

Oxford Centre for Islamic Studies

An institution for the advanced study of Islam and the Muslim world



MAINTENANCE MANAGER

Salary range: £36,924 – £42,632 per annum plus benefits

Hours of work: 37.5 hours per week

Location: Marston Road, Oxford OX3 0EE

Applications are invited for the position of Maintenance Manager at the Oxford Centre for Islamic Studies.

Leading a team of three Maintenance Technicians, the successful candidate will have good experience in estates and/or building management of a similar sized institution, sufficient knowledge of relevant legislation and industry 'best practice', and a methodical and solution-focused approach. They will have excellent organizational skills, including balancing a varied workload, collaborating successfully with other departments, managing contractors effectively and efficiently, and prioritizing competing demands with the ability to think ahead of issues. A recognized qualification in Health and safety would be advantageous.

Please send applications by email to recruitment@oxcis.ac.uk, including a CV, a supporting letter evidencing how you meet the person specification and details of two referees.

The closing date for applications is **Friday 17th January 2025**.

Job Description

Maintenance Manager

Responsible to:	The Home Bursar
Responsible for:	Maintenance Technicians and Assistants
Hours of work:	37.5 hours per week. Working hours 7.30am to 4.00pm. Some flexibility will be required at busy periods.
Salary:	In the range of £36,924 – £42,632 per annum
Benefits:	35 days leave per annum, including public holidays; Enrolment into OSPS pension scheme; lunches provided during term time (when available); free parking (until available)

Main duties:

- Maintenance of Centre premises and residential properties.
- Manage inventory checks on residential accommodation for incoming and outgoing tenants/licensees.
- Manage the Centre's commercial properties in liaison with managing agents.
- Develop and implement an adequate plan for planned, routine and preventative maintenance, repairs and renewals, and respond appropriately to urgent and unpredicted repairs.
- Act as Line Manager for the Centre's Maintenance Technicians, including ensuring their appropriate training and efficient deployment and carrying out appraisals as required.
- Prepare and manage the Estates annual budget.
- Manage resources related to Estates efficiently and effectively, ensuring optimum balance between cost and quality.
- Manage the Centre's grounds maintenance contract and work with the relevant personnel to ensure agreed specifications are met.
- Manage and ensure the safe and uninterrupted operation of all water features in the Centre.
- Manage the Centre's property, corporate and residential insurances.
- Manage the Centre's electricity, gas, water utilities, business rates and council tax accounts.
- Manage the Centre's Building Management System and plants, ensuring they remain in a safe, secure and optimum functional state.
- Ensure maintenance schedules meet contractual, warranty and insurance requirements.
- Ensure compliance with all Occupational and Public H&S legislation (e.g. COSHH, DSE), and prepare all necessary Risk Assessments related to the Maintenance Department, Permits to Work and ensure all Contractors comply with obligations.

- Comply with all statutory testing and inspection regimes, including lifting equipment, mansafe systems, DSE, PAT, lightning conductors, asbestos, legionella, and emergency lighting.
- Check and test fire protections systems to ensure compliance with Fire Safety Regulations and review Fire Risk Assessments regularly.
- Regularly inspect fire safety equipment, escape routes and fire exits.
- Liaise with the lodge to ensure that all Centre members, staff and residents are fully aware of all fire safety and evacuation processes and procedures.
- Ensure adequate personal emergency evacuation plans (PEEP) are in place for people with disabilities.
- Monitor the implementation of the Centre's Health & Safety Policy and contribute to the enhancement of this and any related policies.
- Act as manager for the Centre's HMO and 'selective' accommodation licenses.
- Advise the Home Bursar and senior management proactively about changes in legislation or official guidance related to Estates and Facilities.
- Manage renovation and refurbishment works in the Centre and its properties and the temporary realignment of service provision while works are in progress.
- Advise on Estates related issues to the Centre's wider Capital Projects and Minor Works programmes.
- Manage Estates contracts and procurement, including specification, tendering, contract negotiation, securing requisite licenses, warranties and assurances, snagging and budgeting.
- Enhance standard operating procedures and embed best practices in the Estates department.
- Assist the Home Bursar in ensuring quality control and monitoring regulatory compliance in the Housekeeping and Catering departments.
- Manage electronic and paper filing related to the Estates department in a legally compliant and easy-to-retrieve manner.
- Lead on environmental and sustainability issues across the Centre, including ensuring maximum efficiency in the Centre's energy consumption and providing regular reports and recommendations for improvement.
- Carry out 'on call' duties as a member of the Bursarial Management Team.
- Contribute to the development and roll out of conferencing and other occasional use of Centre premises.
- Liaise effectively with other managers in the Bursary department to ensure consistent and good provision of service from the department.
- Carry out any other reasonable task as requested by the Home Bursar or other senior member of staff.

Person Specification

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 these criteria.

- Good knowledge of health and safety legislation and statutory compliance, preferably with an industry recognized qualification (preferably NEBOSH)
- Up to date knowledge of industry developments, best practice and relevant legislation changes including health and safety, fire and environmental health
- Proven track record of premises management, ideally in a similar environment
- Experience in forward planning and project management including reactive, routine and planned and preventative maintenance
- Proven track record of setting and working within budgets
- Demonstrable experience of managing workplace health and safety
- Proven track record of people management skills, leadership and management experience with the ability to communicate effectively with all stakeholders both internally and externally
- Excellent oral and written communication skills, including report writing and internal communication eg to share building plans and on-going progress
- Excellent IT skills including proficiency with Excel, CAD and database systems
- High degree of drive and motivation to deliver high standards
- Ability to work calmly under pressure to tight timescales, and ability to prioritise effectively and to multi-task
- Good organising skills with attention to detail
- Willingness to be flexible with hours worked and able to work outside normal working hours
- Ability to build good working relationships and to establish a collaborative style of working with effective influencing skills
- Adaptable approach to different contacts, and ability to understand different needs and sensitivities within the Centre environment

Background to the Oxford Centre for Islamic Studies

About the Centre

The Oxford Centre for Islamic Studies is incorporated by Royal Charter and is registered as a charity (number 293072). The Patron of the Centre is HM the King. The Centre was founded in 1985 with the aim of encouraging a better understanding of Islam and contemporary Muslim societies through learning and scholarship. To this end, the Centre supports students and post-doctoral researchers, hosts lectures and seminars, and maintains a well-equipped library. The Centre's website, which provides full details of the Centre's work, is at www.oxcis.ac.uk.

The Centre Building

The Centre occupies purpose-built premises in Marston Road, Oxford. This building combines on a single site the academic, social, and residential functions of the Centre, and is a physical symbol of partnership, toleration, and friendship between the Islamic and Western worlds of learning. The Centre's premises, which combine traditional Oxford and Islamic architectural styles, occupy a 3.25 acre site in the Marston Road. The premises provide the Centre with accommodation for up to 66 scholars and Visiting Fellows, a dining hall, a mosque, an auditorium, beautifully landscaped gardens and quadrangles, and teaching and seminar rooms.

Working at the Centre

This is an exciting time for the Oxford Centre for Islamic Studies, and a great time to join our team. We are expanding and this is an excellent opportunity to contribute to a significant new development in Oxford academic life.

Right to Work in the United Kingdom

The Immigration, Asylum and nationality Act 2006 makes it a criminal offence for employers to engage someone who is not entitled to work in the UK. Applicants will therefore be asked to provide proof of their right to work in the UK before employment can commence. Please note that original documents will be required. Where such documents are not in English, a certified translation is necessary. Please do not include these documents with your application. A request for the relevant information will be made at a later stage.

Equality and Diversity

The Centre is committed to the principle and practice of equality of opportunity. The Centre seeks to ensure that all candidates are treated fairly and that selection is based on individual merit and selection criteria relevant