

JOB DESCRIPTION

Title of the post: Building Fabric Trade
[Permanent / Full Time]

Department: Estates and Facilities

Reporting to: Building Fabric Maintenance Supervisor

The University

Background

Harper Adams University is the leading UK Higher Education (HE) institution focused on the land-based and food supply-chain sectors with an important national role in these subject areas.

Situated on a single campus in rural and scenic Shropshire, the University, and its surrounding area, provide an excellent working and living environment for staff and students alike, yet the University campus is only one hour from the UK's second city of Birmingham. Around 3,000 HE students attend the University, primarily on sandwich courses which include a year-long industrial placement. Undergraduate and postgraduate degrees are offered. The University also welcomes individuals who wish to undertake CPD or similar professional training to support their careers in the agri-food chain and rural industries.

The University was founded by Thomas Harper Adams in 1901 on the original farmland of the Harper Adams Estate. The University estate includes amenity areas, woodland, and a commercial farm of 205 hectares; with rented land the total area farmed is approximately 640 hectares, spread over several locations with cereals, potatoes, forage maize and grassland carrying a dairy herd, sheep, beef, pig and poultry units.

The Privy Council awarded taught degree awarding powers to Harper Adams in 1996 and research degree awarding powers in 2006. Full University Title was granted by Her Majesty's Privy Council in December 2012. The University changed its legal status to that of a Company Limited by Guarantee in July 2012 and remains one of a small number of Universities which are Registered Charities. Her Royal Highness The Princess Royal became the University's first Chancellor in 2013.

Academic Provision

The University offers a wide range of courses including Foundation and Honours degrees, in addition to shorter awards designed to meet the continuing professional development needs of those already in the workplace. The subjects are wide ranging and cover Agriculture, Animal Studies, Business, Countryside, Engineering, Food and Land & Property Management. The University has also focused on developing its postgraduate education and research and there are a growing number of postgraduate students at both diploma, masters and PhD level.

Harper Adams has built up an international reputation for the quality of its courses and has achieved the highest possible ratings in recent Quality Assurance Agency reviews, and holds a Gold Teaching Excellence Framework (TEF) award. There is active encouragement of research and the University took part in the last Research Excellence Framework (REF) exercise. 56% of our submitted research was rated either internationally excellent or world leading and 100% was rated of international quality. Our extensive

programme of research and education for professionals in the land-based and food chain sectors supports a high profile of business and community reach-out work, short course delivery for businesses and technology transfer activities supported by strong industry links and partnerships with companies such as JCB and Marks & Spencer amongst many others.

Recognition

Harper Adams is consistently positioned highly in a range of national ratings, performance measures and league tables.

In the period since 2011, Harper Adams has won six Times Higher Education Awards including Outstanding Fundraising Initiative (2014), and has been shortlisted for fourteen other THE awards. In 2018, the Times Higher has shortlisted the university for the prestigious title of University of the Year, putting Harper Adams in the top six universities in the country. The finals are in June 2018.

In the 2016 and 2017 Whatuni? Student Choice Awards, based on student reviews, Harper Adams took the title of University of the Year and won the Student Support and Job Prospects gold awards, plus silver and bronze in further categories. In 2018 the University was runner up for the University of the Year title and won 3 gold awards, 3 silver and 3 bronze. It is the only University to win Student Support since the awards began four years ago and has won the category for best job prospects for three years running and best courses and lecturers for two years running.

Harper Adams ranked second in the 2016 Times Higher Education Student Experience Survey. In the Times and Sunday Times Good University Guide 2017, the University was ranked 36th, the highest position yet achieved by a post-1992 university, and was awarded the title of Modern University of the Year. In 2017 it was the highest ranked modern University for the second year in a row. In the QS World Rankings for Agriculture and Forestry published in March 2018, Harper Adams was ranked second in the UK for academic reputation and second in the world for its reputation with employers.

Facilities

Harper Adams has extensive, well-equipped facilities and is constantly investing in its campus. Facilities include a range of modern teaching facilities and an extensive library, a variety of IT suites including an engineering design centre, newly extended laboratory facilities, a field laboratory and a livestock project centre, a glasshouse complex, an agricultural engineering unit with a large covered soil working area and a number of sustainable technology installations. In 2013 a new teaching building and a new agricultural engineering innovation centre opened. In 2015/16 these were followed by two further buildings, one for veterinary services and one for entomology, and new halls of residence. Further new facilities opened in the period since 2017 include new laboratories, an Agri-Tech Innovation Hub and SMART Dairy Unit. Capital funding to support the development of many of these facilities has been provided through the work of the Development Trust. The University provides a range of training and professional development opportunities via its staff development programme.

Catering and Sports Facilities

The University's Students' Union operates a small gym and squash courts that staff may use on the payment of a nominal fee. The University has an open-air swimming pool and bowling green that are available for staff use during the summer period and new tennis courts have recently been developed. A variety of University catering outlets provide access to lunch facilities on campus.

For further details about the University, please visit our website:

<http://www.harper-adams.ac.uk>

The Estates and Facilities Team

The Estates and Facilities Department provides a number of essential services to Harper Adams University

and is responsible for the management and facilities maintenance of the main campus and outlying properties, including:

- Capital development of new build and refurbishment / remodeling works;
- Planned and reactive maintenance of the estate buildings, associated equipment and building services;
- Out of hours on-call for emergency maintenance;
- Procurement and management of utilities - gas, electric and water;
- Trade effluent and sewage;
- Operation and maintenance of the District Heat Network (DHN) and Energy Centre including biomass boiler and Combined Heat and Power (CHP) plant;
- Refuse and waste collection including recycling;
- The Private Water Supply (PWS) - abstraction, treatment, distribution and monitoring of water quality;
- Housekeeping and managed laundry services;
- Security and portering;
- Postal services;
- Reception and switchboard;
- Car parking;
- Ongoing maintenance of space records;
- Signage.

Main Responsibilities

1. To understand the construction and structure of existing buildings, below ground drainage and hard landscaping across the estate sufficient so that they can be maintained to a high standard, utilised in a safe manner and be fit for purpose.
2. To carry out planned, preventative and reactive maintenance of building fabric, hard landscape and external works, above ground stormwater drainage and below ground foul and stormwater drainage.
3. Carry out new building fabric, hard landscape and external works, above ground stormwater drainage and below ground foul and stormwater drainage installations as required in accordance with manufacturer's instructions, statutory regulations, relevant codes of practice and working off design drawings / specifications where necessary.
4. To carry out all necessary monitoring, testing and inspections of fire compartments, fire doors, fire shutters, dry risers and smoke ventilation systems including addressing any remedial works identified as a result.
5. Carrying out opening-up and preparation of building fabric elements for engineering, statutory and insurance inspections, making good upon completion.
6. Keep appropriate and accurate records on works, inspections, measurements and monitoring carried out as required by the role, legislation or as instructed by managers or supervisors.
7. Where works will negatively impact on the day-to-day activity of the campus, make sure the Supervisor is informed so suitable communication can be issued and contingency measures put in place.
8. To provide clear requirements for the ordering of trade related materials, keeping stocks in good order including reclaimed materials.
9. To keep tools and equipment clean and in good working order, making sure that working areas are kept safe and tidy.
10. To operate University vehicles and mobile equipment (MEWP, Loadall, etc...) safely with due consideration of others. Keep vehicles and mobile equipment tidy and see that they are suitably inspected as appropriate.
11. Liaison with external building fabric, ground works and external contractors in the performance of their duties.

12. To be able to work unsupervised in a safe manner adhering to operational procedures, risk assessments and method statements where available and accepted best safe practice if not. Keep workwear presentable, wear appropriate personal protective equipment as necessary and use all tools in an appropriate manner.
13. Keep up to date with trade information. Attend all training and professional development arranged.
14. Work cooperatively and courteously with the wider Estates and Facilities team to provide a professional, reliable and effective service.
15. To have a flexible approach to the work and be able to work beyond the normal hours of duty if required and to carry out other tasks from other disciplines should circumstance apply.
16. Respond to fire and other emergency life safety alarms whilst on campus in accordance with the Fire Safety Management Plan. Keep records of fire alarm activations up to date.
17. Participation in the emergency call-out rota to attend campus promptly outside the normal hours to carryout maintenance tasks including other tasks from other trades.
18. All other duties and responsibilities commensurate with the post and the salary range of the grade.

Key Requirements

- Fire Warden
- Asbestos Aware
- Participate in the emergency call-out rota for out-of-hours attendance on campus.
- Able to drive University vehicles
- Safe use of MEWPs, loadall and other such equipment
- Working on campus

Personal Specification

	Essential	Desirable
Qualifications	<p>Qualified to NVQ Level 2 in relevant construction skills discipline or equivalent.</p> <p>Be a professional crafts person with industry and professional recognition and certification of achievement of skills and knowledge.</p>	<p>Fire Warden certificate.</p> <p>Current Asbestos Awareness.</p> <p>Current and relevant CSCS card.</p> <p>Current IPAF certificate MEWPS.</p> <p>Gas Safe Certified & current Gas Safe ID Card holder.</p>
Experience	Experience of carrying out building fabric installation and maintenance in a large estate.	Familiarity in the use of electric job management systems (CAFM).
Knowledge/Skills	<p>Good knowledge of health & safety regulations and best practice relevant to the role.</p> <p>Fully conversant with relevant legislation including building regulations relevant to the role</p> <p>Knowledge of IT in general.</p> <p>Able to undertake fault finding and diagnostics of problems in mechanical building services and systems.</p>	Able to interpret works required from technical drawings and specifications.
Personal Qualities	<p>Proven ability to be able to work unsupervised.</p> <p>Able to work positively, cooperatively and proactively work with other team members.</p> <p>Excellent customer care skills and good communication skills.</p>	

Conditions of Service

The national recommendations which have arisen from the negotiations between UCEA and the unions recognised at national level, the Joint Negotiating Committee for Higher Education Staff (JNCHES), directly affect the terms and conditions insofar as they have been adopted by the Board of Governors.

Salary	The commencing salary will be within the range £24,871 to £27,116 per annum. The point of entry will be dependent upon relevant qualifications and experience. Salaries are paid monthly, in arrears, by credit transfer on the 28 th day of the month.
Contract Term	This is a full time post. The employment may be terminated during the course of the contract by either party giving one months' notice in writing.

Hours of Work	The routine working week is 37 hours over Monday to Friday, inclusive. There may be a requirement for overtime working from time to time and time off in lieu may be allowed for agreed hours worked in excess of 37 per week.
Holidays	<p>The annual holiday entitlement is 22 working days, plus statutory bank holidays. In addition to this there are 8 University closure days during the full annual leave year. Annual holiday entitlement rises to 25 working days on completion of 5 years' service. The holiday year runs from 1 August to 31 July and in the holiday year in which the employment commences or terminates the holiday entitlement will accrue on a pro-rata basis for each complete week of service. The timing of holidays is subject to the agreement of the Line Manager.</p> <p>All annual holiday entitlement (including bank holidays and University closure days) is pro-rata for part-time employees. Further details will be confirmed on appointment.</p>
Sick Leave	During periods of certified sickness, the post-holder will be eligible to receive sick pay in accordance with the University Sick Pay Policy. The payment of sick pay is subject to compliance with the University rules for the notification and verification of sickness absence, details of which will be provided to the successful applicant upon commencement of employment.
Pension	The post-holder will be entitled to join the Harper Adams Group Pension Scheme and details will be provided to the successful applicant upon commencement of employment.
Exclusivity of Service	<p>You are required to devote your full-time attention and abilities to your duties during working hours and to act in the best interests of the University at all times. Accordingly, you must not, without written consent of the University, undertake employment or engagement including external consultancy, which might interfere with the performance of your duties or conflict with the interests of the University.</p> <p>It follows that, regardless of whether you are employed on a full-time or part-time contract, you are required to notify your line manager of any employment or engagement which you intend to undertake whilst in the employment of the University (including any such employment or engagement which commenced before your employment under this contract). Your line manager will then notify you within 10 working days whether such employment or engagement is prohibited.</p>
Criminal Convictions	<p>The post involves the opportunity for access to children and young persons under the age of 18. For this reason, the University is entitled to consider any criminal convictions, cautions or impending case(s) that it considers to be relevant to this post.</p> <p>The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that applicants are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act.</p> <p>Applicants must therefore complete the part of the application form declaring any criminal convictions and cautions from any court or police authority. The successful applicant will have to undergo a Disclosure and Barring Service Check before an appointment can be made.</p>

References

Candidates should ensure that they provide full details of the name and postal address of their referees. Please include e-mail addresses and telephone numbers wherever possible.

Referees should include your present, or most recent, employer.

Application Procedure:

All applications should be completed and submitted using the Harper Adams e-Recruitment programme at <http://jobs.harper-adams.ac.uk>

To be submitted no later than midnight on Sunday 14 August 2022.