FURTHER PARTICULARS

Buildings and Maintenance Supervisor

About the College

University College was founded in 1249 and is one of the oldest of the thirty eight colleges of Oxford University. It is a self-governing establishment run by a governing body, which comprises the Master (Head of the College) and Fellows. Further information about the College is available from the website: www.univ.ox.ac.uk.

Univ has an endowment of over £140 million and a mature and well-established fundraising programme. It is one of the leading Colleges in Oxford for fundraising and alumni relations and amongst the most widely supported Annual Funds of UK higher institutions by a considerable margin.

The Works Team

The post of Buildings and Maintenance Supervisor is based in the Works Department at the main College site (High Street, Oxford). The department is responsible for the maintenance of approximately seventy properties and associated facilities at two main sites, along with other outlaying premises within Oxford, used for a range of purposes including staff and student accommodation, education, scholarship, research, sport and other extra-curricular activities. The department utilises support from external contractors of all trades when the need arises.

The Role

The Buildings and Maintenance Supervisor post will take on full responsibility, under the direction of the Buildings and Maintenance Manager, for many routine but significant and operationally important functions
associated with building projects. These include small scale building works undertaken by the College’s in-house team and external contractors, maintenance, repairs and servicing of the College’s infrastructure and building services. The post will be the coordinating contact point for all building maintenance and repairs. It encompasses the planning and supervision of trade operations and those of supporting contractors.

**Pay and Benefits**

The pay rate is £18.00 to £19.00 per hour based on a 39 hour week. Pay at the higher end of this range will be dependent on evidence of exceptional skills, competency and experience. Flexibility to meet the operational requirements of the College, including emergency call out would be needed. The post holder may be required to work overtime occasionally to meet operational requirements, which will be compensated.

The benefits include:

<table>
<thead>
<tr>
<th>Annual Leave</th>
<th>Free Lunch</th>
<th>Free Bus Pass</th>
</tr>
</thead>
<tbody>
<tr>
<td>29 days’ annual holiday excluding bank holidays*</td>
<td>Voucher Scheme</td>
<td></td>
</tr>
<tr>
<td>Pension</td>
<td>Occupational Sick Pay</td>
<td>Bicycle Purchase</td>
</tr>
<tr>
<td>Membership of the OSPS Pension Scheme</td>
<td></td>
<td>Salary Sacrifice Scheme</td>
</tr>
<tr>
<td>Maternity leave &amp; Pay (enhanced)</td>
<td>Employee Assistance Programme</td>
<td>Training &amp; Development</td>
</tr>
</tbody>
</table>

*Pro Rata. NB Holiday cannot normally be taken during term time

**How to Apply**

Please complete the application form and send it together with a CV and covering letter explaining how your experience, skills and qualifications meet the criteria for the post. Please send your application form and other documents to the Human Resources Manager, University College, Oxford, OX1 4BH or alternatively to hr.admin@univ.ox.ac.uk

The closing date for applications is 12.00pm on **12 October 2018**.

Interviews will take place on 25 October 2018.

_The College is an equal opportunities employer and applicants are therefore asked to complete the confidential and anonymous recruitment monitoring form._

**Data Protection**

All personal information will be treated in accordance with the principles of the GDPR and related UK data protection legislation.
If appointed, your application information will be retained securely as part of your confidential staff record. University College Privacy Policy & Information on how Univ uses your data can be found on [https://www.univ.ox.ac.uk/policy-documents/](https://www.univ.ox.ac.uk/policy-documents/)