



**CHRIST CHURCH**  
UNIVERSITY OF OXFORD

## **Plumbing Engineer**

CHRIST CHURCH, OXFORD

<b>Job title</b>	Plumbing Engineer
<b>Location</b>	Christ Church
<b>Department</b>	Clerk of Works
<b>Salary</b>	University Scale grade 6 £34,982 - £40,855 (with a discretionary amount to £44,382) ( <i>current rates</i> )
<b>Hours</b>	40 hours per week
<b>Contract type</b>	Permanent
<b>Responsible to</b>	Clerk of Works
<b>Application deadline</b>	We will hold interviews as applications are received, so early application is advised.
<b>Vacancy reference</b>	2024_PE1
<b>Additional information</b>	This is a full-time position that cannot be held concurrently with any other substantive post without the explicit permission of the Human Resources Director.  This post is subject to a six-month probationary period.

### **The Clerk of Works Department**

The Clerk of Works' Department plays a key role in the in-house maintenance of Christ Church estate, keeping the buildings and associated facilities running efficiently, ensuring they are appropriately maintained and updated.

The Clerk of Works department is a varied one, covering all key maintenance professions. There is plenty of scope to get involved in varied work within a supportive and enjoyable working environment. The site consists of listed buildings, which are both beautiful and varied, the team take great pride in caring and managing them.

### **Plumbing Engineer**

The Plumbing Engineer will work across the whole of the Christ Church site and be a part of the wider Christ Church community. The postholder will work as part of a multi-disciplinary team but more specifically they will be expected to undertake general installation, repair and maintenance of plumbing, heating and waste services, including gas work, within College. They will also work closely with the Christ Church electricians on projects where the two professions cross, for example fitting heating elements or installing immersion heaters and with the broader maintenance function on more general tasks where time allows.

While this is mainly a Monday to Friday role, there may be some need to undertake call-out duties (outside of normal working hours) for plumbing and heating, or other emergencies.



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### Christ Church

Christ Church is one of the largest of the Oxford colleges and has evolved over five centuries. Its junior members, both undergraduate (over 400) and graduate students (over 200), cover almost all the major academic disciplines in the Sciences, Humanities and Social Sciences, as do its senior academic staff (around 60). It aims at academic excellence and individual fulfilment in a friendly, tolerant and mutually supportive environment. The head of Christ Church is the Dean, while the College's academic functions are overseen by the Senior Censor. More general information about the College may be obtained at [www.chch.ox.ac.uk](http://www.chch.ox.ac.uk).

The College now invites applications from suitably experienced candidates to join the team.

### Main Duties

- Installation, repair and maintenance of general plumbing, heating and waste services.
- Internal and external installation and repair of drains, rainwater pipes, gutters, soil, waste & vent pipes etc.
- Rainwater gutter, down pipe and drain clearance.
- Soil, waste and drain clearance.
- Installation of general sanitary fittings such as basins, baths, showers, sinks, toilets and cisterns etc.
- General maintenance, including de-furring of water heaters and fitting new heater elements to equipment, in conjunction with electrician.
- Installation of immersion heater elements, in conjunction with electrician.
- Maintain and repair plumbing systems, including hot and cold supplies, showers, storage tanks, hot water cylinders, taps etc. All to be in conjunction with the Statutory Maintenance and Records Assistant.
- Make, install and/or repair sheet lead roofing, rainwater hoppers, down pipes, architectural and ornamental lead work.
- Undertake call-out duties out of normal working hours in cases of plumbing and heating, or other emergencies.
- Alterations to existing plumbing with some new installation work.
- Analyses problem and identifies appropriate tools and materials for repair.
- Driving the College van between sites to carry out works as required and collect materials etc when necessary.
- Supporting other trades within the department including undertaking some non-plumbing maintenance work as required.
- Exercising maximum care when on Christ Church premises, paying due regard to the College's Health and Safety Policy.
- Having regard for the security of the College, reporting any suspicious activity or occurrence.
- Taking part in the College's out-of-hours on-call system.
- Other duties as requested by Christ Church.

The role will be primarily at the main site in St. Aldates, from time to time it may be necessary to carry out duties at other Christ Church locations in Oxford and the local surrounding area.

### Essential Criteria

- Mechanical Engineering and Plumbing City and Guilds/NVQ3 qualification.
- Good mechanical engineering maintenance, heating and plumbing skills, and you must have significant relevant practical experience.



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- Able to demonstrate the ability to work on their own initiative, but also as part of an integrated team of maintenance staff.
- Can demonstrate a flexible approach to work.
- Demonstrably well organised, able to successfully prioritise work.
- Evidence that you can interpret heating, plumbing, mechanical, waste, drainage and metal fabrication drawings.
- Good communication skills, able to communicate effectively with others at Christ Church, both within the Clerk of Works team and in the wider College community.
- Knowledge of safe working practices and of working within a health and safety conscious environment.

### **Desirable Criteria**

- Experience of working in colleges and with historic buildings would be an advantage.
- Full UK clean driving licence.

### **Terms and Conditions**

This position is offered on a full-time basis. The standard working week is 40 hours, generally 8.00am to 5.00pm, Monday to Friday, with an hour for lunch (unpaid). There may be some opportunity for overtime, and some weekend working may also be required.

The salary range for the post is University Scale grade 6 £34,982 - £40,855 (with a discretionary amount to £44,382) per annum (*current rates*). Salaries for new employees will usually start at the bottom of the range.

We have an on-call rota, and you will be expected to share rota responsibilities with your colleagues. Generally, on call will be one week on and one week off. Please note that calls to attend site, whilst on call, are minimal. An on-call allowance is added to your salary. If you are required to use your personal mobile telephone a monthly allowance is paid.

**Pension** – The successful applicant is eligible to join the USS Pension Scheme. The successful candidate will be entered into this scheme automatically on joining, but on-going membership of the scheme is optional.

**Annual leave** – 25 days annual leave plus statutory Bank Holidays. Bank Holidays which fall within the full terms of the University of Oxford are normally worked, if that is the case compensatory time off in lieu will be given. The holiday year runs from 1 January to 31 December. After two years' service annual leave increases to 30 days per year.

**Meals** - Employees are entitled to take lunch free of charge each day that they work when the kitchen is open.

**Employee Assistance Programme** – free confidential telephone support service is available to all staff

**Sports Facilities** – Access to the University Sports club



**University Card** - for discounts in shops, cafes and restaurants and University Leisure facilities

**Uniform and other relevant PPE is provided**

**Smoking** - Smoking is not permitted in the workplace.

### **Pre-employment screening**

Standard checks: If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide proof of your right to work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. For some posts, such as those involving 'regulated activities' with children and other vulnerable groups in the course of normal duties, a Disclosure and Barring Service (DBS) check will also be required.

### **How to Apply**

Application documents should include:

- A letter of application addressed to the Clerk of Works stating your interest in the role, and explaining how you meet the criteria set out above using examples of your skills and experience; and
- A CV

Applications should be emailed to: [recruitment@chch.ox.ac.uk](mailto:recruitment@chch.ox.ac.uk)

### **Interviews**

We will hold interviews as applications are received, so early application is advised.

References will be taken up for the successful candidate.

Applications will be judged only against the criteria which are set out in the job description, and applicants should ensure that their applications explain how they meet each of the selection criteria for the post using examples of their skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome from black and minority ethnic candidates, who are under-represented in College staff.

Christ Church welcomes applications from candidates who have a disability or long-term health condition and is committed to providing long term support. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview.



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**If you need help**

If you have any questions regarding the application process, please contact [recruitment@chch.ox.ac.uk](mailto:recruitment@chch.ox.ac.uk). All enquiries will be treated in strict confidence and will not form part of the selection decision.

**Important Information for Candidates**

Data Privacy

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.

Due to the large volume of recruitment that Christ Church administers we are unable to provide feedback to non-shortlisted applicants.

Christ Church's policy on retirement

There is no normal or fixed age at which staff in non-academic posts have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale. No applicant or member of staff will be treated less favourably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, sex, or sexual orientation.