Building Systems Officer
Information for Candidates

Sainsbury Wellcome Centre for Neural Circuits and Behaviour at UCL

Supported by
**Vacancy Reference:** 1660247

**Job Title:** Building Systems Officer

**Department:** Sainsbury Wellcome Centre

**Salary:** £34,056 - £41,163 per annum inclusive of London Allowance

**Grade:** 7

**Hours:** 36.5 per week (full-time, 1.00 FTE)

**Reports to:** Building Systems Manager

**Available until:** Funded until 31 July 2019 in the first instance

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### About the Sainsbury Wellcome Centre

The Sainsbury Wellcome Centre (SWC) commenced research operations in Spring 2016 bringing together world-leading scientists to investigate how brain circuits process information to generate perception, form memories and guide behaviour. Developed through the vision and partnership of the Gatsby Charitable Foundation and Wellcome, and with substantial investment from these partners, the mission of the SWC is to generate and test experimentally tractable theories of brain function.

The Centre will comprise around 14 highly interdisciplinary experimental research groups accommodated in a new, purpose-designed building, offering an outstanding and unparalleled research environment. SWC scientists use a broad spectrum of the latest advances in molecular and cellular biology, imaging, electrophysiology and behavioural techniques and enjoy state-of-the-art research laboratories, cutting-edge scientific equipment, technologically-advanced prototyping and fabrication laboratories and custom in-house high-performance computing facilities. The full complement of scientists in the Centre is expected to reach around 150 together with circa 50 dedicated support staff.

Further details about the Sainsbury Wellcome Centre can be found at [www.ucl.ac.uk/swc](http://www.ucl.ac.uk/swc).

Further details about UCL can be found at [www.ucl.ac.uk](http://www.ucl.ac.uk).

### Professional Services at the Sainsbury Wellcome Centre

The Sainsbury Wellcome Centre has a specialist and experienced professional services team led by the Centre Manager. It is structured to efficiently support research activity and deliver effective management and operational leadership of the SWC.

The SWC prides itself on offering a high quality administrative, technical and operational support function, and fully supports the professional development and progression of its staff, actively encouraging colleagues to learn new skills and broaden their experience. The SWC is supported in this aim by UCL’s Organisational Development team ([http://www.ucl.ac.uk/hr/od/](http://www.ucl.ac.uk/hr/od/)), who run a wide range of training programmes for all staff types and grades.

The SWC offers staff an award-winning work environment in the heart of Bloomsbury with an on-site brasserie, access to lockers and changing facilities, secure bicycle storage, and access to pleasant outdoor spaces. The Centre also offers the full range of UCL staff benefits, including a generous annual leave entitlement, occupational pension schemes, excellent family-friendly policies such as occupational shared parental pay, a work-life balance policy, and a range of financial benefits such as a season ticket loan scheme and staff discounts. Further information can be found online: [http://www.ucl.ac.uk/hr/benefits/employee_benefits.php](http://www.ucl.ac.uk/hr/benefits/employee_benefits.php).
The Role of the Building Systems Officer

The Building Systems team manage the computer-based systems that control elements within the building. These include:

- Access control
- Aircuity (air quality/efficiency system)
- Building Management System (BMS) for all heating, ventilation, hot water, air quality monitoring and associated plant
- CCTV
- Energy Management System
- Lighting control
- Radio System
- VOIP Phone System

The Centre is looking for a Building Systems Officer to support the Building Systems Manager with the strategic planning, design, deployment, maintenance, support and management of the Sainsbury Wellcome Centre's building systems. This includes day-to-day responsibility for the various building systems, assisting with the development of operational policies, procedures and guidance documentation relating to the systems, and ensuring systems remain up-to-date and legally compliant.

You will have practical experience in the use of building management systems coupled with hands-on knowledge of commercial building services. You will be well aware of legal compliance issues related to electronic access control and surveillance, and have a good understanding of the essentials of IT infrastructure. Previous experience of working in a technical role in electrical or systems engineering is essential, and you will need to be able to self-motivate, work independently and use your initiative and judgement to solve problems.

This post is funded until 31 July 2019 in the first instance; the Centre is externally funded with funding awarded in five-year tranches subject to periodic funder review. Subject to successful grant renewal, staff posts will be extended in line with successive funding periods.

Main Duties and Responsibilities

Core Duties

- Responsible for the deployment of SWC building systems and services in relation to building activities. This involves liaison with SWC colleagues, particularly SWC Operations, ‘client’ departments within the building, M&E consultants, consultant project managers, architects and contractors, etc.

- Jointly responsible for the detailed system programming of our building systems, in particular the BMS, with an understanding of the related mechanical, electrical and HVAC plant and engineering.

- Work closely with SWC IT staff in the deployment of building systems using the IT infrastructure, network, data integrations and server/OS systems.

- Work closely with staff and students at SWC in all the areas where there is an interface with building systems and services, and act as a representative and ambassador for the SWC Building Systems team and the services we provide; this includes meeting with Group Leaders to recommend procedures, approaches and solutions, advising on measures and providing training where required.

- Manage the processing and maintenance of ID/smart card printing, encoding and building access rights.
• Assist the Building Systems Manager with the development of system records, drawings and asset registers to ensure effective management, control and servicing of systems.

• Support the Building Systems Manager in planning for legacy replacements and long-term system strategies to ensure resilient, robust, scalable systems with long-life and long-term sustainability as key aims.

• Continuously review existing standards, compliance requirements, current technologies and systems, to ensure that we are getting the best out of our existing systems and available technologies, and complying fully with legal requirements.

• Support the Building Systems Manager in the design of SWC building systems, the committing of these designs to CAD, and the reviewing and sign-off of designs.

• Assist with small works improvement and legacy replacement installation projects.

• Respond to out-of-hours alarms on an agreed rota basis with other SWC Operations and IT colleagues.

The above description is not exhaustive and the post-holder will be required to undertake any other duties as may reasonably be requested within the scope, spirit and purpose of the post. Job descriptions are reviewed on a regular basis including at the annual appraisal. As duties and responsibilities change, the job description may be amended in consultation with the post-holder.

The post-holder will be expected to actively follow all UCL policies and procedures including Equal Opportunities, maintain an awareness of Fire and Health & Safety Regulations, attend management meetings and undertake such training and development as may be required for the post.

All staff are required to act professionally, co-operatively and flexibly in line with the requirements of the post.
Selection Criteria

The selection criteria outline the skills, knowledge and experience required in order to perform this role. Applicants will be selected based on how well they demonstrate that they meet the essential and, if appropriate, desirable criteria for this particular role.

Qualification

- GCSE English and Maths grade A – C or equivalent
- City and Guilds engineering qualification or higher or equivalent knowledge gained through practical experience and on the job training (desirable)

Knowledge and Experience

- Practical experience of building management systems including BMS software, access control and CCTV.
- A good working knowledge and understanding of mechanical, electrical and HVAC plant and engineering.
- Knowledge of legal compliance issues related to the installation and operation of electronic access control and surveillance camera systems.
- Hands-on commercial building services knowledge and experience.
- Good basic understanding of IT infrastructure, server/client systems, networks, and the way in which building and security systems utilise these.
- Previous experience of working in a technical role in electrical or systems engineering.

Skills and Abilities

- Good surveying and report writing skills and the ability to assess, draw conclusions and commit these to writing.
- Intermediate level competency with Microsoft Office suite, with an aptitude for learning new computer-based systems and software.
- Excellent interpersonal and collaborative working skills coupled with the ability to self-motivate and work independently when required.
- The ability to use your initiative and judgement to make decisions and solve problems.
- Excellent attention to detail, able to spot errors and work quickly and accurately.
- Able to exercise discretion, sensitivity and absolute integrity in respect of confidential matters.

Other Requirements

- An understanding and appreciation of the mission and research environment of the SWC, and a commitment to the establishment of the SWC as a world-leading research centre.
- Able and willing to work flexibly to meet the needs of the Centre.
Contact Us

If you have any queries relating to the vacancy or how to apply please contact the SWC HR team, swc.hr@ucl.ac.uk, +44 (0)20 3108 8011.

Applying for the Role

To begin the online application process, please access the advertisement by searching for it on the UCL vacancy search page (http://www.ucl.ac.uk/hr/jobs/) using the vacancy reference number, and click on the “Apply Now” button at the bottom of the vacancy advertisement.

Please complete the online application form, and use the supporting statement section to answer the following five questions that are based on the selection criteria. Each answer should be around 500 words.

Applications will be shortlisted based on the strength of the examples used in your answers and the extent to which those examples demonstrate that you meet the selection criteria.

1. Please can you outline your experience of using BMS systems to date?

2. What experience do you have of delivering commercial building services?

3. Can you give two examples of how legal compliance issues affect the operation of access and surveillance systems?

4. What tools or methods do you use to make sure your work is accurate and error-free when you are dealing with a high-volume workload?

5. What elements of IT infrastructure have you worked with in the past, and how did they intersect with the building systems that you were using?

All candidates will be notified of the outcome of their application
TERMS OF APPOINTMENT

Pre-employment Checks
Confirmation of appointment will be subject to receipt of satisfactory references, verification of proof of right to work in the UK and to satisfactory pre-employment health and security screening.

Salary
Starting salary will be on the Grade 7 scale according to relevant skills, knowledge, experience and achievement. Cost of living pay awards are negotiated nationally and are normally effective from 1 August each year.

Pension
Post-holders will be eligible to join the Universities Superannuation Scheme (USS), subject to the Scheme's rules and eligibility conditions.

Conditions of Service
Conditions of Service for Research and Professional Services Staff can be found at: http://www.ucl.ac.uk/hr/salary_scales/Support_Research_tcs.php.

Probation
Appointments are subject to a probationary period of 9 months.

Hours of Work and Overtime
Appointments will be full time. UCL’s weekly hours of work for a full-time post are an annual average of 36.5 hours.

Annual Leave
Staff are entitled to 27 days annual leave per year (pro rata for part-time staff). In addition, staff are entitled to eight days public and statutory holidays, and six UCL closure days with pay per year.

Location
The Sainsbury Wellcome Centre is located in the heart of London around five minutes’ walk from the main UCL campus. The mainline railway stations at Euston, King’s Cross, St Pancras, Marylebone and Paddington are within easy reach as are the London Underground stations located at Warren Street and Goodge Street.

Equal Opportunities
UCL’s equal opportunity policy is that in the recruitment, selection, education and assessment of students, and in the recruitment, selection, training, appraisal, development and promotion of staff, the only consideration must be that the individual meets, or is likely to meet the requirements of the programme or course or post. The requirements being met, no student or employee will be discriminated against on the basis of their sex, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs on matters such as religion and politics.

UCL is committed to providing a learning, working and social environment in which the rights and dignity of all its members are respected, and which is free from discrimination, prejudice, intimidation and all forms of harassment including bullying. This Policy means that all students and employees of UCL have the right to study or work in an environment free from discrimination, prejudice and all forms of harassment or bullying. UCL is committed to a programme of action to ensure that this and other equalities policies are implemented and monitored at an organisational and individual level.