

Job title	Maintenance Technician
Grade	Grade 5
Salary range	£25,298 - £29,301
Staff Group	Assistant
Department / Institution	The Sainsbury Laboratory

Role-specific information

Role Summary

The Sainsbury Laboratory is a scientific research institute focusing on plant developmental biology and computational modelling of plant development. Since opening in 2011, it has expanded rapidly to around 150 researchers and 30 support staff in approximately 20 sub-groups.

The role holder will be an essential part of the Facilities Team (including maintenance and operation) which ensures the smooth running of the Institute plant and services, in support of the research operations.

Organisation Chart



Key Responsibilities

1. Maintenance	50%
<ul style="list-style-type: none"> Carry out proactive (planned, preventative and predictive) and reactive (remedial and repair) maintenance of mechanical and electrical building services, plant and equipment in laboratory, glasshouses, CERs and support areas, at a technician level. Investigate fault symptoms and diagnose root causes of failure, carry out remedial work, re-commission and fully test operation. Installation of Mechanical and Electrical services, plant and equipment. Carry out minor alterations and repairs to the fabric of the building as needed. 	
2. Technical Support	10%
<ul style="list-style-type: none"> Technical support and assistance to other staff within the Support Team, and across all areas to other SLCU staff. Set up AV and IT equipment for seminars, lectures and guest events (training will be provided). 	
3. Feasibility Studies	5%
<ul style="list-style-type: none"> Feasibility investigations, outline design and cost-estimating of repairs, new works and alterations (including labour), and producing schedules of materials. 	
4. Compliance	15%
<ul style="list-style-type: none"> Co-operating with all relevant HSW Regulations, Approved Codes of Practice, and local standards and procedures (safety and quality). Carry out checks, inspections and scheduled maintenance tasks to ensure compliance with statutory and non-statutory requirements. 	
5. Supervision	10%
<ul style="list-style-type: none"> Supervision of specialist contractors and other staff when required. Co-ordination and arranging work in co-operation with science staff and others, to minimise disruption. 	
6. Team support and Other duties	10%
<ul style="list-style-type: none"> Provide assistance to the Facilities Manager as required. Provide assistance to the Facilities Planner when required. Provide assistance to the other Maintenance Technicians when required. Other duties as required by the Facilities Manager, appropriate to skills, knowledge and grade. 	

Person Profile

This section details the knowledge, skills and experience we require for the role.

Education & qualifications	<ul style="list-style-type: none"> • Recognised Mechanical or Electrical Apprenticeship with formal training validated by an authorised body e.g. EITB/CITB/ENTRA i.e. fully qualified tradesperson status • Further academic engineering qualifications e.g. C&G/ONC/BTEC
Specialist knowledge & skills	<ul style="list-style-type: none"> • Ability to read, understand and work to schematic and layout diagrams • Ability to produce schematic and layout drawings for new installations and to update existing drawings following modifications • Working knowledge of HVAC, water systems, compressed air, boilers, and steam generation plant • Strong knowledge of all maintenance related safety procedures and practices • Ability to maintain complex plant, including recognising and diagnosing defects • Working knowledge of Microsoft Office e.g. Word, Excel, Outlook etc.
Interpersonal & communication skills	<ul style="list-style-type: none"> • Good team worker • Good communication /interpersonal skills and the ability to build positive working relationships with colleagues at all levels in science, support and administration
Relevant experience	<p>Essential</p> <ul style="list-style-type: none"> • Experience working in a engineering installation/maintenance environment • Experience of HVAC, LTHW, Compressed Air and Chilled Water Systems • Experience of cost estimating and scheme design to enable bills of materials and labour costs to be produced • General building maintenance and repairs e.g. Carpentry, painting and decorating <p>Desirable</p> <ul style="list-style-type: none"> • Experience of LV electrical distribution systems, electrical lighting installations (including discharge lighting), Single and 3 phase equipment (including fans and pumps), Programmable Logic Controllers and/or BEMS • Experience of fire alarm systems, data networks, telephone systems, security systems, emergency power generation • Understanding of CE facilities, refrigeration and autoclaves • Experience of BEMS systems • Supervisory experience
Additional requirements	<ul style="list-style-type: none"> • Flexible approach to working hours • Attend site out of hours when necessary • Ability to work safely and effectively with minimal direct supervision • Safe colour perception • Ability to work at heights • Capable of general manual handling duties • Good reasoning and learning skills • Self confidence

Terms and Conditions

Location	The Sainsbury Laboratory, Cambridge
Working pattern	Full time
Hours of work	Your normal hours of work are 36.5 hours, Monday to Friday. Your times of work will be notified to you by your line manager. The University supports staff through a range of flexible working arrangements.
Length of appointment	Fixed-term: The funds for this post are available until 31 December 2021 in the first instance.
Limited funding	In the first instance, the funding supporting the post is available until 31 December 2021.
Probation period	6 months
Annual leave	Full-time employees are entitled to annual paid leave of 7.2 weeks (or 36 days) inclusive of public holidays.
Pension eligibility	Cambridge University Assistants' Contributory Pension Scheme (CPS) Pension scheme details, including information about the legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme from 1 March 2013, is available at: http://www.pensions.admin.cam.ac.uk/ .
Retirement age	The University does not operate a retirement age for assistant staff.

Screening Check Requirements

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it. If you need further information, you may find the Right to Work page within the 'Applying for a job' section of the University's Job Opportunities pages helpful (please see <http://www.jobs.cam.ac.uk/right/have/>).

Application Process

To submit an application for this vacancy, please click on the link in the 'Apply online' section of the advert published on the University's Job Opportunities pages. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

The closing date for applications is Sunday 29 January 2017. If you have any questions about this vacancy or the application process, please contact enquiries@slcu.cam.ac.uk.

General Information

The University of Cambridge

The University of Cambridge is one of the world's oldest and most successful Universities, with an outstanding reputation for academic achievement and research. It was ranked first in the 2011 QS World University Rankings and its graduates have won more Nobel Prizes than any other university in the world.

The University comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous colleges.

The University and the Colleges are linked in a complex historical relationship. The Colleges are self-governing, separate legal entities which appoint their own staff. They admit students, provide student accommodation and deliver small group teaching (supervisions). The University awards degrees and its faculties and departments provide lectures and seminars for students, determine the syllabi for teaching and conduct research.

There is much more information about the University at <http://www.cam.ac.uk/univ/works/index.html> which we hope you will find helpful.

The Sainsbury Laboratory

The Sainsbury Laboratory Cambridge University (SLCU) is a new research institute funded by the Gatsby Foundation. The aim of the Laboratory is to elucidate the regulatory systems underlying plant growth and development. SLCU will ultimately house approximately 12 research groups each consisting of around 10 researchers. The laboratory runs a range of centrally managed facilities and services including plant growth facilities, microscopy, tissue culture rooms, level 2 containment facility and a seed store.

Further information about the Sainsbury Laboratory is available at: <http://www.slcu.cam.ac.uk/>

What the University can offer you

One of our core values at the University of Cambridge is to recognise and reward our staff as our greatest asset. We realise that it's our people who have built our outstanding reputation and that we will only maintain our leading position in the academic world by continuing to attract and retain talented and motivated people. If you choose to come and work with us, you will find that we offer:

- **Excellent benefits** – You will be eligible for a wide range of competitive benefits and services, including numerous discounts on shopping, health care, financial services and public transport. We also offer defined benefits pension schemes and tax-efficient bicycle, car lease and charity-giving schemes.

We will help you balance your home and work life by providing you with generous annual leave entitlement and procedures for requesting a career break or flexible working arrangements if you need them. You will also have access to a range of well-being support services, including in-house Occupational Health and Counselling services. If you have childcare responsibilities, you may also benefit from the enhanced maternity/adoption pay, two nurseries and a holiday play scheme that we provide.

We are keen to welcome new employees from other parts of the UK and other countries to Cambridge. If you will be relocating to Cambridge on a centrally funded appointment of two years or more, you may be eligible for our relocation expenses scheme. The University Accommodation Service (<http://www.accommodation.cam.ac.uk/>) will also be available to help you find suitable rented accommodation and to provide advice on renting arrangements and local facilities, if required. In addition, certain academic and academic-related appointments are eligible for the Shared Equity Scheme which offers financial assistance with the purchase of living accommodation.

- **A welcoming and inclusive environment** - We will help you settle into your new role and working environment through a central University induction event, local induction activities and our online induction package. Where appropriate to your role, you will have a probation period to provide a supportive framework for reviewing your progress and discussing your training and development needs.
- **Extensive development opportunities** - The encouragement of career development for staff is one of the University's core values. We put this into practice through various services and initiatives, including:
 - A wide-range of training courses and online learning packages.
 - The Staff Review and Development (SRD) Scheme, which is designed to enhance work effectiveness and facilitate career development post-probation.
 - Leave for career and personal development, including long-term study leave for assistant staff and sabbatical leave for academic staff.

- The CareerStart@Cam programme, which supports assistant staff roles without higher education qualifications to develop their skills, experience and qualifications. Assistant staff may also apply for financial assistance for study which results in a qualification.
- Reduced staff fees for University of Cambridge graduate courses.
- The opportunity to attend lectures and seminars held by University departments and institutions.
- Policies and processes dedicated to the career development of researchers and the implementation of the principles of the Concordat, which have led to the University being recognised with an HR Excellence in Research Award by the European Commission.

You can find further details of the benefits, services and opportunities we offer can be found in our CAMBens Employee Benefits web pages at <http://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits>. A range of information about living and working in Cambridge is also available to you within the University's web pages at <http://www.jobs.cam.ac.uk/> and <http://www.hr.admin.cam.ac.uk/hr-staff/information-staff>.

Equality of Opportunity at the University

We are committed to a proactive approach to equality, which includes supporting and encouraging all under-represented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post. We do not treat job applicants or members of staff less favourably than one another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

We have various diversity networks to help us progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, we were ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall's Workplace Equality Index 2013 and we hold an Athena SWAN silver award at organisation level for promoting women in Science, Technology, Engineering and Medicine.

We are supportive of staff with caring responsibilities, such as through our flexible working, career break and returning carers schemes. We encourage individuals to include details of any breaks in employment due to caring responsibilities in applications for employment so that these can be taken into consideration in assessments made, where appropriate.

Information if you have a Disability

The University welcomes applications from individuals with disabilities and we are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so, and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>.

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, Amy Coussell (Senior HR Coordinator), who is responsible for recruitment to this position, on 01223 761115 or by email on Amy.Coussell@slcu.cam.ac.uk. Alternatively, you may contact the HR Business Manager responsible for the department you are applying to via hrenquiries@admin.cam.ac.uk.