



TRINITY COLLEGE
UNIVERSITY of OXFORD

Trinity College

Job Description - Clerk of Works

Key Responsibilities

As a key Head of Department, the Clerk of Works will take responsibility for the maintenance, repair, development and refurbishment of the Trinity estate.

An important element of the role is the effective management of a team of professional and highly motivated Maintenance staff, offering a customer focused service to all members of the College community.

Taking a positive and pro-active approach to the management of Health & Safety and Fire Safety, ensuring that College policy and procedure is compliant with relevant statutory guidance.

Budgetary responsibility for maintenance (both pro-active and re-active), H&S and Fire Safety across the entire Trinity estate.

Working actively to build relationships with other Maintenance functions across the University of Oxford, so that Trinity has the opportunity to benefit from best practice and key developments.

Working closely with the Domestic Manager, and the entire Domestic team in the development and successful implementation of projects and plans as they arise.

Supporting the project team for the Levine Building, Hall and Kitchen restoration, Library project and other capital works.

Specific Duties

Maintenance and management of contractors

- The development of a detailed and costed plan to carry out continuous development and refurbishment of the Trinity estate. This includes a five year and ten year plan to be costed and approved annually by the Bursarial Committee.
- Taking responsibility for the careful and sensitive management of Trinity's historic estate, working within relevant guidance and approval by the most appropriate statutory body.
- To manage a responsive and professional reactive maintenance function, responding to issues and call outs as they arise, always working to the highest professional standards and within budgetary constraints.
- Preparation of specifications for small, medium and large programmes of work, ensuring successful delivery on budget and on schedule. This includes liaison with stakeholders, planning authorities, conservation officers, contractors and users.
- Making sure that all works carried out on site are compliant with CDM Regulations and the College's obligations as Duty Holder, where relevant are upheld.
- Organisation and oversight of annual maintenance contracts to comply with statutory requirements, and administration of associated documentation.

- Liaison with the Head Porter and Domestic Bursar regarding the installation and maintenance of security and fire equipment across all College properties.
- Management of a team of contractors, ensuring value for money, and the highest standards at all times. This includes a regular review of contractors, working to a professional tender process.
- Carry out a regular review of the Control of Contractors policy, ensuring this is maintained to a high standard, and is fully implemented across all areas.

Health & Safety

To take responsibility for all elements of H&S, in consultation with the Domestic Bursar, and supported by Peninsula Business Services as follows:

- Management of the College's compliance with Health & Safety legislation.
- Maintenance of the Health & Safety Policy and Procedures manual, the College employee safety handbook and Health & Safety action plan.
- To arrange regular reporting and attendance at the termly Health & Safety Committee.
- Liaison with the Domestic Bursar and Peninsula Business Services safety consultant with regard to College-wide annual safety audit.
- Taking a pro-active role in the planning of all non-College events, such as the College Ball, ensuring compliance with Health & Safety legislation.
- Organisation of staff health and safety training on a regular basis..
- Plan and arrange new students' Health & Safety inductions.
- Organisation of termly departmental safety audits and ensuring appropriate actions are carried out.
- Supporting staff with statutory risk and COSHH assessments.

Fire Safety

- To establish a comprehensive fire strategy for the entire Trinity estate, ensuring this policy is supported by effective procedures and training.
- Management of all fire equipment, including alarm maintenance, fire detection and extinguishers, ensuring that all statutory testing, training and maintenance are in place at all times.
- Liaising with the Colleges appointed fire risk assessor for College buildings on and off site, ensuring that a regular Fire Risk Assessment is carried out, and that all actions are managed in a timely manner.
- Fire Marshall training for appointed members of staff.
- Recruit and train Fire Marshalls from members of the student body.
- Organising quarterly fire drills and weekly zone testing of fire alarms, ensuring this is documented.

People Management and communication

- Effective management of a small team of specialist maintenance staff, ensuring high standards of recruitment, training, appraisal, communication and ongoing development.
- Efficient and effective management of all contractors, working to the highest standards.
- Attendance at weekly Heads of Department meetings.
- Attendance at the termly JCC committee meetings, Sustainability Committee, Health & Safety Committee, Buildings and Maintenance Sub-Committee of the Domestic Bursars' Committee, and other meeting as required.

Budgetary responsibility

- Budgetary responsibility for r
- refurbishment, maintenance, Fire Safety, Health & Safety, and capital projects as required.

Sustainability

- Working closely with the Domestic Manager and Domestic Bursar to identify, implement and manage approved environmental sustainability initiatives.

Person Specification – Clerk of Works

- Strong experience of managing a varied Maintenance team, which includes a range of skills.
- Proven experience of taking responsibility for the delivery of a range of small, medium and large projects.
- A robust understanding of construction, maintenance and conservation works and familiarity with JCT and similar forms of contracting
- Specialist knowledge, experience and qualifications in a “trade” e.g. carpentry or building.
- A strong understanding of H&S policy and practice
- A strong understanding of Fire Safety in a public building.
- Proven experience of successful project planning and management.
- Experience of working within the constraints of listed buildings.
- Experience of, and a clear understanding of budgetary control;
- Computer literacy including experience in specialist building design software (Autocad);
- A strong communicator, who can effectively build relationships with a range of stakeholders.
- A pro-active approach and “can do” attitude.
- At least 3 years people management experience, with the ability to build a positive working environment through effective communication, appraisal and training.