



### Further Particulars

#### College Plumber/General Maintenance Team Member

As a vital member of a small team, you will be responsible for maintaining the Somerville College's plumbing and drainage systems. This broad and interesting role will cover a variety of duties including general maintenance and repair of the College's historic buildings. You will have plumbing experience, qualified to at least a Level 2 NVQ Diploma in Plumbing and Heating (or equivalent). A good level of general fitness and a flexible approach towards your duties, helping other members of the team in their specialist areas, and a willingness to drive the College vehicle are also key. You must be able to communicate clearly and follow in English and have good numeracy skills for planning work and ordering supplies.. This is an excellent opportunity to be part of a small and busy team providing a first class service to students, Fellows, staff and guests.

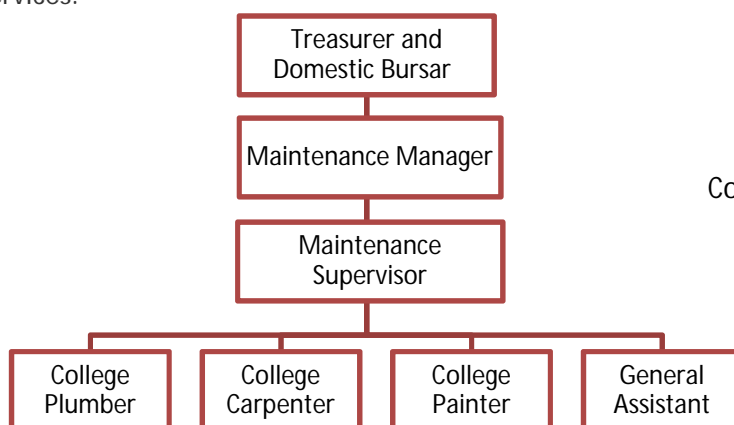
#### About Somerville College

Somerville is a forward-looking and adventurous College with a reputation of openness and inclusiveness. It is among the most international of the Oxford colleges that admit both undergraduate and graduate students, and has an ethos of tolerance, friendliness, diversity, enabling access to research and learning for all, and the pursuit of excellence in all that we do. The current community comprises approximately 550 undergraduate and postgraduate students and around 200 academic and support staff as well as a host of visiting academics, former members and conference guests.

#### About the Maintenance department

The Maintenance Department is responsible for carrying out ongoing maintenance and minor building works within the College and its outside properties. The team ensures the smooth running of the College's heating, electrical and numerous other systems as well as overseeing the work of various contractors throughout the year. The team is led by the Maintenance Manager, who is responsible to the Treasurer for the management of all estate and maintenance issues affecting the College. The Maintenance Supervisor oversees the daily work of the College Plumber, Painter, Carpenter and the General Assistant.

The Maintenance team work with all members of the College to provide a range of buildings, estates and maintenance services for those who live and work here. They liaise closely with the Lodge, Catering and Conference and Housekeeping departments in particular on matters which require a coordinated approach such as the busy summer works period, room moves and renovation as well as routine surveys and testing of College services.



For further information about the College, please visit [www.some.ox.ac.uk](http://www.some.ox.ac.uk)

## Job Description

### *Main duties*

- Carry out new plumbing installations and general plumbing repairs.
- Carry out routine boiler room checks and monitor the College's computerised boiler management system. Make changes to system settings as required ensuring mechanical plant continues working uninterrupted. Report any matters of concern to the Maintenance Manager or Supervisor.
- Identify and quantify materials required for the maintenance and installation of plumbing and drainage systems and purchase maintenance materials as authorised by the Maintenance Manager. Collect materials from merchants if required.
- Participate in the water monitoring regime, including legionella inspections and checks.
- Be aware of plumbing work being done by sub-contractors, and ensure that all technical requirements are met.
- Undertake the necessary training and attend refresher courses as and when required in order to be able to fulfil the duties of the post.
- To carry out emergency repairs and ongoing general maintenance work to all College buildings such as changing light bulbs, lock issues, minor furniture repairs and wide range of basic general repairs.
- To draw future maintenance requirements to the attention of the Maintenance Manager.
- Work with and assist other members of the department, in carrying out day-to-day general maintenance work and major refurbishment work.
- Work with other members of the department when assistance is required in their specialist areas.
- Adhere to the College's Health and Safety Policy, carrying out duties in accordance with training and instruction received and informing the Maintenance Manager or College Engineer of any potential hazard or danger. Take reasonable care at all times; to guard personal safety and the safety of all persons who may be affected, by the job holder's actions at work.
- Ensure correct use of all College power tools and equipment, keeping them in good working condition. Wearing Personal Protective Equipment as required and carrying out work in a safe and appropriate manner.
- Assist with keeping the maintenance workshop clean and maintained to a standard compliant with current safety regulations and the College Health and Safety Policy.
- Carry a College radio at all times (switched on) and, observing correct radio operating procedure, communicate with other members of staff as appropriate to carry out work with minimum disruption.
- Adopt a flexible approach towards the duties, and show a willingness to take on new responsibilities, and/or undergo further training in line with the development of the position and changing demands/circumstances within the College.
- Participate in the call out rota and attend call outs as laid down in the College On-Call Arrangements.

## Selection Criteria

### *Essential*

- Experience of carrying out plumbing installations and repairs
- A plumbing qualification such as NVQ Level 2 Diploma in Plumbing & Heating, and demonstrable experience in plumbing work.
- Experience of calculating materials required for installing plumbing and drainage systems
- Experience in carrying out general maintenance work
- Good standard of general physical fitness and mobility: must be able to use power equipment (with training), walk up and down stairs without difficulty, carry reasonable loads unassisted and work at heights using ladders and tower scaffolding.
- Hold a current valid driving license and be able and willing to drive the College vehicle to carry out work duties.
- Able to work to deadlines.
- Able to read and write English in order to be able to follow work instructions, procedures and health and safety requirements.
- Able to communicate on all aspects of work duties with other members of staff.
- Organised and able to work methodically in a safe, clean and tidy manner.
- Numerate: able to measure and estimate small job material requirements and maintain stock level records.
- Willing to work as a member of a team and as a lone worker
- Flexible and helpful approach to work duties
- Willing to undergo relevant on the job training in the use of equipment and work methods.
- Willing to undertake different tasks when requested outside of own trade
- Willing to work with external contractors when required
- Able and willing to participate in the Maintenance on-call Rota. This involves being on call in the evenings and at weekends but does not require the post holder to remain on the College premises whilst being on call.

### *Desirable*

- Working in older buildings, in particular Grade II listed buildings
- Experience of working in a College environment or other similar institution
- Basic education to GCSE level, including English and mathematics
- Basic IT skills
- Experience or knowledge of water monitoring regimes e.g. for legionella
- Knowledge of the requirements for display of gas certificates
- Knowledge of basic health and safety applicable to working within a Maintenance environment, in particular COSHH, the safe use of machinery, ladders and scaffolding, and moving physical loads

## Terms and conditions

Full terms and conditions of employment will be provided in writing to the successful candidate. The information below is for guidance only and does not constitute the contract of employment.

<b>Duration</b>	This is a permanent, full-time post and the appointment will be made subject to (i) satisfactory employment checks as detailed below within under 'Pre-Employment Screening'; and (ii) satisfactory completion of a six month probationary period.
<b>Salary</b>	<p>Band 4 of the Somerville College pay spine (£22,661 to £24,692). This equates to an hourly rate of pay of £10.89 to £11.87.</p> <p>Upon successful completion of the probationary period, individual salaries are increased in May of each year to the next spine point within the respective salary band, until the top of the pay band has been reached. In addition the College pay spine is uplifted for cost of living on a regular basis, normally annually.</p>
<b>Hours of Work</b>	Normal hours of work will be 40 per week, 8am to 5pm Monday to Friday, exclusive of a one hour meal break each day to be taken between 1pm-2pm. The post holder will be required to be part of the on-call rota system (for which separate pay arrangements apply). Some flexibility with working hours will be required on occasions in order to meet the demands of the post.
<b>Holiday Entitlement</b>	The post holder will be entitled to 33 days of paid leave per annum, inclusive of eight public holidays. Agreed College closure days and bank holidays taken will be deducted from the total leave entitlement of 33 days.
<b>Pension</b>	The post holder will be eligible for membership of a contributory Group Personal Pension scheme, from the commencement date of the appointment (subject to age requirements).
<b>Life Assurance</b>	College Employees are covered by free life assurance for the duration of their employment (subject to age requirements).
<b>Meal Entitlement</b>	Meals on duty will be provided free of charge.
<b>Sickness Benefit</b>	A maximum of six weeks' sick pay at full pay, calculated in any rolling twelve month period, subject to satisfactory notification of absence and production of medical certificates.
<b>Employee Assistance Service</b>	A confidential 24/7 telephone advisory and counselling service is available to all College employees and their family members who live in the same household.
<b>Childcare</b>	Somerville runs a small on-site Nursery. College employees may choose to enter a childcare salary sacrifice scheme (under the Income & Corporation Taxes Act 1988), which allows tax and national insurance exemption for this benefit. Alternatively employees may apply for childcare vouchers from 'Kids Unlimited'.
<b>Training</b>	The College will support the post holder to undertake any relevant training to enhance his or her work performance, and financial support for these development activities will be provided where appropriate.
<b>Smoking policy</b>	No smoking is allowed in any part of the College.
<b>Parking</b>	Unless related to a disability, there will be no parking available on College premises for the post holder.

## Application Procedure

1. Download the Somerville College application form College website at [www.some.ox.ac.uk/jobs](http://www.some.ox.ac.uk/jobs)
2. **Email your completed application form to the Human Resources Manager at: [human.resources@some.ox.ac.uk](mailto:human.resources@some.ox.ac.uk) stating vacancy reference 900228.**
3. Ensure you complete the personal statement section of the application form demonstrating how your skills and experience meet the person specification. Your application will be judged solely on the basis of how well you demonstrate that that you meet the selection criteria outlined above.
4. Curriculum vitae should also be included, but please note that CVs submitted on their own will be not considered or accepted as complete applications.
5. Please complete and return an equal opportunities recruitment monitoring form which will assist us with monitoring equal opportunities in recruitment. **Please send only one copy of this form** which can be emailed to [human.resources@some.ox.ac.uk](mailto:human.resources@some.ox.ac.uk) or sent in hard copy, separately from your application to:  
  
Equal Opportunities Monitoring Assistant  
Human Resources Department  
Somerville College, Woodstock Road  
Oxford. OX2 6HD
6. Equal Opportunities information collected does not form part of the selection process and will not be circulated to the selection panel. Completion of the equal opportunities monitoring form is voluntary. Data collected is used solely to monitor the effectiveness of the College's Equality and Diversity Policy and helps the College to meet its duties under the Single Equality Act 2010.
7. Communication regarding the status and outcome of your application will be made via e-mail.
8. **The closing date for completed applications is 10am on Monday, 25<sup>th</sup> April 2016.**
9. **First interviews are likely to be held in the week beginning Monday, 9<sup>th</sup> May 2016.**
10. **A small number of candidates will be called back for an informal second interview which will include a tour of the College.**

## Equal Opportunities statement

The policy and practice of the University of Oxford and of Somerville College require that all staff are afforded equal opportunities within employment. Entry into employment and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

## Data Protection

All data supplied by candidates 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 Data Protection Act 1998 and the College's Data Protection Policy.

## Pre-employment screening

If you are selected for the post, employment with the College will be conditional upon satisfying the following requirements.

### 1. Eligibility to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. **We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.**

Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. **Do not include these documents with your application.** You will be sent a request for the relevant information at the appropriate point in the selection process.

### 2. References

You are asked to give us details of two people who have agreed to give a reference for you. If you have previously been employed your referees should be people who have direct experience of your work through working closely with you for a considerable period. If you have been employed, at least one of your referees should be your formal line manager from your most recent job. It is helpful if you can tell us how each referee knows you and your referees should not be related to you. Your referees will be asked to comment on your suitability for the post, to provide details of the dates of your employment, and of any disciplinary processes which are still 'live'.

**We will assume that we may approach your referees at any stage unless you tell us otherwise, so please state clearly if you wish to be contacted before a referee is approached.**

### 3. Medical fitness

Please note that any offer of employment will be conditional upon receipt of a completed pre-employment medical health assessment questionnaire and confirmation from the University of Oxford Occupational Health Service that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

The purpose of the pre-employment medical health questionnaire is to:

- (i) assess the candidate's medical capability to do the job for which they have applied:
- (ii) determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may have
- (iii) Ensure that none of the requirements of the job for which they have applied would adversely affect any pre-existing health conditions the candidate may have.

The appointment will not commence until medical fitness for work, and any reasonable adjustments that may be required, is confirmed by the University Occupational Health Service.