Clerk of Works
Further Particulars

Job Title: Clerk of Works
Department: Maintenance
Salary: £42,149 to £51,799 pa (depending upon experience)
Contract Type: Permanent
Responsible to: Domestic Bursar
Responsible for: The Maintenance Team

The College

Hertford College is a constituent college of The University of Oxford, and a registered charity. The college occupies a central site in Oxford, opposite the Bodleian Library. The site was originally occupied by a medieval hall of residence, Hart Hall, which became the first Hertford College in 1740 before being dissolved in 1816. The site was then taken over by Magdalen Hall, a late fifteenth-century foundation, and was re-founded as the second Hertford College in 1874.

Hertford is now one of the larger Oxford colleges in numbers, with over 400 undergraduates and almost 300 graduates. There are currently 45 Fellows, who together as trustees make up the Governing Body, around 30 lecturers, and around 120 additional permanent staff. The teaching and research interests and expertise of the Fellows and lecturers span all four of the University’s academic Divisions.

Hertford is a friendly, yet ambitious college dedicated to the principles of access and equality of opportunity. It was the first college to develop a coherent outreach system in the 1960s and one of the first of the all-male colleges to admit women in 1974. It is proud of its open and progressive history and committed to investment in further initiatives appropriate to the current Oxford and HE contexts. It has an academic strategy designed to facilitate excellence in teaching and research and an estates strategy that includes plans for both the redevelopment of the library on the main site and a new building project on a satellite site in North Oxford.

Governance of Hertford, which is controlled by external statutes and internal by-laws, is the responsibility of the Governing Body. Chaired by the Principal, the Governing Body is informed by committees that prepare business for its consideration. Major committees are also chaired by the Principal, who works in close collaboration and consultation with College Officers, the latter being either non-academic fellows (Bursar, Director of Development) or academics who hold such positions (notably, Senior Tutor, Tutor for Graduates, Dean) for a fixed term alongside their normal teaching and/or research duties.

The college has an Endowment of around £60m, and an annual turnover in excess of £13m. Outside of the three 10-week terms, during Easter and summer, the College is exceptionally busy hosting the International Programme (summer school/conferences business), with regular annual revenues of around £3m.

Further information about the college is available at http://www.hertford.ox.ac.uk
The Maintenance Team

The Maintenance team is a small, busy, and friendly team, responsible for all aspects of the college’s facilities and buildings (offices and residential) maintenance. The team currently comprises:

- 1x Plumber
- 1x Apprentice Plumber (level 3)
- 1x Painter / Decorator
- 1x General Maintenance
- 1x Apprentice Electrician (near completion)
- 1x Carpenter / Joiner
- Electrical Contractor
- Self-Employed Gardener

The Clerk of Works Role

The Clerk of Works is the head of the College’s Maintenance Department managing all aspects of the team and to oversee the upkeep and development of its property portfolio within the city of Oxford. Reporting to the Domestic Bursar, the post holder will contribute to the formulation and development of the College’s continuing estates strategy, and support the implementation of refurbishment plans and redevelopments across the College’s residential and non-residential sites.

The Clerk of Works will have responsibility for managing reactive maintenance and fabric repairs, and for implementing Health & Safety recommendations in compliance with legislation and best practice. The post holder will be the College’s key interface with a range of external consultants, advisers and contractors, and responsible for communicating information internally to stakeholders and colleagues in relation to building plans and works.

The College owns or leases over 20 residential and non-residential properties throughout the city, with over 500 bedrooms and associated facilities in addition to the chapel, teaching, meeting, catering, sports facilities, quadrangles, gardens and open spaces.

Main duties and Accountabilities

Responsibilities include (but are not limited to):

- **Future planning**
  Taking responsibility for the College’s estate, assessing priorities and providing an overall strategy for repairs and maintenance, with a particular emphasis on preventative works.
  Designing and implementing proposals for redecoration, small works, and refurbishment programmes, including furniture and fittings; seeking cost-saving solutions where possible.
  Working with the Domestic Bursar and the Bursar on the development of a programme of medium-sized projects; contribution to the formulation of an overarching estates strategy.

- **Project Supervision**
  Liaising with the College’s appointed contractors and consultants to ensure current and future major works’ projects are carried out in a timely and cost-effective manner.
• **Staff Management**
  Management of the College Maintenance Team, comprising a core staff representing most trades (plumber, electrician, carpenter, and general maintenance), plus others contracted as required. Organising and planning staff workload in accordance with the needs of the College. Liaising with and supervising contractors when they are on College premises.

  Maintaining the College’s absence management system (TeamSeer) for holiday leave and sickness absence; ensuring maintenance staff are offered sufficient job-related training; participating in recruitment exercises.

  Overseeing call-out systems to enable a timely and appropriate response to out-of-hours emergencies.

• **Reactive Maintenance**
  Supervising the allocation of reported repairs/maintenance requests to the College maintenance team, assigning priority to those jobs.

  Undertaking regular site inspections of all College premises. Costing, planning, and overseeing execution of repairs and maintenance, ensuring at all times that no work is undertaken which compromises the special characteristics of the College’s architectural heritage.

• **Preventative Maintenance**
  Overseeing scheduled inspection and testing programmes (using both in-house staff and external contractors) for services and systems, including boilers, electrical systems and appliances, pumps and drainage, air conditioning and refrigeration, safety equipment, Kitchen and Servery equipment, lifts, etc. Maintaining up-to-date records of all inspection and testing programmes.

• **Record Keeping**
  Ensuring upkeep and, where necessary, development of survey plans and drawings of buildings and grounds for various purposes, e.g., Fire Officer drawings, utilities schemes. Responsible with the Domestic Bursar for ensuring compliance with the Universities UK Accommodation Code of Practice (ACOP).

• **Health & Safety and Risk Management**
  Working closely with the College’s designated Health & Safety Officer (the Domestic Bursar); contributing to meetings concerning Health & Safety, and implementing actions relating to the College’s physical premises arising from those meetings.

  Being the College’s nominated/responsible person for legionella testing, asbestos inspections, and fire regulations.

  Assuming particular responsibility for the health and safety of the maintenance team and ensuring legislative compliance, including COSHH and occupational risk assessments.

  Working with the Domestic Bursar and the Bursar to develop systems for risk management and contingency planning.

• **Fire Safety**
  Ensuring regular inspection of fire-safety equipment, such as fire extinguishers and suppression systems; overseeing a programme of emergency light testing, fire-alarm testing, dry-riser testing, etc, and ensuring that up-to-date records of inspections are maintained.
Updating fire-risk assessments on an annual basis; developing and overseeing implementation of a continuing programme of works regarding fire safety arising from those risk assessments.

- **Energy**
  Advising on efficiency measures, and working with the Domestic Bursar and the appropriate committees to reduce College energy usage, via measures including improvement to existing systems and the introduction of technology.

  Monitoring meters and undertaking CRC emissions reporting; liaising with suppliers as required.

- **Waste and Recycling**
  Managing waste and recycling systems and collections; working with other department heads to reduce waste generated; ensuring hazardous and other waste is disposed of in accordance with current legislative requirements.

- **Internal & External Liaison**
  Ensuring members of the College are informed as appropriate of work being undertaken, and that noise and disruption are kept to a minimum, and/or that works are scheduled for times when impact will be lowest.

  Contributing with the Bursar, College Accountant and Domestic Bursar to annual budget-setting for maintenance and capital works; authorising the expenditure and exercising of budgetary and financial control within the limits of the maintenance budget; providing timely and accurate financial information to the College’s Bursary, to ensure efficient and secure invoicing and payment collections.

  Liaising with external bodies, e.g., Oxfordshire Fire Service, City Council, statutory bodies such as the HSE.

The Clerk of Works will work closely with a number of College Officers and members of staff, in particular with the Domestic Bursar (line manager) and the College Bursar. There is also frequent liaison with the College Accountant (and other Bursary staff), the Accommodation and Events Manager and the Steward of the Senior Common Room. The role will also involve active engagement with other departments across the College (HR, Lodge, Housekeeping, Kitchen, Front of House, SCR, College Office, International Programmes Office, IT Office, Library), and members of the student body.

**Other Duties**

The post-holder may be required to undertake other duties at the direction of the Domestic Bursar.

**Person Specification**

Candidates from a range of backgrounds are encouraged to apply for this role. The ability to demonstrate possession of the skills and qualities specified below is more important than experience in a similar role.

**Essential**

The post-holder must satisfy the following criteria:

- Relevant qualifications in engineering, project management, facilities management, and/or building construction
- Experience of project co-ordination, and delivery of programmes of works to deadline and to
budget

- Experience of negotiation of contracts, and procurement of equipment and supplies
- Experience of compliance with legislation and regulations relevant to the position
- Proven budgetary responsibility
- Experience of managing teams
- Experience of managing external contractors
- Training in Health and Safety risk assessment and management
- Demonstration ability to prioritise own workload, and that of the department
- Strong communication skills (both oral and written)
- Strong IT skills, including e-mail and Word/Excel
- Flexibility in working practices (the post-holder will be required to respond to out-of-hours emergency calls)
- Readiness to work within the structure and traditions of the College and the University, and a willingness to contribute to the College's unique community.
- Full clean valid UK driving licence

Desirable

The post-holder will ideally possess:

- Experience of working in a listed-building environment
- Experience of working within an educational environment
- Membership of relevant professional body/ies
- Understanding of design processes, and ability to use project-management software and 3D software.

The Maintenance Team is expected to be available in the event of emergencies: consequently, applicants living in close proximity or easy access to central Oxford would be highly desirable.

Terms and Conditions

This is a permanent appointment, available immediately to have a handover with the incumbent, who is due to retire at the end of 2021.

The salary will be £42,149 to £51,799 pa, with a discretionary range up to £54,943 p.a., depending on skills, qualifications and professional experience. The post is eligible for membership of the USS pension scheme.

The post is full-time, 37.5 hours per week, with ordinary hours being weekdays. The post-holder will need to have a flexible approach to working hours, as there will be particular periods of the year when longer working hours may be necessary (for which time off in lieu will be granted).

The post-holder will be expected to participate in the on-call rota which is 1 in every 6 weeks. An additional on-call allowance of £150 is payable per week as well as any call out time which will be paid at the applicable overtime rate.

Benefits:

Annual leave: The college offers an annual leave entitlement of 28 working days (five to be used for Christmas Closure), plus Bank Holidays, pro-rata for part-time employees. Bank holidays which fall within the full terms of the University of Oxford are normally worked, for which time off in lieu will be given. The holiday year runs from 1st October to 30th September. Additional holiday days are awarded as longer services awards.

Employee Benefits Platform: Free access to thousands of discounts and savings via vouchers, reloadable cards, cashback and online voucher codes.
Free Meal: When on duty, a meal is provided free of charge when the kitchens are open.

Pension: The post is eligible for membership of the USS Pension Scheme, further details can be found at https://finance.admin.ox.ac.uk/pensions


Travel Pass Loan: A discounted travel scheme is available with monthly deductions from salary.

Cycle to Work Scheme / Bike Loan: Monthly deductions from salary. On site cycle repair service at discounted rates.

Sports Facilities: Access to the University Sport club and Hertford’s on-site gym.

University Card: for discounts in shops, cafes and restaurants and University Leisure facilities.

Other staff benefits are outlined on the HR section of the college website: https://www.hertford.ox.ac.uk/and-more/vacancies

The appointment is subject to a probationary period of twelve months. The college may initiate a DBS check during employment. You may also be required to submit to a medical assessment that is satisfactory to the College, a medical questionnaire will be provided if relevant to your employment.

Application and Appointment Procedure

Those wishing to apply for the post should email the following documents to hr@hertford.ox.ac.uk by 9am on Monday 27th September 2021

1. CV (maximum three sides of A4)
2. A covering letter detailing how your experience, skills and qualifications meet the criteria for the post;
3. A completed Employment Application Form (available from www.hertford.ox.ac.uk/about/vacancies).

Applicants are also asked to complete and return an Equal Opportunities Monitoring Form (available from the college website www.hertford.ox.ac.uk/about/vacancies). The information collected on the Equal Opportunities Monitoring form does not form part of the selection process and will not be circulated to the selection panel. It will be used solely to monitor the effectiveness of the college’s equality policy. Completed forms should therefore be sent to hr@hertford.ox.ac.uk as a separate document, and not contained in the same string as the other application materials.

Interviews will take place in either the week commencing the 4th or 11th October 2021. References will only be taken up for the successful candidates.

Candidates must be eligible to work in the UK, and the appointment will be subject to provision of proof of the right to work in the UK before employment commences. Regrettably, the college is not able to sponsor applicants for a Tier 2 visa for this post.

The position may be discussed further with the Domestic Bursar (james.hill@hertford.ox.ac.uk).

In accordance with the General Data Protection Regulation (GDPR), we have implemented a privacy notice to inform you, as a prospective employee of our college, of the types of data we will process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data. This Privacy Notice can be found on our website at this address: https://www.hertford.ox.ac.uk/privacy.

Hertford College is an Equal Opportunities Employer