



Further Particulars

College Plumber/General Maintenance Team Member

We are looking for a well organised individual with plumbing experience, qualified to at least a Level 2 in NVQ Diploma in Plumbing and Heating (or equivalent), to maintain College plumbing and drainage systems and carry out general maintenance and work repairs to College buildings. Be willing to have a flexible approach towards his/her duties, helping other members of the team in their specialist areas and be willing and able to drive the College vehicle as needed. A good level of general fitness, the ability to communicate clearly and follow verbal and written instructions in English as well as good numeracy skills for planning work and ordering supplies are also essential requirements. This is an excellent opportunity to be part of a small and busy team in a unique environment providing a first class service to students, Fellows, staff and guests.

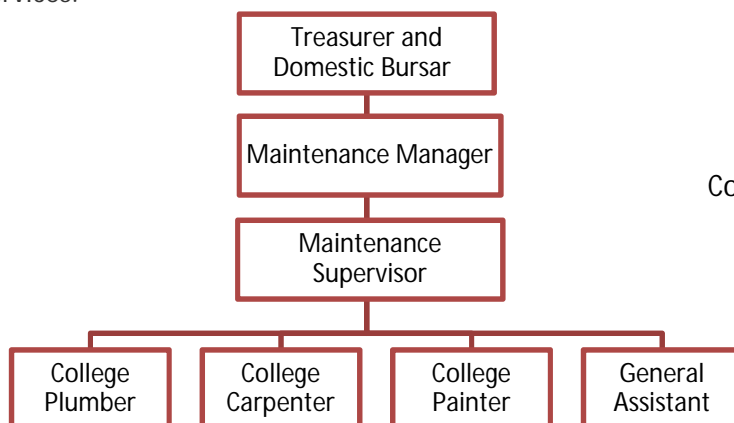
About Somerville College

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

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

Application Procedure

1. Download the Somerville College application form College website at www.some.ox.ac.uk/jobs
2. **Email your completed application form to the Human Resources Manager at: 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 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 Wednesday, 6th April 2016.**
9. **First interviews are likely to be held on/around 21st April 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.