



Job Description

Job title	Multi-Skilled Facilities Maintenance Engineer	Location - base	Cambridge based at NIAB Headquarters and NIAB, Park Farm, Histon, Cambridge
Department	Facilities	Job group	Specialist
		Post ref.	SVA1196
Reports to	Director of Resource Management	Line manages	N/A

1. Team overview

NIAB is a globally recognised agricultural research and advisory company. The disciplines cover high end science to in-field activities. As the Facilities Maintenance Engineer (FME) you will be working across all aspects of the business based in Cambridge. This is a varied and challenging role, with the opportunity to make a real difference to the efficiency and effectiveness of our facilities.

2. Role purpose

The purpose of the role is:

- To provide fully functioning, compliant facilities through managed routine maintenance contracts and providing timely responses to unforeseen maintenance issues to ensure that availability and quality of services are always maintained.
- To provide a reactive first point of contact for all facility maintenance work requests.
- To investigate and resolve situations where possible or manage a resolution where appropriate and to explore how to continually improve our systems.

The role covers all aspects of facilities provision including carrying out minor works, managing and delivering facilities projects, liaising with external contractors, and ensuring all necessary and regulatory test and safety certificates for power, water and waste are obtained.

The FME is expected to respond to out of hours emergencies.

The FME is part of our Health and Safety and Quality management team.

3. Financial authority/responsibility

Manage budgets for consumables, equipment repairs, maintenance contracts.

4. Key relationships

Internal The FME is fully involved in all aspects of our work and is in regular contact with a range of colleagues. The ability to form good working relationships with colleagues is essential to the successful delivery of your key objectives. Managing colleagues' expectations and delivering tasks according to agreed programmes of work is vital to the successful delivery of the role.

Our administration team works alongside you and assists with the management of maintenance and service contracts.

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External: Building solid working relationships with external contractors, suppliers and customers is a key element to this role so that the sites can be kept running with minimal down time. Maintaining close relationships with on-site tenants is also vital.

5. Key tasks/responsibilities

- Maintain plant, equipment and implement preventive maintenance schedules, ensuring compliance with regulatory testing requirements. Communicate maintenance schedules effectively to relevant staff. Understand and manage Building Management Systems to provide comfortable working conditions for staff.
- Ensure equipment remains reliable by carrying out regular inspections to find faults and potential issues, fixing faults yourself or utilising contractors, as appropriate.
- Respond immediately to critical equipment breakdowns.
- Act as premises' key holder, attending call outs as necessary.
- Install new plant and equipment. Carry out minor works (including electrical works), and workplace improvements, such as installing shelving and furniture, painting and decorating.
- Source contractors and ensure the work carried out by them is completed on time and to the required standard.
- Manage facilities projects to agreed timelines e.g. small works, department moves.
- Continually identify opportunities for improvement regarding facilities provision e.g. cost effective maintenance schedules and contractor usage.
- Actively engage with the delivery and improvement of health and safety compliance, working closely with the Health, Safety & Quality Manager.

1. Working conditions

Mainly indoors in a range of office and laboratory accommodation.

Normal working hours with supplementary pay when demands require.

Availability to respond quickly to emergencies outside normal working hours.

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Person Specification

Criteria	Essential	Desirable
Qualifications		
Level 3 or 4 relevant vocational qualifications or equivalent level of practical experience.	x	
Level 3 Requirements for Electrical Installations (18 th Edition) qualification or equivalent	x	
Qualification in electrical connection and testing or equivalent qualifications/experience, such as City & Guilds 2391 Inspection and Testing qualification	x	
Knowledge and skills		
Good verbal and written communication skills	x	
Good interpersonal skills	x	
Good IT skills – email, word processing, spreadsheets, document sharing	x	
Good numeracy and data handling skills	x	
Strong organisational skills and ability to plan and prioritise amidst conflicting demands	x	
Good analytical and problem-solving skills especially in electrical, plumbing and Building Management systems	x	
Experience		
Experience of small works project management	x	
Working in an organisation carrying out and overseeing building and equipment maintenance	x	
Effectively managing customer expectations		x
Setting up and interrogating building technology systems (such as Priva) and building access control systems (such as Paxton).		x
Attributes		
Accuracy and attention to detail.	x	
Evidence of commitment to own personal development and willing to learn new skills	x	
Collaborative	x	
Flexibility – able to work alone and as part of a small team		x
Proactive and self-motivated; confident about working without direct supervision		x
Other		
Driving licence or access to independent means of travelling, enabling regular travel (daily) between the Cambridge sites and occasional travel to NIAB sites elsewhere in Great Britain	x	
Availability to respond quickly to emergencies outside normal working hours 24/7.	x	