

Oxford Centre for Islamic Studies

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



MAINTENANCE MANAGER

Salary range: £38,424 – £44,132 per annum plus benefits

Hours of work: 37.5 hours per week

Location: Marston Road, Oxford OX3 0EE (occasional travel within the Oxford area may be required)

The Oxford Centre for Islamic Studies is looking for an experienced Maintenance Manager to join its evolving Bursary team. This is an exciting time for a hands-on manager to spearhead a variety of ongoing projects relating to site maintenance and improvement.

Leading a small team of Maintenance Technicians, the successful candidate will have a solid background 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 Health & Safety qualification 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 14th March 2024**.

Job Description

Maintenance Manager

Responsible to:	Home Bursar
Responsible for:	Maintenance Technicians
Hours of work:	37.5 hours per week. Normal working hours will be 7.30am to 4.00pm but some flexibility will be required during busy periods (including evening and weekend call-outs)
Salary:	In the range of £38,424 – £44,132 per annum, dependent on experience.
Benefits:	35 days leave per annum, including public holidays; Enrolment into OSPS pension scheme; lunches provided during term time (when available); free parking (when available)

Main duties:

- Act as Line Manager for the Centre's Maintenance Technicians, including ensuring their appropriate training and efficient deployment and carrying out appraisals as required.
- Develop and implement an adequate plan in line with warranty and insurance requirements for planned, routine and preventative maintenance, repairs and renewals, and respond appropriately to urgent and unpredicted repairs.
- Manage the Centre's Building Management System and plants, ensuring they remain in a safe, secure and optimum functional state.
- Monitor the implementation of the Centre's Health & Safety Policy and contribute to the enhancement of this and any related policies.
- Advise the Home Bursar and senior management proactively about changes in legislation or official guidance related to Maintenance and Facilities.
- Organize and oversee renovation and refurbishment works in the Centre and its properties and the temporary realignment of service provision while works are in progress.
- Enhance standard operating procedures and embed best practices in the Maintenance department.
- 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.
- Prepare and manage the Estates annual budget.
- Manage resources related to Maintenance efficiently and effectively, ensuring optimum balance between cost and quality.
- Oversee the management of the Centre's commercial properties in liaison with managing agents.

- Act as manager for the Centre's HMO and 'selective' accommodation licenses.
- Carry out inventory checks on residential accommodation for incoming and outgoing tenants/licensees.
- 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, and accounts relating to electricity, gas, water utilities, business rates and council tax.
- 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.
- Ensure compliance with all statutory testing and inspection regimes, including lifting equipment, man safe systems, DSE, PAT, lightning conductors, asbestos, legionella, and emergency lighting.
- Check and test fire protections systems, including fire safety equipment and exits, to ensure compliance with Fire Safety Regulations and review Fire Risk Assessments regularly.
- Liaise with the security 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.
- Advise on Maintenance-related issues to the Centre's wider Capital Projects and Minor Works programs.
- Manage Maintenance contracts and procurement, including specification, tendering, contract negotiation, securing requisite licenses, warranties and assurances, snagging and budgeting.
- Ensure that electronic and paper filing related to the Maintenance department is kept in a legally compliant and easy-to-retrieve manner.
- Liaise effectively with other managers in the Bursary department to ensure consistent and good provision of service from the department.
- Carry out 'on call' duties as a member of the Bursarial Management Team.
- 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 provides evidence of how they meet these criteria.

- Proven track record of premises management, ideally in a similar environment.
- 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.
- Good understanding of Health and Safety legislation and statutory compliance, preferably with an industry-recognized qualification (e.g. NEBOSH).
- Up to date knowledge of industry developments, best practice and relevant legislation changes including fire and environmental health.
- Experience in forward planning and project management including reactive, routine and planned and preventative maintenance.
- Proven track record of setting and working within budgets.
- Excellent oral and written communication skills, including report writing and internal communication e.g. to share building plans and ongoing progress.
- 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 prioritize effectively and to multi-task.
- Good organizational skills with attention to detail.
- Willingness to be flexible with hours worked and able to work outside normal working hours in line with Centre requirements.
- Ability to build good working relationships and to establish a collaborative style of working with effective influencing skills.

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 King Charles III. 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