



## **JOB DESCRIPTION**

<b>Title of the post:</b>	Plumber Trade [Permanent / Full Time]
<b>Department:</b>	Estates and Facilities
<b>Reporting to:</b>	Mechanical Maintenance Supervisor

### **The University**

Harper Adams University is the UK's premier educational institution serving the agri-food, animal wellbeing and connected industries, recognised as a world-leading specialist provider. Our focus is on food production and technology, animal health and wellbeing, management of land and property, and their contribution to sustainable living environments for our planet's population; we are equally committed to making the UK's food and farming competitive in a world where we will need to compete globally. Our education and research encompass food production and processing, animal sciences, environmental sustainability, mechanical engineering, land management and sustainable business management. We have strong relationships with companies in the UK and abroad, and with academic institutions across the world, collaborating in research and in the delivery of our courses. We are a University with regional, national and international reach and impact, repeatedly appearing in *The Times and The Sunday Times Good University Guide* as the UK's highest-ranked modern university.

The University began life in 1901 as Harper Adams Agricultural College and was granted University status in 2012. Our Chancellor is Her Royal Highness The Princess Royal; our current Vice-Chancellor is Professor Ken Sloan, who joined us in 2021. The University is based on a single campus in Shropshire, close to the old market town of Newport and within easy reach of the modern town of Telford, which offers a range of housing possibilities and has excellent rail and road links to the West Midlands conurbation and beyond. Investment of more than £50 million over the last decade has ensured that our campus boasts the most up-to-date teaching, research and conference facilities as well as accommodation for around 800 students. Our most recent additions include contemporary laboratories and a purpose-built Veterinary Services Centre for teaching and research, swiftly followed by a £500,000 refurbishment of the veterinary nursing facilities. On-campus leisure facilities include a multi-gym, sports hall, dance and aerobics studio. And we are one of the very universities to have its own commercial farm: covering 494 hectares, its facilities include a £2 million leading-edge dairy unit with a robotic dairy.

*For a virtual tour of campus, visit [www.harper-adams.ac.uk/university-life/our-university/virtual-tour](http://www.harper-adams.ac.uk/university-life/our-university/virtual-tour)*

We are regarded as the UK's highest-ranked small specialist provider for the agri-food and animal wellbeing industries, consistently producing the largest cohort of graduates for the agri-food and animal wellbeing sectors, more than 99% of whom go immediately into employment. We currently have about 3,000 undergraduate and postgraduate students, studying both full-and part-time. Our courses cover not just every stage of the food chain – from developing the machinery used to prepare land through to how food is sold and

the nutrients it delivers – but also broader subjects such as general business management, automotive engineering and veterinary professions, including, since the establishment of the Harper and Keele Veterinary School in 2020, Veterinary Medicine and Surgery. We have achieved the highest ratings in Quality Assurance Agency reviews. Our undergraduate curriculum is industry-aligned, work focused, co-developed and co-delivered with industry, rooted in partnerships with about 1,100 companies in the UK and abroad. At its heart is our mandatory Placement Year – a bespoke learning experience for our students, tailored to the real needs of employers. We offer a swathe of employer and philanthropically-funded scholarships channelled through our Development Trust. And we support employers by providing a large range of (often bespoke) CPD courses – we have about 2,000 learners here – and with our Higher Level and Degree Apprenticeship Programmes launched in 2017. These courses enable us to address directly the skills needs of the UK’s agriculture and food industry. We reinforced this work in 2021, by establishing, with support from the NFU, Morrisons and McDonalds, our School of Sustainable Food and Farming, tasked with ensuring that the sector has the skills to enable it to deliver its 2040 Net Zero goal.

We have a strong research profile. Our work is esteemed nationally and internationally for its quality and impact, particularly in areas such as entomology, sustainable agriculture, crops, livestock nutrition, autonomous and precision farming. In the 2021 Research Excellence Framework, 60% of our research was judged to be world-leading or internationally excellent. Our research is both strategic and applied. Our strategic research tackles the inter-related challenges of food security and sustainability, focusing on the need to achieve Net Zero in agriculture and food supply chains in concert with the requirements for sustainable agriculture. We focus particularly on smart agriculture; improving soil health; sustainable land use and rural communities; reducing the impact of ruminant livestock; sustainable food systems and the circular economy, and integrated pest and disease management. Our applied research, in collaboration with regional, national and international companies, addresses their particular needs and is an important part of our research portfolio. Student research also contributes significantly to our research output - a research project is part of all our degree courses, undergraduate and postgraduate. Our research is structured around two overarching research centres covering Crop and Environmental Science, and Animal Welfare, each containing a number of themed groups; we also have cross-cutting multidisciplinary research groups, and our Future Farm – our focus to realise a pathway to Net Zero within wider sustainability parameters.

Harper Adams is a young university, energetic and purposeful – one that says not just ‘can do’ but ‘will do’ – ambitious and forward-looking. We are an optimistic, pragmatic and collaborative community, facing challenges with confidence, ready to grasp new opportunities. We aim by 2030 to combine being regarded as the UK’s leading specialist institution with being an internationally recognised university for food production animal health and wellbeing and their contribution to sustainable living environments for the world’s population. Our Vice-Chancellor, Professor Ken Sloan, has recently led a revision of our Strategy to take us up to 2030: this sets out how we can achieve this ambition by focusing on goals of inclusion, community, influence and sustainability. It charts a path that offers both opportunities and challenges – a pioneering journey that involves our whole Harper Adams’ community, one to which everyone working to make a difference belongs.

## **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. New facilities opened since 2017 include new laboratories, an Agri-Tech Innovation Hub and SMART Dairy Unit. A Veterinary Education Centre opened 2021, in support of existing programmes and the new Harper & Keele Veterinary School. Capital funding to support the development of many of these facilities has been provided through the work of the Development Trust.

The University also 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 membership fee paying gym that staff may join. The University has bowling green and tennis courts that are available for staff use during the summer period. 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. Respond to individual job requests via the job notification system, ensuring each job is resolved safely, efficiently and to the required standard within target SLAs.
2. To understand the workings of the plumbing, hot and cold water, wastewater and potable water plumbing across the estate sufficient so that they can be maintained to a high standard, utilised in a safe manner and operate efficiently,
3. Prepare plumbing, hot and cold water, wastewater and private water systems for engineering, statutory and insurance inspections
4. Assist the Maintenance Team to carry out fault finding and repairs in respect of issues with the private water supply abstraction, treatment, and pumping engineering infrastructure as well as the sewage pumping/treatment engineering infrastructure.
5. Assist the Maintenance Team, organise and carry out necessary monitoring, testing and day to day

operation of the private water supply systems and equipment (including filter changes and supply of chemicals).

6. To participate in cleaning, testing and flushing of water fittings pipe work and tanks that is required to comply with water hygiene regulations keeping accurate records as necessary.
7. Provide an effective and efficient business critical responsive service for all mechanical building services installed throughout the University including heating/ventilation, air conditioning, and BMS controls, power supplies, lighting systems and motors.
8. You will also be expected to carry out other maintenance tasks that could include plumbing, carpentry, painting & decorating & general building maintenance both inside and out, at university properties.
9. Monitor / review any work carried out to ensure no faults have been introduced into the system and provide recommendations for altering frequency of maintenance routines. Analyse, fault find and make decisions about the feasibility and logistics of the jobs to be undertaken, considering how long it will take, the equipment needed and the potential cost liaising with the Supervisor if necessary.
10. Investigate unidentified problems, including diagnosing problems and suggesting courses of action and/or identifying whether the problem can be dealt with or if specialist assistance is required.
11. Identification of water leaks on campus both within buildings and externally. Carry out repair works including excavations, replacement of pipes or fittings required as well as suitably filling in trenches and reinstatement of finishes.
12. Prioritise own workload and tasks, taking into account where the problem is, the nature of the problem, the number of people affected and the usage of the building. Take into account access times to spaces and arrange access with security when required.
13. Carry out physical meter readings connected to the private water systems. Identify to the Maintenance Team when readings might suggest losses in the private water system which need addressing.
14. Keep appropriate and accurate records on works, inspections, measurements and monitoring carried out as required by the role, legislation, insurers or as instructed by managers.
15. Calculate and order the correct amount of materials needed for each job using the ordering system
16. Arrange small works projects in line with the Estates department guidelines using approved contractors and the Estates' quote and tender limits policy. Ensure work is completed to program, within budget, conforms to legislative requirements and to the University's accepted standards.
17. Proactively liaise with Mechanical Supervisors, trades colleagues, contractors, Estates and other departmental staff throughout the University to advise and make recommendations on planned and reactive maintenance, causing minimum disruption to customers.
18. Ensure all works are completed to a high standard and work areas are left clean and tidy on completion.
19. 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.
20. 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.
21. 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
22. Participation in the emergency call-out rota to attend campus promptly outside the normal hours to carry out maintenance tasks including other tasks from other trades.
23. All other duties and responsibilities commensurate with the post and the salary range of the grade

## **Health & Safety**

1. Identify and assess potential risk to individual tasks and formulate and/or comply with risk assessments and method statements in conjunction with manager. Complete jobs in a variety of different settings and environments
2. Part of a team responsible for delivering statutory compliance tasks, ensuring these are correctly delivered and recorded appropriately.
3. Understand and utilise risk assessment, method statements, SOPs drawings including asbestos and

fire drawings.

## 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

	<b>Essential</b>	<b>Desirable</b>
Qualifications	<p>Qualified to NVQ Level 3 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>
Experience	<p>Experience of delivery of installation and maintenance of plumbing, hot and cold water, waste and potable water systems in a large estate.</p>	<p>Familiarity in the use of electric job management systems (CAFM).</p> <p>Experience in the use of a building management system.</p> <p>Experience of private water supplies including abstraction, treatment, distribution and quality monitoring.</p>

Knowledge/Skills	<p>Good knowledge of health &amp; safety regulations and best practice relevant to the role.</p> <p>Fully conversant with water regulations and byelaws validation, testing and inspecting of plumbing systems.</p> <p>Good knowledge of legislation requirements 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 £30,487 to £32,982 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<sup>th</sup> day of the month.

**Contract Term** This is a full time, permanent 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.

**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.**

**Holidays** 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.

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.

**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** 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.

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.

**Criminal Convictions** 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.

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.

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.

### **Application Procedure:**

Applications should be made by sending a full Curriculum Vitae (to include two referee details) and supporting statement, which clearly highlights how your skills and experience match the requirements of the role, to Jayne Weaver via email to [vacancies@harper-adams.ac.uk](mailto:vacancies@harper-adams.ac.uk) by no later than midnight on 27 April 2024.

Should you require any adjustments to complete your application for this role then please contact [vacancies@harper-adams.ac.uk](mailto:vacancies@harper-adams.ac.uk)

If you do not yet have the right to work in the UK and/or are seeking sponsorship for a Skilled Worker visa in the please follow this link <https://www.gov.uk/browse/visas-immigration> which contains further information about obtaining the right to work in the UK and details about eligibility for sponsorship for a Skilled Worker Visa.