

Job Description

Job Title: Hard Services Manager

Department: Works Department

Background Trinity College founded by Henry VIII in 1546 is by far the largest and most impressive of all the Cambridge Colleges. Staff can enjoy working in beautiful surroundings and within magnificent buildings which include the Great Court and Nevile's Court. Staff total approximately 320, including full and part-time employees

Reports to: Clerk of Works

Purpose of role: To be responsible for ensuring all College properties are managed, maintained and are compliant to a high standard whether by our in-house team or contractors

Main Responsibilities:

- Day to day management of a team of supervisors and operatives, ensuring reactive works are dealt with efficiently whilst implementing a planned works management system.
- Directly managing minor projects, capturing brief and drawing up specification for end user, programming and delivering project to handover utilising our full in-house team as well as contracted resource as required.
- Particular focus on our building assets, identifying and reporting on building fabric condition and work required to maintain our historic estate in a planned proactive fashion.
- Carrying out minor projects as identified and agreed.
- To complete an on-going survey and inspection regime ensuring work is planned as required in a proactive and timely fashion.
- Implement and maintain a wide reaching planned works system ensuring the College is maintained in a statutorily compliant position.
- Safety is paramount, the post holder will ensure everybody involved in maintaining our estate is working in a safe manner considering Health and Safety requirements, ensuring risk assessment and method statement requirements are applied at all times.
- Any other reasonable duties that may be required and are compatible with the nature of the job.
- The role holder will be required to work additional hours on a rota basis to respond to emergencies occurring outside normal working hours.

Person Specification

Knowledge and experience

- A good knowledge and experience in a building and technical services environment
- Excellent communication and interpersonal skills in order to provide advice, help and support to colleagues
- Successful track record in project management
- Excellent motivation and influencing skills, with experience and proven track record of managing a team
- HND or equivalent with relevant experience of working in the design, construction and operation of the built environment

Skills and Personal Attributes

- A planner, thinks ahead, managing tasks effectively and efficiently
- An influencer, is respected, building strong team relationships, sharing ideas and experience
- Creates a positive working environment for whole team and demonstrates leadership taking ownership of and delivering work to time and budget
- Effective communicator, able to prepare and present formal reports and advice
- Able to provide confident professional expertise as members of multi-disciplinary team
- Flexible and positive, actively embracing change

Employment Details

Rate of Pay:	£45,000 - £50,000 per annum.
Hours:	39 hours per week. Mon-Thurs 8am-5pm, Fri 8am-4pm.
Probationary period:	6 months.
Holiday:	25 working days plus 8 public holidays.
Meals:	Free lunch is provided for staff who are on site and whose duties cover this period.
Pension scheme:	<p>A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.</p> <p>5% staff contribution and 10% College contribution. Contributions can increase up to 8% with 16% College contribution.</p>
Private Health Care:	Membership of a free health care and dental care scheme are available. Staff are able to join the schemes after successful completion of their probationary period, subject to eligibility. This is a taxable benefit.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff, offers regular outings to places of interest, and organises functions including a Christmas event.
Cycle to work Scheme:	A tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months, up to specific limits and following a satisfactory probationary period.
Employee Assistance Programme:	To support staff emotional and physical wellness, we provide free access to an employee assistance scheme, available 24/7.
Childcare:	Access to a workplace nursery, subject to places being available.