



## **Job Description**

Job Title:	Deputy Head of Buildings & Services
Responsible to:	Head of Buildings & Services (HBS)
Place of Work:	All Trinity Hall operational property and sites in Cambridge
Working Hours:	Monday to Friday, 37.5hrs per week (on-call outside office hours)
Objective:	To provide managerial backup to the HBS by taking on responsibilities within the day to day running of the department
Experience:	Previous Experience in Facilities and People Management

### **Main Duties and Responsibilities**

- To assist the HBS and take responsibility for the supervision and deployment of Maintenance Staff and Sub-contract employees
- To assist the HBS and take responsibility for the monitoring and administration of the Maintenance Management System (currently e-Maint)
- To assist the HBS and take responsibility for the monitoring of work quality in both direct and sub-contract employees
- To assist the HBS and take responsibility for ensuring Maintenance Staff and Subcontract employees work in a safe and courteous manner to avoid danger to themselves or others
- To manage and allocate shared resources, such as the maintenance vehicle to ensure timely accessibility to those that require those resources to efficiently carry out their job
- To distil information and promote efficiency and good working practices throughout the department in accordance with policies developed within the department. To work in conjunction with the HBS to assist in the formulation of new departmental policies and procedures
- To monitor and control the adherence to Health and Safety requirements of Maintenance activities

- To carry out routine inspections and checks in order to satisfy regulations, including but not restricted to Racking, Asbestos, Ladders (training is available)
- To be named as a Deputy Responsible Person under the Legionella Regulations
- To write and implement Risk Assessments, COSHH and other Health and Safety protocols required in the general day to day activities of the department
- To be responsible for the maintenance of College Maintenance Equipment, including vehicles
- To supervise the day-to-day activities of the department assuming full responsibility when HBS is away from College
- To undertake any other reasonable duties required by the Head of Buildings & Services, and the Junior Bursar in their absence
- To undertake further training when required
- Callouts – Staff are provided with a mobile telephone which may be called during out of hours periods by the Porters if there is an issue that needs to be resolved out of hours. Time spent attending to such emergencies is repayable as ½ day off in-lieu for every callout under 4 hours duration and mileage is paid

**Trinity Hall reserves the right to make changes or update this job description at any time  
Changes will be introduced following discussions with the post holder**



## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications Education</b>	<ul style="list-style-type: none"> <li>• A recognised management qualification or equivalent experience within the Maintenance or Construction Industry</li> </ul>	<ul style="list-style-type: none"> <li>• A trade qualification</li> </ul>
<b>Skills Knowledge Training</b>	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Good practical understanding of Health &amp; Safety regulations and standing procedures</li> <li>• Proficient in computer software and Microsoft applications</li> <li>• Good all-round understanding of construction/maintenance trades</li> <li>• Excellent organisation skills</li> <li>• Logical and practical ability</li> <li>• Possess the ability to use own initiative</li> <li>• Possess the ability to work calmly &amp; methodically under pressure</li> <li>• Possess a Full UK driving licence</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous practical and relevant experience within the Maintenance/Facilities Management Industry</li> <li>• Experienced line manager (even of a small-size team)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of supervising a medium-size team</li> </ul>

<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• Good interpersonal skills</li><li>• Assertive</li><li>• Confident</li><li>• Able to work well both as an individual and as part of a team</li><li>• Cheerful disposition</li><li>• Professional appearance and attire</li><li>• Flexible approach to work and accepting of change</li><li>• Be adaptable and willing and able to learn new skills</li></ul>	
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*Updated: July 2024*