

FURTHER PARTICULARS

Post Title:	Plumber and General Maintenance
Grade and salary:	Equivalent to Brasenose College salary scale, Grade 5 £28,488- £33,966 per annum depending on experience, plus standby and call out pay.
Hours:	39 hours per week, Monday to Friday plus emergency call out on a rota during the evenings and weekends, which is paid as per the rates in the Standby and Call-out Policy.
Appointment type:	Permanent
Reporting to:	Assistant Clerk of Works and Clerk of Works in their absence

1. The College

Located centrally in beautiful Radcliffe Square, and dating from 1509, Brasenose College is one of the older Colleges in Oxford. It is a medium sized college with 370 undergraduates, 210 graduate students and 115 support staff. Outside of the three 10-week terms, during Easter and summer, the College is exceptionally busy hosting international conferences and Bed and Breakfast guests. For further information please visit the website <https://www.bnc.ox.ac.uk/>

2. Department and Job Purpose

The team of 8 staff is a mixture of skilled trades and general maintenance. The team are responsible for planned and reactive maintenance work across all departments and college owned buildings and work with students, staff and academics. In addition, the postholder will be required to join the Standby and Call-out rota which provides emergency cover 24-7 throughout the year.

The person appointed to this role must display the skills of a trained plumber and also have the ability to undertake minor building tasks and general maintenance.

3. Job Description

Duties and Responsibilities

- To take responsibility for the general maintenance of all the College heating, and hot and cold water systems, including weekly checking of all plant rooms.
- To service all showers, baths and water outlets.
- To maintain water systems against freezing in winter (including weekends and vacations).
- To carry out general plumbing repairs at all College sites including Frewin, St Cross and any out buildings owned by College.
- To monitor and carry out the maintenance of College drains, including clearing as necessary.
- To undertake risk assessments prior to carrying out any work and ensure safe practices are followed.
- To carry out minor building works including the installation of new kitchens and showers.
- To co-ordinate and monitor the Legionella prevention programme for the College, in liaison with the specialist contractor.

- To respond efficiently to emergency call-out requests, as needed by the College, irrespective of time as per the call out rota.
- To comply with all statutory laws, regulations, standards and codes.
- To ensure that College regulations regarding Health and Safety are complied with in all tasks undertaken, ensuring safe working systems and environment.
- To carry out tasks in a professional, courteous and efficient manner, keeping the work environment clean and clear of rubbish.
- To take responsibility for accurate stocktaking ensuring sufficient stock levels of consumables and minimise wastage and ensuring any good purchases represent value for money.
- To maintain records and documents, both written and electronic, to comply with all statutory and college requirements.
- To take personal responsibility to keep up to date with developments in the Plumbing industry and participating in continuing professional development (CDP) and any other College training and development.

General Duties:

- To provide flexibility and support for the maintenance team, with the ability to multi-task and apply general building skills for example: basic carpentry, tiling, plastering or painting.
- To undertake any other duties or tasks as reasonably directed or requested by the Workshop Manager or Clerk of Works. This job description may be subject to review in consultation with the post holder.
- To ensure all personal data relating to individuals is kept confidential in accordance with College policies and relevant data protection regulations.
- To carry out other such tasks as may reasonably be required of the team to meet the needs of the College, for example to occasionally assist with unloading and moving of stores and furniture.
- To be familiar with, and work in accordance with, all College’s policies and procedures.
- To participate in training and development required by the College.
- To be vigilant and take responsibility for ensuring the Workshop and College property and equipment is kept safe at all times.

4. Person Specification and Criteria

Candidates will be assessed on the basis of the criteria set out in the section below and candidates should ensure that their application form provides evidence of how they meet this criteria.

Specification	Essential / Desirable	Measured through
A minimum qualification of Level 2 NVQ (City & Guilds) in Plumbing and Heating and ideally 2 years’ post qualification experience	Essential	Application form & interview
Have a comprehensive understanding of relevant regulations and procedures	Essential	Application form & interview
In addition to plumbing skills, the ability to multi task using General Building Skills such as basic Tiling, Carpentry, Painting and Plastering	Essential	Application form & interview
Full UK clean driving licence	Essential	Application form & interview
Ability to work on own initiative and as part of a team	Essential	Application form & interview
The willingness and ability to work outside in adverse weather conditions	Essential	Application form & interview

The ability to risk assess own work area	Essential	Application form & interview
Understanding of COSHH	Essential	Application form & interview
Ability to work at heights from ladders, towers, scaffold or mobile platforms	Essential	Application form & interview
Understanding & awareness of Health & Safety	Essential	Application form and interview
Knowledge of Manual Handling Procedures	Essential	Application form and interview
Have a pleasant manner and be a good communicator	Essential	Interview
Flexibility to join the call out rota for weekend work and an evening each week and able to do early starts if necessary.	Essential	Interview
Flexibility as some weekend working & early starts will be required	Essential	Interview
Basic knowledge of Microsoft Office including Outlook	Desirable	Application form & interview
Basic knowledge & understanding of stock control	Desirable	Application form and interview
Experience of working on Listed Buildings	Desirable	Application form and interview

5. Summary of Terms and Conditions of Employment

Appointment: This is a permanent full-time post and there will be an initial probationary period of six months. Following successful completion of probation, the period of notice to terminate employment is one month.

The appointment will be conditional on verification of the successful candidate's 'Right to Work' checks and subject to the receipt of satisfactory references and medical clearance through the University's Occupational Health Services and evidence of City and Guilds qualification, or similar, in Plumbing.

Hours of Working: Full time 39 hours per week. Working Hours: 8am – 5pm, Monday to Thursday 8am – 4pm Friday, with an unpaid hour for lunch. The successful applicant will be required to work on a rota basis to provide emergency call during the evenings and weekends. There is a Standby and Call Out policy in place which includes set rates of pay. A willingness and ability to adopt a flexible approach to working hours and duties is necessary.

Salary: Equivalent to Grade 5 of the Brasenose College Pay Scale, currently £28,488 - £33,966 per annum depending on experience, plus standby and call out pay. Advancement up the scale is on merit.

Benefits:

- **Pension** - Eligibility to the Oxford Staff Pension Scheme (OSPS). The successful candidate will be entered into this scheme automatically on joining, but on-going membership of the scheme is optional.
- **Salary Exchange Scheme** - If you join the Oxford University Staff Pension Scheme you will also be enrolled into the Salary Exchange Pension Contributions Scheme on or around three months after joining Brasenose staff. This scheme is financially advantageous both to the employee and the College as the employer.
- **Annual leave** - 30 days annual leave (5 days to be taken over Christmas break) plus statutory Bank Holidays. The remainder to be taken at such times and shall be mutually convenient, and agreed in advance with the Clerk of Works or Assistant Clerk of Works. Bank Holidays which fall

within the full terms of the University of Oxford are normally worked, for which compensatory time off in lieu will be given. The holiday year runs from 1 January to 31 December.

- **Meals** - Employees are entitled to take lunch free of charge when the kitchen is open.
- **Welfare Support** – Employee Assistance Programme – a free confidential telephone helpline and online medical guidance. Free annual flu jab.
- **Travel Pass Loan** - a discounted travel scheme is available with monthly deductions from salary
- **Cycle to Work Scheme/Bike Loan** – monthly deductions from salary
- **Sports Facilities** – Access to the University Sports club
- **University Card** - for discounts in shops, cafes and restaurants and University Leisure facilities

Other Information: No smoking is allowed on any of the College sites.

6. Application process

To apply download the application form from the website and submit this online using <https://submit.bnc.ox.ac.uk> using the *Applications for Non-Academic Appointments* box.

Closing date: midday Friday 16th May 2024 - CV's submitted without a completed application form will not be accepted.

CVs will be reviewed on receipt and shortlisted candidates interviewed.

Should the role be filled before the closing date, we reserve the right to close the vacancy.

Early application is encouraged.

Applications received after this time may not be considered.

You will receive an acknowledgement email after your application has been successfully submitted via the online portal.

Recruitment Monitoring: This post is subject to recruitment monitoring to ensure that the selection process is consistent with the law and the College's Equal Opportunity Policy and Code of Practice. You are asked to complete the Recruitment Monitoring Form which is completed through the online application process. The information supplied on the form will play no part in the selection process and will not be seen by any members of the shortlisting panel.

DATA PROTECTION: All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the General Data Protection Act 2018. In accordance with the GDPR regulations 2018 please see the relevant privacy notice on the website.

https://www.bnc.ox.ac.uk/downloads/GDPR/PrivacyNotice_AcademicandNonAcademicStaffApplicant.pdf

Brasenose College is an equal opportunities employer

April 2024