Queen Mary
University of London



Job pack

Message from the President and Principal



Thank you for your interest in this role and in Queen Mary University of London. Working at Queen Mary means being part of a unique, world-class global University with a long, proud and distinctive history.

Our founding institutions, the London Hospital Medical College, St Bartholomew's Medical College, Westfield College and Queen Mary College, were founded to provide hope and opportunity for the less privileged and otherwise under-represented.

Today, we remain true to the vision of our founders by continuing to improve lives locally, nationally and internationally through the seamless combination of our world-leading strengths in education and research.

The Queen Mary community – our staff, students and alumni – is the heart and soul of our University. We are proud to provide an inclusive and nurturing environment so that staff and students from all backgrounds can develop, flourish and achieve their full potential.

I look forward to welcoming you to our unique University and working with you to realise our ambitions.

Professor Colin Bailey, President and Principal

qmul.ac.uk

Our strategy 2030

In 2019, Queen Mary University of London launched a bold new Strategy with the vision to open the doors of opportunity. By 2030, we will be the most inclusive university of its kind, anywhere. We are doing this by building on our existing cultural diversity to create a truly inclusive environment, where students and staff flourish, reach their full potential and are proud to be part of the University. Continuing our long tradition of commitment to public good, we will generate new knowledge, challenge existing knowledge, and engage locally, nationally and internationally to create a better world.

We have five core values that will help us to reach this goal:

We are **inclusive**, supporting talented students and staff regardless of their background, and engaging with our local and global communities.

We are **proud** of the difference we can all make when we work collectively.

We are **ambitious**, fostering innovation and creativity, disrupting conventional thought, and responding with imagination to new opportunities.

We are **collegial**, promoting a strong community through openness, listening, understanding, co-operation and co-creation.

We are **ethical,** acting with the highest standards, and with integrity, in all that we do.

To enable our staff to flourish and to reach their full potential throughout their employment at Queen Mary, we offer a range of benefits:

Staff benefits

- Annual leave – the full-time annual leave annual entitlement is 30 working days (not including bank holidays).
- Season ticket loan scheme
- Pension scheme
- Reward and recognition schemes
- Staff Networks
- Cycle to work scheme
- Qmotion sport fitness centre
- Employee Assistance Programme
- Family friendly policies
- Flexible working practices

Job description

Job details	
Job title	Engineering Assurance Manager (Electrical)
Department	Estates and Facilities
Reports to	Technical Manager
Grade and salary	Professional Services, Grade 7 (£65,681 - £73,271, per annum)
Hours per week	Full-Time
Appointment period	Indefinite
Current location	All Campuses
Work activity type	Professional Services: Admin/Operational/Technical and Support

Job context

This post holder will operate across all QMUL campuses in all properties including those owned directly, Let to tenants and embedded spaces. The post-holder will work with colleagues at the highest levels within QMUL and liaise with internal and external specialists, trade unions and other employee representatives and the Health & Safety Executive (HSE) to develop Estates Policies and Procedures that meet the requirements of the law and best practice.

The Engineering Assurance Manager will act as lead competent person to assist the Directorate in undertaking the measures necessary to comply with health and safety legislation and QMUL's health and safety policies. To work closely with the Engineering Senior Management Team (SMT) Teams to shape & embed audit, assurance and risk as key drivers of EAF's strategic direction and day to day operations, with a focus on continuous improvement.

With other members of Engineering SMT, develop and deliver activity aligned to QMUL's purpose, strategy, vision, and values. Collaborating with, supporting and challenging other members of the Engineering Operational and Capital Projects Teams and taking collective responsibility for delivery. Motivating and inspiring EAF's colleagues to work together to achieve our goals.

Take responsibility for supporting the realisation of the EAF vision through the development, operation and review of the Directorate's quality assurance and enhancement processes. The postholder will help the EAF Directorate develop risk-based institutional and subject review processes. To work collaboratively with the Engineering Assurance Manager (Electrical) and continuously seek to improve the risk management culture and framework across the Estates and Facilities Directorate, ensuring that risk and opportunity drive our strategic and operational decision making. Design and manage a programme of second line reviews of the identified risks to ensure they are managed effectively. Advising and reporting to the Engineering SMT and risk owners.
The role holder will initially report to the Lead Engineer.
The role holder will work closely with the QMUL Health and Safety Directorate to maintain effective communications, engagement and compliance assurance. The Engineering Assurance Manager will ensure all Directorate staff are appropriately trained and competent to carry out their Health & Safety duties. The Engineering Assurance Manager must display a high level of operational acumen to gain the confidence of staff and contracted suppliers

Main Duties & Responsibilities

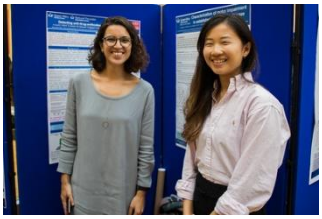
- Lead on the development of the Directorate's risk management policy, risk register and supporting management arrangements.
- Advise the EAF Engineering Operational Team on the measures necessary to comply with the statutory legislation.
- Facilitate on-going insight led reviews & and process improvement interventions to ensure the approach to risk management remains relevant and effective.
- Coordinate the drafting, consultation and approval of Engineering & EAF's assurance policies for ensuring compliance with the relevant statutory provisions.
- Lead on the production and delivery of Engineering Staff Training Plans for all Assurance and risk related competencies.
- Undertake audits of statutory compliance documentation and report by exception all non-compliance to AD Engineering, this will be reported using a monthly report documenting the status and risk over the next quarter post the reporting month. This will require auditing of EAF and Subcontractor held documentation and will include the following as a minimum: Emergency Lighting, Lightning Protection, Electrical testing to BS7671
- Undertake monthly review of insurance inspections for those listed under the relevant Written Schemes and under EAF control. Consideration is to be given to Faculty owned assets that are part of the Insurance Inspections.
- Interpret the relevant statutory provisions of the Health and Safety at Work Act 1974 and associated regulations including monitoring of new developments. This role will provide guidance and recommendations to any change in engineering and other key changes to legislation.
- Advise the EAF Engineering Management Team on the measures necessary to comply with the statutory legislation.
- Work closely with the specialists of the QMUL's Health and Safety Directorate to ensure EAF's full compliance with the Institution's Health and Safety (H&S) policies and procedures.
- Coordinate the drafting, consultation and approval of EAF's H&S policy for ensuring compliance with the relevant statutory provisions.
- Keeping up to date on statutory and regulatory requirements and identifying and applying assurance best practice across and outside the organisation.
- Monitor the effectiveness of the EAF's H&S policy and management arrangements ensuring compliance with the relevant statutory provisions and QMUL's H&S policy and recommend improvements where necessary or desirable.
- Attend Faculty H&S committees and ensure that expectations are managed and met.
- Arrange for regular H&S audits and non-H&S audits within defined areas of the Estate ensuring that systems are in place to deal with and rectify identified problems and record notable instances.
- Co-Chair Bimonthly Engineering Operations H & S meetings and ensure key actions are fed to University Health & Safety Advisory guidance.

Person Specification

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements

Essential: Requirements without which the job could not be done.
Desirable: Requirements that would enable the candidate to perform the job well.

Qualifications	Essential	Desirable
Educated to Degree/HND level in Electrical Discipline	☒	☐
Chartered level qualification CEng,	☒	☐
Registered with IET or Engineering Council	☒	☐
Experience/Knowledge		
Proven and demonstrable experience and significant knowledge of Acting as Lead Competent or Authorised person electrical on a large multi discipline site	☒	☐
Knowledge of IET Wiring Regulations (BS 7671)	☒	☐
Professional Registration with IET or CEng	☒	☐
Skills/Abilities		
The ability to conduct meetings and present proposals in a clear and concise manner to both specialist and non-specialist audiences and the ability to write clear and concise reports and other professional documentation	☒	☐
The ability to establish good working relationships with teams of highly qualified professionals and the ability to manage a team effectively with strong interpersonal skills. To be socially confident within a wide circle of contacts	☒	☐
The ability to negotiate successfully, in respect of the project delivery for which there is responsibility, paying particular attention to cost, timescale and the interests of the University	☒	☐
The ability to understand the statutory, health and safety requirements of construction, infrastructure, building ownership and operation	☒	☐
The ability to collate, interrogate and analyse complex, and sometimes numerous, alternatives / data to determine the best approach to specific issues or areas of work	☒	☐
The ability to solve complex and often interrelated problems occurring within and between projects and differing areas of responsibility	☒	☐
The ability to pay particular attention to the broader and strategic issues which exist with respect to Estate Management	☒	☐
Able to work individually and/or as part of a team, be able to prioritise and work under pressure	☒	☐
Possess excellent IT skills including use of the Microsoft office suite and project management tools including Microsoft Project.	☒	☐
Other		





Professionally and financially numerate with the ability to comprehend corporate/project finances and business issues sufficiently to take responsibility for the effective management of cost, resources and time	☒	☐
The flexibility to accommodate frequently changing customer needs and changing workloads within the allocated teams	☒	☐
Highly Customer Focused	☒	☐
*The ability to meet UK 'right to work' requirements	☒	☐

* The University has a legal responsibility to ensure that all potential employees can provide documentary evidence of their legal right to work in the UK prior to commencing employment. Candidates shortlisted for interview will be asked to bring their passport or another acceptable form of evidence to verify their right to work.

Visa Sponsorship

For those who do not have a right to work in the UK, the University is a UKVI licensed sponsor and is able to issue a Certificate of Sponsorship (CoS) to successful candidates who are offered skilled roles and meet the eligibility criteria. The CoS enables candidates to apply for a Skilled Worker visa. Further information on the Skilled Worker visa can be found via: www.gov.uk/skilled-worker-visa

Global Talent Visa Route

The Global Talent visa is an alternative route to sponsorship, directly applied for by the applicant. It is open to those wishing to work in the UK and who are a leader or potential leader in the fields of academia or research, arts and culture, and digital technology. Further information on the Global Talent Route can be found via: https://www.gov.uk/global-talent

For additional information on both visa sponsorship and non-sponsorship visa routes, please visit the UK Visas and Immigration website: https://www.gov.uk/browse/visas-immigration/work-visas

Academic Technology Approval Scheme (ATAS)

Academics and Researchers applying for Skilled Worker visas and Sponsored Researchers applying for Government Authorised Exchange visas who will be undertaking research activities, at PhD level or above, in the one of the ATAS listed subject areas will be required to obtain an ATAS certificate before they can apply for a visa to work in the UK.

Exemptions will exist for nationals from the EEA, Australia, Canada, Japan, New Zealand, Singapore, South Korea, Switzerland and USA and those applying for Global Talent Visas. For further information on this, please visit the UK Visas and Immigration website: https://www.gov.uk/guidance/find-out-if-you-require-an-atas-certificate






EDI Initiatives

Queen Mary is committed to advancing Equality, Diversity and Inclusion (EDI). We hold a Silver Institutional Athena SWAN award for advancing gender equality and champion a number of EDI initiatives across the University. We also offer a number of development programmes including Springboard, Aurora and B-MEntor.
We are committed to championing EDI relating to all protected characteristics and other underrepresented and marginalised groups under the Equality Act 2010. We offer 'Introducing Inclusion' training for staff to give them an understanding of EDI related issues and provide them with the tools needed to champion inclusivity and embed best inclusive practice in all the work they do. EDI is built into everything we do at Queen Mary, and is championed through a well-established governance structure. If you are interested in learning more about Equality, Diversity and Inclusion at Queen Mary and how to get involved then please contact hr-equality@qmul.ac.uk.

Flexible working:

Queen Mary is proud of the diversity of its staff and students. We encourage inclusive practices in everything that we do, to ensure that everyone who works here feels valued and enabled to have a positive working experience. We are therefore open to considering applications from candidates wishing to work flexibly, balanced against business need. Our Flexible Working Policy includes examples of some of the flexible working arrangements that could be considered. If you feel that this is something that may be of benefit to you, please do ask.

Family Friendly Policies:

Queen Mary recognises the commitments that staff have to their family and the importance of work-life balance. To support this Queen Mary offers a range of family friendly policies with enhanced rates of pay available for family-related leave, following a qualifying period of service.

Further Information

Details about the directorate can be found at:

http://www.estates.qmul.ac.uk/

Informal enquiries should be made to:

Name: Mark Harrison, Technical Services Manager

Email: mark.harrison@qmul.ac.uk

General Information

Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The Queen Mary salary structure includes automatic pay progression within the published grades, subject to service, funding and performance. In addition to this, there are performance related annual pay review schemes in place

