



St Catharine's College
Cambridge



MAINTENANCE AND COMPLIANCE MANAGER

November 2024

ABOUT US

St Catharine's College (affectionately known as 'Catz') is a welcoming, inclusive and vibrant academic community located in the heart of Cambridge.

St Catharine's is one of the 31 Colleges in the University of Cambridge and is dedicated to academic excellence, ambition, diversity and welfare. We are committed to ensuring our students realise their academic and personal potential, empowering them to make a difference in the world. Our vibrant community includes scholars from a wide range of backgrounds, reflecting the society we pledge to serve.

The Catz experience is transformational. Catz graduates around the world have forged successful careers in fields such as research, law, medicine, finance, publishing, arts and politics. We are committed to widening participation in higher education and to supporting students of all educational and social backgrounds, including those traditionally underrepresented at UK universities.

We believe in the importance of being outward looking; Fellows and students look beyond the College and the University to the world, and try to make a positive difference. Initiatives include a partnership between the College and Cambridge Women's Aid, working together to provide direct support to survivors of domestic abuse, and Heads Up!, a project supporting the interest of young people with disabilities.

For more information about the College, please visit www.caths.cam.ac.uk



WELCOME

I am delighted that you are interested in the role of Maintenance and Compliance Manager at St Catharine's College.

The academic year 2024/25 is an exciting time to join the buildings and maintenance team. The Master, Sir John Benger, (who is an alumnus of St Catharine's) has just completed his first year leading the College, and a new College strategy is in the pipeline. The buildings and maintenance team will have an important role in delivering the building projects and maintenance activities that underpin that strategy.

We are looking to employ a Maintenance and Compliance Manager with extensive knowledge of building trades and maintenance. The successful applicant is expected to have great organisational and time management skills. You will display natural leadership and possess fantastic communication skills with a great eye for detail. Working closely with myself and the maintenance team, we will be enhancing our planned preventative maintenance programmes, delivering exciting refurbishment projects and sustainable initiatives to efficiently enhance our estate.

We have clear plans to achieve net zero and this role will enhance a proactive and professional team to ensure we achieve our goals.

Mel Kydd, Head of Buildings and Maintenance



Photo credit: Tim Rawle

THE ROLE

As the Maintenance and Compliance Manager you will be responsible for the planning, coordination, and supervision of all maintenance activities within our college. Your primary goal is to ensure a safe and functional environment for our students, fellows, staff and guests. This role is crucial to our operation's success and requires a strong technical background, leadership skills and a commitment to maintaining a high standard of safety.

Whilst overall line management for team members rests with the Head of Buildings and Maintenance you will manage absences, lead weekly team activity meetings and supervise team members in completing day to day activities. Alongside the Head of Buildings and Maintenance, in particular, you will have support from our Buildings and Maintenance Coordinator, the Maintenance Team Leader and the College Health and Safety Adviser. The Maintenance team of 10 consists of skilled trades, Maintenance Operatives and a Coordinator.

Main Duties and Responsibilities

Maintenance and planned work

- You will inspect buildings regularly to identify problems and advise on necessary planned and reactive maintenance.
- Prepare weekly planned maintenance schedules and allocate work.
- Lead on seasonal planned preventative maintenance schedules.
- Oversee all repairs and ensure that work is completed on time.
- Conduct follow-ups on all maintenance and repair work.
- Establish strategies to meet workload demands on time.

Compliance

- Lead on statutory servicing plans ensuring no slippage and corrective actions are completed in a timely manner.
- Act as deputy responsible person for asbestos and water hygiene management.
- Update and maintain asset registers ensuring the correct maintenance programme is assigned to ensure optimal availability and resilience.
- Comply with all health and safety regulations and practices on site, ensuring a zero-compromise attitude towards health, safety and wellbeing.
- Conduct safety inspections on contractors and employed team members
- Write risk assessments and safe systems of work, conducting ongoing annual reviews.



Photo credit: Ian Olsson Photography

THE ROLE

People and Finance

- Manage and give training support to team members. Ensure all team members are trained appropriately to complete their roles safely and efficiently.
- Maintain relationships and collaborate with other operational departments to ensure efficiency and team working across the College estate.
- Prepare training and servicing budgets ensuring adherence to plans.
- Ensure purchasing is cost effective and excess stock is not held.

General

- Handle emergency situations and after-hours calls for repair and maintenance incidents. This may include attending site.
- Some flexibility in working hours will be required to meet the needs of the business.
- Take an active role in developing maintenance policies and standards for the College.
- An ongoing commitment to professional CPD will be expected.

Person Specification

Qualifications

Essential

- Trade-related qualifications or proven on-site experience.
- Health and Safety qualification (e.g. NEBOSH) or proven evidence of competence.

Desirable

- Management qualification at Level 3 or above.

Essential Experience

- Experience of building maintenance and fault finding.
- Experience of leading on Health and Safety within the built environment.
- Experience of managing fire safety, asbestos and legionella.
- Experience of AutoCAD (desirable) and the ability to read technical drawings.



Benefits and working arrangements

Responsible to: Head of Buildings and Maintenance

The role is a permanent, full-time post with hours of work as 37.5 per week.

Salary in the region of £45,000 - £47,000 FTE, depending on skills and experience.

The successful applicant will be subject to a six-month probation period.

Please visit the [Join our Team](#) page for details of our staff benefits.

Application process

To apply, please submit a completed [application form](#) and send it along with a copy of your CV and a covering letter, outlining how your skills and attributes match the criteria for this position.

Please also complete and submit an [Equality and Diversity monitoring form](#).

All documents should be emailed to:
recruitment@caths.cam.ac.uk

The closing date for completed applications is 12 noon on Monday 2nd December 2024 however we will be screening applications as they are received and may interview before the closing date so we encourage early applications.



Founded in 1473,
St Catharine's College is a
welcoming community of
students, staff and Fellows
in the heart of Cambridge.

