Deputy Clerk of Works

Wolfson College is seeking a Deputy Clerk of Works to deputise in the absence of the Clerk of Works and support them in all aspects of managing the Maintenance Department. This role works with a current team of 10 maintenance staff and is responsible for their supervision and supporting the Clerk of Works in monitoring external contractors.

Wolfson College is one of the 31 Colleges in the University of Cambridge and provides an academic home for over 900 students aged 21 or above, 100 Fellows, and 100 staff. There are more than 450 residential units on site, housing over 500 residents. Wolfson takes pride in its reputation as a diverse and inclusive community: over 90 nationalities are represented within the current student body. The College has a strong sense of community, a buzzing intellectual and cultural life, and a dynamic, diverse, and friendly working environment.

Full details of the College are available at www.wolfson.cam.ac.uk

HOW TO APPLY

Please send a completed Wolfson College Application Form and Equal Opportunities Form (available online at https://www.wolfson.cam.ac.uk/about-wolfson/vacancies), with a copy of your CV, and a covering letter setting out your suitability for this post, to arrive by 9:00am, on Tuesday, 30 July 2024, to:

HR Manager (ref. Deputy Clerk of Works)
email to: jobs@wolfson.cam.ac.uk

TERMS AND CONDITIONS

Salary: £41,000-£44,000

Benefits:
- Membership of a DC Group Pension scheme, with employer contributions of up to 13%
- Death-in-service benefit of two times salary
- Generous Sick and Parental pay scheme
- Meals on duty allowance
- Free parking (subject to availability)
- Uniform
- Use of the College Gym and Library
- Membership of a healthcare cash plan
- Employee Discount and Cycle to Work Scheme
- Wolfson operates an agile working policy.
**Hours:** 37.5 hours per week. The successful candidate will also be required to be on the call out rota, this is undertaken by all team members.

**Holidays:** 25 days’ holiday per year plus 8 public holidays. Of the 25 days’ holiday, the College schedules up to 4 days in December for all staff when the department is closed. Attendance is normally required on public holidays which occur in Full Term, such as the May public holidays, for which alternative days’ holiday are given.

**Probation:** The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one week’s notice on either side. Following the successful completion of the probationary period, the period of notice would be three months on either side.

The College has a responsibility to ensure that all employees are eligible to live and work in the UK.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and Data Protection Policy. Please see [https://www.wolfson.cam.ac.uk/about-wolfson/governance/data-protection/data-protection-statement-job-applicants](https://www.wolfson.cam.ac.uk/about-wolfson/governance/data-protection/data-protection-statement-job-applicants) for further information about how we process your personal data.
JOB DESCRIPTION

Job title: Deputy Clerk of Works

Department: Maintenance

Reporting to: Clerk of Works

This job description summarises the main duties and responsibilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

JOB PURPOSE

The Deputy Clerk of Works will assume responsibility for managing the day-to-day administration of the Maintenance Department, and for ensuring health and safety and other legislative compliance.

KEY DUTIES AND RESPONSIBILITIES

Supervisory responsibility

• To supervise the work of the members of the Maintenance team on a day-to-day basis.

• To manage the maintenance request system

The DCW has overall responsibility for how maintenance requests are responded to. Maintenance requests are made daily, by residents (up to 500 students and visiting academics) and by staff. The DCW needs to review the progress of meeting these requests, and to communicate to the requester if there are problems or delays. The DCW should report significant issues to the Clerk of Works. The DCW should take pride in managing this system efficiently and should aim for a high level of customer satisfaction, based on speed of response and completion rates.

• To take a proactive approach to general maintenance issues

The maintenance request system is a reactive process. Increasingly, the DCW should look to introduce a proactive approach to maintenance and carry out regular audits of buildings to assess maintenance needs.

• Work to ensure the activities of contractors are compliant with current health and safety legislation, and associated regulations and guidelines, and College policies, seeking advice where appropriate.

Deputy Clerk of Works July 2024
Sustainability

- To manage all waste management and recycling

This involves assessing the needs of the College, and dealing with third parties to achieve the aims of the College. Recycling is a high priority for the College and consideration needs to be given to sustainability issues as well as costs.

Monitor sustainability to reduce the carbon footprint within the department.

Fire safety

- To assist the Clerk of Works in reviewing the Fire Risk Assessment regularly

Fire safety is a high priority at Wolfson College. The DCW is responsible for following through the recommendations of the Fire Risk Assessment and for reviewing:
  - Fire extinguishers
  - Emergency Lighting
  - Fire doors
  - Fire exits

Health & Safety

- To ensure compliance within the Maintenance department with relevant Health & Safety legislation

Safe working is a high priority at Wolfson College. The DCW should ensure that appropriate risk assessments, action plans and safe systems of work are in place in the Maintenance department, and that they are complied with.

- To ensure staff within the Maintenance department receive appropriate training.

The DCW should assess the training needs of the Maintenance staff and ensure that all appropriate training is undertaken, and that refresher training is provided as necessary.

All staff must adopt a responsible attitude towards health and safety and comply with any procedures required by the College to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety.

Dealing with contractors

- To manage the Colleges’ Permits to Work procedure in relation to contractors
- To assist the Clerk of Works in placing orders with contractors
- To assist the Clerk of Works in supervising contractors
Managing purchases for the Maintenance department

- To obtain quotations for materials and services
- To order materials and services
- To check invoices relating to materials and services and to query unexpected differences

The DCW should take a leading role in the processing of such paperwork and electronic record keeping. Examples include ladder safety checks; legionella testing; Risk assessment; COSHH: Legionella works and registering/recording.

Project management

- To assist the Clerk of Works with small in-house projects up to a value of 30K

Other

- To oversee the Maintenance Workshop and all Maintenance storage areas, ensuring that they are kept safe and tidy.
- To carry out other maintenance-related tasks as directed by the Clerk of Works

TRAINING AND DEVELOPMENT

Additional training will be provided where appropriate to remain up to date with current legislation and practice or which is identified as necessary in relation to their work.
### Person Specification: Deputy Clerk of Works

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<th>Essential</th>
<th>Desirable</th>
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**Qualifications, Experience and Background**

- NVQ Level 3 or City & Guilds apprenticeship or equivalent qualification in a relevant trade
- Previous experience of working in a maintenance or building environment

- Experience of working in an educational institution or a residential environment would be advantageous.

**Skills and Abilities**

- Supervisory experience in a maintenance or construction environment
- Good project management skills
- Ability to work both individually and as part of a team
- Ability to use own initiative
- Relevant health & safety qualification (IOSH, NEBOSH)
- Ability to prioritise workloads and to meet deadlines
- IT skills, to include Word and Excel and Outlook

- Relevant safety training
- Experience of using CAD
- Good budgeting skills

**Personal Attributes**

- Good communication and interpersonal skills
- High level of spoken English (this is essential for Health & Safety training and to be able to carry out the duties of the position)
- Polite, reliable, and punctual
- Self-motivated with a willingness to learn
- Enthusiasm for good customer service
- Keep Health and Safety training up to date

**Other**

- Use of appropriate personal protective equipment for tasks as necessary