

# TECHNICAL ENGINEER (ELECTRICIAN)

Maintenance Department,  
Estates and Facilities Directorate

MC71

**CANDIDATE BROCHURE**



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# WHAT MAKES UEA SO SPECIAL?

The University of East Anglia is a publicly funded major UK research and teaching university. It was built to embody a radical new vision for higher education, where interdisciplinarity is crucial and excellence in both research and teaching is valued. UEA consistently ranks within the top quarter of universities in the UK for the quality of research and teaching.

As a major regional employer and cultural centre, we take our regional civic responsibilities very seriously and have kept our sights on the people and place we call home. In fact, we launched our University Civic Charter in October 2023; created from in-depth community engagement, renewing our commitment to the region as part of our 60th anniversary.

There are many things which make UEA special, not least of which is the community of staff and students that work and study here. UEA includes three Nobel prize winners, including Sir Paul Nurse and Sir Michael Houghton, and many fellows of the Royal Society and British Academy amongst our alumni and current staff.

Our campus is home to Sir Denys Lasdun's iconic brutalist architecture set in hundreds of acres of beautiful country park that includes a large broad (lake). In the spirit of Lasdun's ambition to inspire an anatomy of ideas, today, UEA is tackling some of the key challenges of the changing world. UEA's research combines disciplines

and breaks new boundaries across its priority research themes of climate, creative and health.

UEA is the place where global warming was first documented. Since the 1970s, UEA's Climatic Research Unit, and more recently Tyndall Centre for Climate Change (Headquarters hosted at UEA), have played a pivotal role in developing temperature records and climate models, contributing to the understanding of climate change, and informing global policy. Our Professors Corinne Le Quere, Rachel Warren and Robert Nicholls were recipients of Nobel Peace Prize (2007), awarded to Al Gore and the Intergovernmental Panel for Climate Change (IPCC) in recognition of efforts to increase public knowledge of anthropogenic climate change. Environmental Science and Global Studies at UEA continue to be a major powerhouse for research and teaching.

UEA is widely regarded as a pioneer in creative writing, having established the UK's first Creative Writing Masters programme in 1970. This renowned programme has since attracted and produced numerous successful writers, including Booker Prize winners such as Ian McEwan and Anne Enright, and Nobel Prize Winner Kazuo Ishiguro. In recent years, UEA academics have played a pivotal role in the discovery and presentation of the Gloucester Royal shipwreck (Norfolk's Mary Rose). Our iconic Sainsbury Centre for Visual Arts is a major museum and arts research facility.



Health research at UEA not only embraces the Faculty of Medicine and Health but draws in research from both social and natural sciences. Research under this theme has made major contributions in the fields of healthy ageing, epidemiology and involving citizens (via our innovative Citizens' Academy) in improving health care outcomes. This theme benefits from close association with the other major research institutes on the Norwich Research Park; notably the Norfolk and Norwich University Hospital and the Quadram Institute. The Norwich Cancer Research Network, and Norfolk Institute for Healthy Ageing, are examples of key mechanisms for delivery of real impact from health research at UEA.

UEA has been a major success over the last 60 years and looks forward with confidence to the next 60 years.

For an informal discussion about the post please contact **Stuart Kelly, Assistant Maintenance Manager (Direct Labour)** via [stuart.kelly@uea.ac.uk](mailto:stuart.kelly@uea.ac.uk) or **Shaun Palmer, Head of Maintenance** via [shaun.palmer@uea.ac.uk](mailto:shaun.palmer@uea.ac.uk)

## UEA is part of the Norwich Research Park

Norwich Research Park (NRP) membership locates UEA in one of the largest concentrations of research institutes in the whole of Europe – four independent internationally-renowned research institutes: John Innes Centre, Quadram Institute, Earlham Institute and The Sainsbury Laboratory; with the University of East Anglia and Norfolk and Norwich University Hospitals NHS Foundation Trust, supported and funded by The John Innes Foundation, The Gatsby Foundation, and UKRI Biotechnology and Biological Sciences Research Council.

The NRP provides an ideal environment for collaborative use of infrastructure and facilities, with a single portal for academics and businesses to access the specialist facilities across the Park.

The Enterprise Centre is a regional business, knowledge and innovation hub, with workspace provision and supports over 80 businesses working alongside UEA staff and students in a dynamic and vibrant entrepreneurial community. On the wider NRP, there are dedicated laboratory and office spaces in the Innovation Centre and Centrum hosting over 600 staff within a total of 115 businesses and spinouts.



# OUR BENEFITS

UEA offers a fantastic benefits package for staff. We recognise all our staff have different priorities and lifestyles so we are continually reviewing our offering to ensure there are benefits which suit everyone. Current benefits include:



Competitive Rates of Pay



25 Days Holiday



14 Additional Statutory and Customary days



Contributory Pension



Staff Development



Sportspark Discount



Research Support



Health and Wellbeing



Library



Campus Facilities



Care Leave Policies



Sainsbury Centre for Visual Arts



Ofsted Outstanding Nursery



And much more!

Further information can be found on our [Staff Benefits page](#).



# THE ROLE

To provide expert technical knowledge along with proven skills in their field of expertise. As well as your operational duties, lead on areas of a critical importance to the universities business needs. Manage third party contractors.

To ensure the delivery of a customer-focused, value for money Maintenance Service embracing industry best practice, statutory compliance and associated governance that supports the UEA's current and projected business needs.

## KEY RESPONSIBILITIES

- Provide direction and guidance in your specialist discipline where needed to team members; and providing support, training, and development, referring to the Senior Technical Engineer.
- Ensure team members understand the complexity of all maintained assets, agreed action plans to positively influence the departments Key Performance Indicators.
- Adhere to and support appropriate quality control process and procedures as directed by Senior Technical Engineer for all aspects of front-line delivery from a customer's/team member's perspective including proactive building inspections and subsequent fault reporting and rectification.
- Liaise with the Senior Technical Engineer, the Customer Liaison team and others, to facilitate work planning, allocation and supervision for allocated area of responsibility, utilising the CAFM system.
- To undertake various maintenance and operational works (with training where necessary) across all areas of the campus.
- To carry out planned preventative maintenance inspections and commissioning tests in accordance with Estates and Buildings Division schedules and procedures.
- Manage and ensure that the operation / replacement of plant in the designated area, is aligned to minimise energy consumption whilst meeting our customer's expectations.
- Always ensure that the University is fully compliant with all statutory obligations as applicable to all built assets within your area of responsibility, reporting any exceptions to Senior Technical Engineer.
- Adhere to Health and Safety requirements within the designated area(s) of responsibility.
- Ensure safe working practices are followed within the areas of responsibility and that Risk Assessments and COSHH assessments are undertaken, relevant to the task being undertaken.
- To be an authorised competent person within the Universities safe systems of work and responsible for issuing and managing permits to work.
- Manage third party activities (contractors) within designated area(s) of responsibility, reporting issues to the Senior Technical Engineer for action.
- Work effectively in collaboration with all other Estates departments to optimise our delivery model; demonstrating a joined-up, customer-focused, value for money service aligned to UEA business needs.
- Build positive working relationships with our customers and colleagues understanding their needs and expectations.

## THE ROLE (CONTINUED)

### KEY RESPONSIBILITIES CONTINUED

- Support projects / events / initiatives as requested.
- To participate in Work outside of normal working hours that will be required. This includes unsocial hours, roster/shutdown and callout as instructed by the department.
- In order to provide appropriate supervision of team members, an element of shift work may be required from time to time including unsocial hours as requested by Senior Technical Engineer.
- Manage all third party (contractor) statutory paperwork in conjunction with the permit office and the SSOW.
- Lead on adaption/repair and reactive, planned, and preventative maintenance work, including systems checks and when necessary, problem diagnostics, on mechanical, electrical, and building services for all equipment across the University's estate, in compliance with current water regulations, IET Wiring, Electricity at Work Regulations and industry guidelines to best practice.
- Undertake all training instructed by Senior Technical Engineer regarding specialist equipment and processes.
- At all times to carry communication/data devices (Mobile telephone and/or other) to facilitate the allocation and delivery of work, via a location identification process enabling a fast and efficient delivery of reactive works. To communicate and to facilitate an immediate response to emergencies.
- Undertake any other duties that are commensurate with the grade of the post, to suit the operational needs of the business.

# THE PERSON

## EDUCATION, EXPERIENCE AND ACHIEVEMENTS

- ONC in Engineering or relevant subject (or equivalent qualification or experience in electrical discipline) (E)
- Experience in managing a third party within a Maintenance or Facilities Management environment (E)
- IOSH Managing Safely or equivalent qualification (E)
- Previous experience of working in higher education (D)
- Experience of working in laboratory environments (D)

## SKILLS AND KNOWLEDGE

- Demonstrable communication skills (E)
- Ability to undertake work at an operational level with minimal supervision (E)
- Technical knowledge of facilities engineering (E)
- Good organisation and planning skills (E)
- Good IT skills (E)

- Ability to work collaboratively with other departments (E)
- Excellent people supervision skills including performance mentoring/coaching (E)
- Understanding of customer focused service delivery (E)
- Able to delegate work effectively to ensure time scales are met (E)
- A working knowledge of CAFM (computer-aided facilities management) systems (D)

## PERSONAL ATTRIBUTES

- Self-motivated with a proactive approach (E)
- Good team player with an ability to motivate others (E)
- Understands and respects customer needs (E)
- Flexible and professional approach to work (E)
- Professional image suitable for a customer-facing role (E)
- Able to manage conflicting priorities (E)
- Willing and able to undertake training as required. This could involve multi discipline training in accordance with business needs (E)

## SPECIAL CIRCUMSTANCES

- Willing and able to participate in a roster covering 6 Saturdays per year (E)
- Willing and able to attend call outs and/or undertake overtime as may be required (E)
- Must be able to work in confined/restricted spaces and carry out work right across the Campus and other UEA premises (E)
- Full driving licence (Reasonable adjustments will be considered in line with the Equality Act 2010) (E)

**Essential Requirements (E)** are those, without which, a candidate would not be able to do the job.

**Desirable Requirements (D)** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.



# FURTHER INFORMATION

The post is available immediately on an indefinite full-time basis.

Salary will be £35,764 to £43,290 per annum on Grade 6 on the single salary spine. The postholder will be paid for participating in a roster covering 6 Saturdays per year and will also receive payments for any call-outs and/or overtime which may be required. Please be advised that call-outs and overtime are not guaranteed.

**Place of Work** - The University is strongly committed to providing an excellent student experience and research environment, and it is expected that all staff will be available on campus to carry out their duties during their working week in support of these goals.

If successful you will be asked to show evidence of right to work in the UK prior to any formal offer being made. Non-British and non-Irish nationals entering the UK to undertake employment or who are currently in the UK will have to meet eligibility criteria under the points-based immigration system. The University may be able to provide sponsorship under the Skilled Worker route if relevant criteria are met. Please note, due to the complexities of the immigration system, Skilled Worker visa sponsorship is not guaranteed for every role. If you would like further information about whether this role is eligible for visa sponsorship, please contact [staff.visacompliance@uea.ac.uk](mailto:staff.visacompliance@uea.ac.uk)

The post is superannuable under the Group Personal Pension and there is an annual holiday entitlement of 25 days plus statutory (8 days) and customary (6 days) holidays, pro rata for part-time. The University is committed to creating an environment where the health, welfare and safety of all students and staff is of paramount importance. The University's Safeguarding Policy addresses both child protection and safeguarding children, young people and vulnerable adults within the work of the University. Appointment will be subject to satisfactory pre-employment checks, which may include an Occupational Health assessment.

Information on the benefits of working at UEA can be found at <https://www.uea.ac.uk/about/working-at-uea>.

If you require the information contained within this candidate brochure in a different format please email [staff.recruitment@uea.ac.uk](mailto:staff.recruitment@uea.ac.uk)

## HOW TO APPLY

To apply for this vacancy, please follow the online instructions at: <https://vacancies.uea.ac.uk>

The closing date for this role is 11:59pm on **10 November 2024**.

Please note that the application form contains an Equal Opportunities section which must be completed. The Equal Opportunities information will not be made available to the selection panel and will not form any part of either the short-listing or decision making process.

It is anticipated that interviews will take place the week commencing **18 November 2024** and if you have not heard by this date please assume you have not been shortlisted on this occasion.

Candidates should note that travel and incidental expenses incurred in attending an in-person interview will not be reimbursed.



# ABOUT THE ESTATES AND FACILITIES DIRECTORATE

UEA is a Campus University, and the Estates and Facilities Directorate is proud to be able to make a positive contribution to the University's vision by managing, developing, and creating a Campus that makes a positive impact on the living and learning experience for students and staff.

The Directorate is responsible for the operation and development of the University. It oversees the smooth running of the Campus, managing and maintaining both academic and residential buildings as well as the 360 acres which encompass the UEA campus, Blackdale, Bob Champion and Triangular site areas. In maintaining the University's buildings and grounds, it comprises Cleaning and Grounds, Security, Transport, Maintenance and Building Management Services, Space Management, Post and Portering, Projects, and Development Services (including Electrical and Mechanical Engineering and Utilities).

The Directorate is also responsible for the continual development of the Campus to provide the right built estate for the University's business.



# ABOUT THE MAINTENANCE DEPARTMENT

The Maintenance Department is made up of an internal and external team, with a range of disciplines including, but not limited to senior technical engineers, technical engineers, skilled electrical, mechanical, and building fabric maintenance engineers, assistant technicians, building management systems, asbestos, contract, and stores and key bank managers.

Working with specialist third party contractors the team cares for and maintains the University's built environment. This includes residences, teaching spaces, our Library and Sportspark, commercial buildings, specialist labs and professional services buildings, including all infrastructure and critical assets.

It is a dynamic and diverse portfolio in all aspects with its own constraints and challenges including asbestos and listed building status. The team ensures that the estate is maintained in a fully compliant and safe condition, in line with statutory regulations and approved codes of practice, providing an environment that supports a positive living and learning experience for staff, students, and visitors.





# OUR VALUES

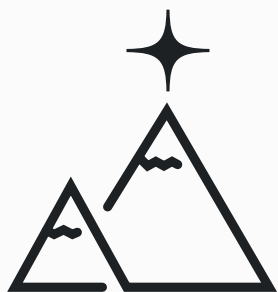
Shaped by staff, our UEA values represent a core set of standards for how we behave as an employer, drive excellence in teaching, learning and research, and collaborate as an anchor institution in our local community.

From tackling global challenges, striving for student and staff success, and creating a vibrant inclusive environment, our values are what unite us.

- ✦ AMBITION
- ✦ COLLABORATION
- ✦ EMPOWERMENT
- ✦ RESPECT



## OUR VALUES (CONTINUED)



### AMBITION

**We are ambitious for our future success.**

We are forward-thinking and brave in our approach and decisions. We make space for innovation and creativity, seizing opportunities that are responsible and sustainable. We are ambitious for the advancement of education and research.



### COLLABORATION

**We are collaborative in our approach.**

We work together with shared purpose. We build connections, share ideas and develop new networks. We champion our regional, national and global relationships and demonstrate that together we can achieve greater goals and positively influence the world around us.



### EMPOWERMENT

**We empower ourselves and each other.**

We develop ourselves and others, trusting people to make decisions based on their expertise and knowledge. We continually improve systems and processes to support us in working in an agile and efficient way.



### RESPECT

**We respect each other.**

We treat everyone with respect and dignity. We value diversity and foster a community where people can express different thoughts and views. We are open to challenge, so we can learn and improve. We encourage a positive, inclusive environment where everyone has opportunities to fulfil their potential.



# ACCOLADES

- Queen's Anniversary Prizes for Higher and Further Education have been awarded to UEA for international development studies (2009), creative writing (2011) and environmental sciences (2017). Notable alumni include Sir Paul Nurse (1973, Nobel Prize for Medicine 2001), Kazuo Ishiguro (1980, Nobel Prize for Literature 2017), Michael Houghton (1972, Nobel Prize for Medicine 2020) and Sarah Gilbert (1983) who led the Oxford University team to develop a COVID-19 vaccine, approved in 2020.
- Our Doctoral College, established in 2018, hosts six Doctoral Training Partnerships and integrates Faculty and School provision for 1600 Postgraduate Research Students (including those from across the Norwich Research Park), enabling collaboration and innovation.
- We recognise our global impact and were one of the first universities to declare a climate and biodiversity emergency in June 2019. Our sustainable campus, including over 50 acres of environmentally valuable parkland, is constantly evolving with ambitions to be 100% net zero by 2045 or sooner.
- UEA is a University of Sanctuary, an accreditation given to universities that show an ongoing commitment to creating a welcoming culture of inclusivity and awareness.
- UEA was awarded the Silver Athena SWAN Award in 2019, and all our Schools hold awards at Bronze or Silver.

**A vibrant place to study, learn and work, UEA is a very special place.**





# A SUSTAINABLE UNIVERSITY

At UEA, we are now working to create a university that will be even better in the future, and we are working to achieve net zero carbon by 2045 (or earlier). Our Sustainable Ways vision is one of a resilient university – where consumption is efficient and self-generated energy supports low carbon goals, supported by a vibrant community of world-leading researchers and inspired graduates.

At a basic level, our sustainable development means that we try to balance the ‘three pillars’ of environmental, economic and social elements.

We challenge our environmental impact through on-site energy generation and a district heating and cooling network, reducing our reliance on grid electricity and therefore fossil fuels. We promote and use recycled and ‘eco’ products such as biological cleaning materials. We champion local suppliers and ethical causes, including Fairtrade and vegan products. We seek to ensure value for money in a holistic, whole-life costing sense in our new buildings and procurement contracts.

## OUR INITIATIVES

Central campaigns, such as holiday shut-downs or awareness day events, support a whole-University approach to energy saving and other initiatives.

Follow us on Twitter [@SustainableUEA](https://twitter.com/SustainableUEA)





# OUR CAMPUS

UEA is based on a campus that provides top quality academic, social and cultural facilities to over 17,000 students.

Although located in 320 acres of rolling parkland, virtually no part of the campus is more than a few minutes' walk from anywhere else, so everything is close at hand – the library, nursery, health centre, supermarket (incorporating a post office), banking facilities and restaurants. Amongst the striking buildings is the UEA's Sainsbury Centre for Visual Arts, which contains the Robert and Lisa Sainsbury Collection – one of the greatest art collections formed in Europe during the 20th Century.

The University has invested in new learning and teaching and research spaces, including a celebrated new Enterprise Centre that underpins its commitment to promoting student enterprise and entrepreneurship.

Sport and Recreation plays a major part in the life of the University of East Anglia, centred around the major Sportspark facility which is one of the most successful community sport facilities in the UK. This accessible and affordable facility provides a diverse range of activities, and incorporates a 50m Olympic size swimming pool, indoor climbing wall, coaching resource centre and sports injury clinic.





# NORWICH

## A CITY OF STORIES

The city's motto is 'A fine city' and its strong cultural heritage has seen Norwich maintain the best of its historical character whilst developing to become one of the most vibrant and attractive cities in Europe. Norwich offers miles of riverside walks and cycle ways, and a unique collection of 1930's parks. The city is surrounded by beautiful countryside and within easy reach of the stunning Norfolk coast.

Norwich is a UNESCO World city of Literature, the first in the UK, as well as being one of the newly named Tech Cities recognising the growth of digital businesses in the region. The most prominent high-rise building, apart from the castle, is the magnificent 11th century cathedral, which still dominates the skyline. The city's medieval centre of cobbled streets remains largely intact, but there is still space for modern buildings such as the city's centrepiece, the Forum, which is a striking piece of contemporary architecture. The glass front overlooks the colourful open-air market (one of the largest in the country) and reflects the city in all its diversity.

The city is consistently rated as one of the top ten shopping venues in the UK. Norfolk and Suffolk attract thousands of visitors each summer. The famous Norfolk Broads are among the most important wetlands in Europe and a haven for rare plants, wildlife and insects. The Broads attract holidaymakers who come to navigate the intricate natural network of waterways formed by the Rivers Bure, Yare and Waveney and their tributaries.

For further information about UEA's excellent facilities, staff benefits, picturesque campus and the UEA working environment, please visit the 'Careers at UEA' microsite <https://www.uea.ac.uk/about/working-at-uea>. Additional information about living and working in the city of Norwich can be found at <https://www.workinnorwich.co.uk/>



*If there is another city in the United Kingdom with a school of painters named after it, a matchless modern art gallery, a university with a reputation for literary excellence which can boast Booker Prize-winning alumni, one of the grandest Romanesque cathedrals in the world, an extraordinary new state-of-the-art public library then I have yet to hear of it. Norwich is a fine city. None finer.*

**STEPHEN FRY**





# LOCATION

Some cities you've heard of, others you have to discover. Norwich is one of the most beautiful, modern historic cities in Britain. It's a city that celebrates the independent, stimulates creativity, promotes change and encourages diversity.

UEA is a campus university located 3 miles from the centre of Norwich. Situated in the heart of Norfolk, which means it's an ideal location to explore Norwich and beyond.

## BY RAIL

LONDON • 2 HOURS

CAMBRIDGE • 1 HR 15 MINS

BIRMINGHAM • 4 HOURS

Many European cities (including Paris and Amsterdam) easily accessible by train

## BY ROAD

KINGS LYNN • 1 HOUR

CROMER • 45 MINUTES

SOUTHWOLD • 1 HOUR

## BY AIR

NORWICH AIRPORT • 20 MINUTES

STANSTED AIRPORT • 2 HOURS

London is a major airline hub and all main international destinations are easily accessible



An internationally renowned university, UEA is ranked in the UK Top 30 (The Times/Sunday Times 2024, Guardian University Guide 2023 and Complete University Guide 2023) and the World Top 50 (Times Higher Education Impact Rankings 2023), where it ranks in the World Top 100 for research citations (Times Higher Education World University Rankings 2023), reflecting the international excellence of its research environment. The University holds UK Teaching Excellence Framework Silver status.

## Equality, Diversity, Inclusion and Wellbeing

The University is committed to diversifying its workforce and to the wellbeing of all our staff. For example, we already hold an Athena Swan Silver Institutional Award in recognition of our advancement towards gender equality. Further details on our broader Equality, Diversity, Inclusion and Wellbeing work can be found on our [website](#).

