive salary is only one part of the many fantastic benefits you will receive if you join the University, you will also receive access to the following fantastic benefits:

- 30 days annual leave per year in addition to 8 public holidays and 4 customary days per year – a total of 42 days per year.
- The University closes between Christmas and New Year.
- We offer a generous pension scheme, as a new member of staff you will be automatically enrolled into the University Superannuation Scheme (USS).
- No matter how you travel to work, we have you covered. We have parking across campus, a cycle to work scheme which helps you to buy a bike and discount with local bus and train companies.
- There is a genuine commitment to developing our colleagues professionally and personally. There is a comprehensive range of development courses, apprenticeships and access to qualifications and routes to develop your career in the University. All staff have dedicated annual time to concentrate on their personal development opportunities.
- Lots of support for health and wellbeing including discounted membership for our state-of-the-art sport and gym facilities and access to a 24-7 Employee Assistance Programme.
- On site nursery is available and children's clubs in the summer holidays.
- Family friendly policies, including maternity and adoption leave, which are among the most generous in the higher education sector (and likely above and beyond many employers).
- The opportunity to take part in staff volunteering activities to make a difference in the local community.
- Discounts are available via our benefits portal including money off at supermarkets, high street retailers, IT products such as Apple, the cinema and days out at various attractions.
- A salary sacrifice scheme is also available to help you take advantage of tax savings on benefits.
- If you are moving to Durham, we can help with removal costs and we have a dedicated team who can help you with the practicalities such as house hunting and schools. If you need a visa, we cover most visa costs and offer an interest free loan scheme to pay for dependant visas.

## Durham University is committed to equality diversity, inclusion and values

Our collective aim is to create an open and inclusive environment where everyone can reach their full potential and we believe our staff should reflect the diversity of the global community in which we work.

As a University equality, diversity, and inclusion (EDI) are a key part of the University's Strategy and a central part of everything we do. We also live by our [values](#) and our [Staff Code of Conduct](#). At Durham we actively work towards providing an environment where our staff and students can study, work and live in a community which is supportive and inclusive. It's important to us that all of our colleagues are aligned to both our values and commitment to EDI.

We welcome and encourage applications from members of groups who are under-represented in our work force including people with disabilities, women and black, Asian and minority ethnic communities. If you have taken time out of your career, and you feel it relevant, let us know about it in your application. If you are a candidate with a disability, we are committed to ensuring fair treatment throughout the recruitment process. We will make

adjustments to support the interview process wherever it is reasonable to do so and, where successful, reasonable adjustments will be made to support people within their role.

### **What you need to demonstrate when you apply/Person Specification**

When you apply it is important that you let us know what skills/experience you have from a similar role and/or what skills/experience you have which would make you right for this role. Further information about the role and responsibilities is at the end of this job description.

Your application should cover the following criteria:

#### **Essential Criteria**

##### **Qualifications/Experience**

1. Educated to HNC/D in an electrical building services/engineering related discipline (or equivalent experience).
2. Experience of working in an electrical supervisory, technical manager or engineering design role.
3. Experience of delivering works including managing project/design teams and contractors on capital and revenue projects.
4. Experience of providing specialist advice and guidance to a range of customers and colleagues, including more senior colleagues.
5. Experience of implementing policies and procedures and supporting service improvements.

##### **Skills/Abilities/Knowledge**

6. Sound technical knowledge in the design, installation, operation and maintenance of electrical engineering building services.
7. Excellent spoken and written communication skills including the ability to develop effective working relationships, both internally and externally.
8. Proven IT skills, including the use of Microsoft 365 applications.
9. Committed to continuing professional development to maintain professional recognition.
10. Professional knowledge and experience of compliance and regulations.
11. Competent at formulating and writing technical reports.
12. Ability to solve problems and decide on and plan appropriate solutions.
13. Ability to play a key role in the delivery of infrastructure projects.
14. Knowledge and experience of health and safety including CDM Regulations, Electrical Safe Systems of Work, Electricity at Work Reg. Risk Assessments, etc.
15. Knowledge and experience of ensuring compliance with regulatory and organisational policy and guidelines.

#### **Desirable Criteria**

1. Educated to degree level or equivalent experience in a relevant discipline.
2. Hold or working towards full membership of a relevant professional institute i.e. CIBSE, IET.
3. An understanding and working knowledge of high voltage distribution/networks.
4. Conversant with developments in sustainability with experience of developing and delivering low energy strategies.

## **How to Apply**

To progress to the assessment stage, candidates must evidence each of the essential criteria required for the role in the person specification above. It will be at the discretion of the recruiting panel as to whether they will also consider any desirable criteria, but we would urge candidates to provide evidence for all criteria.

While some criteria will be considered at the shortlisting stage, other criteria may be considered later in the assessment process, such as questions at interview.

### Submitting your application

We prefer to receive applications online. We will update you about your application at various points throughout the selection process, via automated emails from our e-recruitment system. Please check your spam/junk folder periodically to make sure you have not missed any of our updates.

### What you need to submit

- A CV
- A supporting statement or covering letter which outlines how you meet all of the criteria within the Person Specification.

## **Contact details**

If you would like to have a chat or ask any questions about the role, Dave McCaffery, [david.mccaffery@durham.ac.uk](mailto:david.mccaffery@durham.ac.uk) would be happy to speak to you.

## **Typical Role Requirements**

### **Service Delivery**

The Electrical Building Services Engineer will deliver a professional, customer-focussed electrical engineering support service to all stakeholders to facilitate the provision of a safe, effective and reliable electrical infrastructure specific to the needs of the University.

- From formulating the electrical building services design brief at inception, actively participate in all stages of the design development process on capital, minor and refurbishment projects to ensure that the optimal design solution, system integration and quality standard for electrical building services engineering is realised.
- Show a commitment to equality, diversity and inclusion and the University's values.
- Provide specialist advice and guidance relating to your professional area of expertise in line with the University's policies, regulations, and values.
- Manage the delivery of electrical engineering projects across the University Estate from inception to completion to a high standard adhering to established project procedures.
- As an integral part of a project team provide an electrical building services engineering support service to Project Managers and Senior Project Managers as required to influence and inform design strategies, system selection, quality standards to facilitate effective and successful project delivery.

- Monitor and report on the performance of electrical consultants and contractors providing appropriate feedback to facilitate the review process and achieving optimum performance.
- Liaise with client departments and colleges to prepare and develop electrical engineering design briefs, undertaking feasibility and option appraisal exercises where appropriate. Translate client's needs into high quality schemes within defined areas of responsibilities and budget constraints.
- Maintain and update the electrical aspects of the University's 'Building Engineering Services Design Guidelines' applying best practice principles to achieve optimal engineering design solutions.
- Ensure safe working practices by monitoring and updating risk assessments, safety procedures and safe systems of work.
- Undertake the role of an Authorised Person Electrical Low Voltage (APLV) and effectively implement Durham University's Electrical Safety Rules and Procedures - appropriate training to be provided where necessary.

### **Planning and Organising**

- Plan, manage and deliver assigned projects and activities using appropriate techniques, tools and protocols to deliver agreed objectives and solve any problems which you encounter.
- Formulate and issue concise and accurate electrical building services engineering briefs and project documentation to consultants and/or contractors for the provision of Professional Services and/or Supplier Services in-line with Durham University Procurement procedures.
- Programme and monitor projects and other key activities across the University.
- Seek feedback from staff, students and other key stakeholders so that service provision is being planned and adapted to meet customer expectations and future needs.
- Assist colleagues to achieve operational service requirements, planning, carrying out and documenting evaluations and tests to ensure stakeholder requirements are met.
- Within defined area of responsibility manage project budgets, cash flow, risk registers, stakeholders, contract management and reporting processes.

### **Communication/Liaison**

- Promote and foster positive and highly collaborative approaches to problem solving and project implementation, helping to motivate, mentor and coach project team members; keeping abreast of legislation, approved codes of practice, industry standards and best practice.
- Use your operational expertise to lead and participate in business meetings, working groups and sub-committees.
- Provide regular status reports on projects and ongoing work to colleagues, services users and managers highlighting any risks and contingency plans.
- Interact and collaborate with other specialists across the University to ensure the integrity and delivery of consistent services.
- Promote and encourage a collaborative approach to problem solving and project delivery in order to motivate, mentor and coach less experienced project staff.
- Create positive working relationships, including internal and external networks, using your networks to increase your knowledge and skills and swap information with peers.
- Contribute to collaborative decision making within the team with service provision to deliver an excellent stakeholder experience in accordance with policy and procedures.

- Work collaboratively across the organisation and/or externally with colleagues and stakeholders to deliver a service.
- Support the capture of business requirements from users and work with colleagues to translate these into recommendations for future service provision.
- Liaise with:
  - other sections within Estates and Facilities and elsewhere in the University in order to ensure seamless, first-class customer service.
  - contacts and participate in networks and communities internally and possibly externally, contributing to effective collaborative working.
  - outside agencies, local authorities, suppliers and visitors to ensure the safe and secure delivery of services.
- To oversee Health and Safety issues to ensure compliance with statutory requirements, Estates & Facilities processes and best practice, working closely with the EFD Health and Safety Business Partners.

### **Knowledge and Experience**

- Maintain an awareness of current policy for University business goals such as widening participation and access, and provision of advice using specialist knowledge.
- Apply theory and practice, from academic and professional development and previous knowledge.
- Provide guidance and advice to resolve problems and queries for a broad range of service users.
- Provide demonstrations and instruction to others outside the team.
- Any other reasonable duties.
- May include, evenings and weekend work, as business demands.
- Attend all training, CPD and development, as required

The above list of responsibilities is not exhaustive, and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.

This job description accurately reflects the duties and responsibilities of the role at the time the job description was written. These duties and responsibilities may change over time without significantly impacting on the character of the role, the overall level of responsibility, or its grade.

Depending on strategic or operational needs, the jobholder may in the future be required to work for another existing or new organisational unit and/or at a different site within Durham University. This may be on a temporary or indefinite basis and may involve a change in line management and/or regularly working at more than one site.

Please note that in submitting your application Durham University will be processing your data. We would ask you to consider the relevant [University Privacy Statement](#), which provides information on the collation, storing and use of data.