Head of Building Facilities and Compliance
Information for Candidates

Sainsbury Wellcome Centre for Neural Circuits and Behaviour at UCL

Supported by

UCL  Gatsby  Wellcome Trust
**Vacancy Reference:** 1767088  
**Job Title:** Head of Building Facilities and Compliance  
**Department:** Sainsbury Wellcome Centre  
**Salary:** £56,266 - £61,181 per annum inclusive of London Allowance.  
**Grade:** 9  
**Hours:** 36.5 per week (full-time, 1.00 FTE)  
**Reports to:** Chief Scientific Officer  
**Responsible for:** Building Systems and Engineering Infrastructure Manager, Facilities and Safety Manager

### 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 ongoing investment from these partners, the mission of the SWC is to generate experimentally testable theories of brain function.

The Centre, when fully occupied, will comprise around 14 highly interdisciplinary, experimental research groups together with an established theoretical / computational research unit, accommodated in a purpose-designed and award-winning 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 professional services staff. At the present time, the computational research unit and seven research groups are fully research operational within the building. Two further experimental groups are finalising set-up with another commencing set-up for autumn 2018 start. All major fitting out of the research laboratories has been concluded. There will be a need for customisation of some laboratory spaces as additional research groups arrive.

The SWC building has a gross internal floor area of circa 14,000 sqm with five habitable floors above ground level and two below. A significant proportion of the space within and above the building is represented by plant rooms housing extensive M&E systems. The building includes four laboratory quadrants, fitted out to accommodate experimental (behavioural) research. The building also has manufacturing facilities, IT and electronics workshops, microscopy rooms and extensive biological research facilities. It also has open-plan and modular office / desk spaces, kitchen and interaction areas, its own lecture theatre and seminar rooms, roof gardens, a brasserie and a small public park. It occupies a large site on Howland Street with a side delivery / logistics bay with electrically operated access gates and a vehicle turntable.

The building is the outcome of £100M in capital investment and has been designed and built to a very high specification. It has been the recipient of a number of building / design awards including a prestigious BCI...
Major Building of the Year Award and two Leading European Architecture Forum awards in 2016, 2017 RICS Awards (London) for Project of the Year and Design Through Innovation and a German Design Award for Excellent Communications Design (Architecture) in 2018. The building has extensive plant rooms housing its mechanical and electrical systems – including a combined heating and power system; steam generating boilers for humidity control and sterilisation; LTHW for heating / temperature management; air handling; water softening; and fire suppression. Installed building systems are advanced and complex with the majority of these managed through a sophisticated building management system. The BMS is a crucial system for SWC as it controls the environmental conditions needed for the integrity of research involving experimental animals, which must be maintained under stable and specified environmental conditions (air handling, temperature, humidity, etc.) as required for the establishment Home Office Licence.

The SWC building forms part of the UCL estate, managed by its own dedicated local team. Given the technologically advanced nature of the building, its complex plant and systems, and the need for high standards of building management and maintenance appropriate to the considerable level of capital investment, a highly qualified and experienced building management team is critical. The Head of Building Facilities and Compliance will lead this team.

Further details about the Sainsbury Wellcome Centre can be found at www.ucl.ac.uk/swc.

The Sainsbury Wellcome Centre is part of the UCL School of Life and Medical Sciences (SLMS). SLMS brings together four UCL Faculties to create one of the largest and most prestigious aggregations of academics in biomedical, life and population health sciences worldwide. The School has a global reputation for teaching, informed by cutting-edge research. A full profile of the School can be found at: http://www.ucl.ac.uk/slms/about-us. The School is structured into four Faculties: Brain Sciences; Life Sciences; Medical Sciences; and Population Health Sciences. SWC is most closely linked with the Faculties of Brain Sciences and Life Sciences.

Further details about UCL can be found at www.ucl.ac.uk.

**Work Environment at the Sainsbury Wellcome Centre**

SWC prides itself on offering a high quality work environment. The Centre supports the professional development and progression of its staff, actively encouraging colleagues to learn new skills and broaden their experience. SWC employees have full access to services provided by UCL’s Organisational Development team (https://www.ucl.ac.uk/human-resources/learning-and-development), who run a wide range of training programmes for all staff types and grades.

SWC offers staff an award-winning work environment in the heart of Fitzrovia with an on-site brasserie, access to showers, lockers, changing facilities and 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.
The Role of the Head of Building Facilities and Compliance

The Head of Building Facilities and Compliance is responsible for the strategic, operational and safe maintenance and management of the £100 million Sainsbury Wellcome Centre building and its plant.

The role holder will lead the SWC Building Facilities and Compliance team (and directly line manage the Building Systems and Engineering Infrastructure Manager and the Facilities and Safety Manager) and oversee a team of external contractors, in the delivery of a proactive and autonomous estates function for SWC, managing an operating budget of circa £3M per annum plus a substantial projects and capital development fund for approved works and service improvements. In consultation with the Director, the Head of Building Facilities and Compliance will design and deliver a strategy for the SWC estate to ensure the Centre is research operational across 24-hour / 365-day-a-year use, which will include operational responsibility for statutory, planned preventative, and reactive maintenance; oversight of the numerous building management systems; responsibility for health and safety compliance; and oversight of contractual management and negotiation of the building’s soft services and contracted staff.

Effective management of the building and its complex environmental management systems is critical to ensure the delivery of stable environmental conditions essential for compliance with Home Office licensing conditions for animal holding, and the role holder is fully responsible for maintaining these conditions through proactive management of the building. The role holder will need to be able to quickly identify and assess issues relating to the building, plant or building systems, and make time-critical decisions on how best to respond. A background in engineering, coupled with experience of running a building with similar environmental control needs and strong leadership and management skills, are essential to give the strategic expertise to anticipate and respond to challenges across the estate. The role holder will also deal with a range of conflicting and complex systems including the Building Management System, Energy Management System, and access control system. The interactions between the systems are complicated and require significant expertise to manage.

The role holder will work closely with the Director, Associate Director, Chief Scientific Officer and Centre Manager, and will need to communicate complex issues relating to the building and plant effectively, as well as propose efficient and effective solutions to ensure the smooth running of the building. They will also need to liaise widely outside SWC, both with colleagues within UCL Estates and with external contractors, service providers and vendors. The Head of Building Facilities and Compliance role also has close service delivery links with the SWC Laboratory Manager for laboratory infrastructure and with the Head of Scientific Computing in relation to building systems with an IT network interface.

This post is funded until July 2021 in the first instance; the Centre is externally funded with funding awarded in five-year tranches subject to periodic funder review. Subject to successful renewal of this funding, it is anticipated that staff posts will be extended in line with successive funding periods.

Main Duties and Responsibilities

Estate maintenance and management

- Responsible for the delivery of comprehensive, effective and proactive management of SWC’s physical estate to ensure that the building, its engineering infrastructure and its facilities, systems, utilities and services are developed, managed and maintained to very high and fully statutory compliant standards.
This includes ensuring the delivery of stable environmental conditions essential for replicable behavioural science and for full compliance with Home Office licensing conditions for animal holding.

- Ensure the provision of a 24-7, on-call, reactive estates management and maintenance service to resolve issues with the building that impact on the environmental conditions required to meet Home Office licensing conditions or that place the building at risk of not being operational; this includes participating as required in the SWC out-of-hours call-out rota.

- Development and implementation of an estates management and maintenance strategy for SWC, to include oversight of building, engineering infrastructure, systems, facilities, services and utilities.

- Determine the staffing and skills needs, and define standards and service levels, to ensure business continuity service for a world-leading neuroscience research centre operational across 24-hour / 365-day use.

- Establishment and implementation of robust processes for statutory, planned preventative, and reactive maintenance. Through management of the team and necessary contracted services, this will ensure that the SWC building, its facilities, and its engineering and systems infrastructures meet all requirements for statutory compliance and are fully fit for purpose in relation to delivery of the Centre’s objectives.

- Leadership of projects for improvement, modification and fit-out works for the estate; ensuring that relevant documentation including drawings and schematics, manuals, user guides and supplier information is updated and previous versions marked as superseded.

- Management of moves in and out of the building, for example the incoming relocation of laboratory groups moving to the Centre; utilisation of the principles of project management methodology to ensure operations-related works and projects are managed effectively.

**Building systems**

- Operation and optimisation of the Building Management System (BMS). Working with the Building Systems and Engineering Infrastructure Manager and SWC Management, the role will oversee control of the BMS (latest Struxureware system with 4,500+ data collection points) designed to ensure optimal management and control of heating, ventilation, air-conditioning and refrigeration (HVAC/R), electrical power, fire suppression and humidity levels.

- Establishment and maintenance of a CAFM system for monitoring, audit and retrieval of information for management and reporting purposes; oversight of induction and training of users and related licensing / upgrades and back up.

- Management of the Combined Heat and Power (CHP) plant, which sits within the SWC and provides electrical service for SWC and heated water for the newly refurbished Astor College (Astor College is a neighbouring building providing housing and living amenities for several hundred UCL students).
Compliance

- Responsible to the Director for all estates-related Health and Safety and for robust methods of working for statutory compliance and best practice. This oversight will apply to SWC employees, students and visitors in line with related UCL policies, procedures and standards, as well as apply to all contracted workers on site, ensuring that all necessary risk mitigation measures for works and plant space activities are specified and in place prior to work commencing.

- Working with the Facilities and Safety Manager, this oversight will also encompass checking and approval of Risk Assessments and Method Statements to ensure safe working practices for anyone authorised to be working on site.

- Service as Head of Compliance for SWC; maintain an up-to-date and detailed working knowledge of all relevant legislation and keep abreast of new technical developments to ensure the safe, efficient and effective delivery of services.

- Responsible to the Director for the safety and security of the Centre. This is provided through CCTV, access controls, intercom systems, and an internal radio communication system supporting roaming and lone working, etc.

- Development, testing and maintenance of a robust Risk Management and Business Continuity Plan for estates-related operations.

Other duties

- Leadership, management, and motivation of the building management and operations team. The role holder will have experience of establishing a high performance culture and will be expected to encourage and build mutual trust, respect and cooperation among team members.

  The role holder will set the direction of the team, allocate responsibilities appropriately, promote a high level of service delivery, undertake appraisals, identify training and development needs, and maintain good communication with the team, Centre Management, and SWC personnel.

- Workign to the Director on providing strategic and operational financial planning of the SWC estate, including management of a £3M annual budget.

  Working with the Chief Scientific Officer and Finance Manager, the role holder will develop proactive fiscal plans for future management of building facilities, engineering infrastructure and systems. The role holder will draw upon their specialist knowledge and experience to identify and prioritise necessary maintenance and upgrades for critical systems and plant within timescales appropriate for SWC’s financial cycles.

- Leadership on energy and waste management including oversight of the Building Systems and Engineering Infrastructure Manager on effective use of the buildings’ Energy Management System in managing and monitoring energy use / consumption, working towards proactive delivery of facilities services that minimise waste and energy and water usage.
Leadership and direction of outsourced provisions through oversight of soft services contracts including those for security, cleaning and catering. Working with the Facilities and Safety Manager, the team will manage competitive tenders for works and services, ensuring procurement approaches are in line with UCL financial regulations, and develop and maintain service level agreements for contracted provision, ensuring measurable and enforceable performance standards, value for money, and an ethos of continuous improvement.

- Attendance and initiation of meetings as necessary to discuss and agree programmes of work, provide advice on design, fit-out and maintenance matters, and resolve operational issues and difficulties.

- Development and maintenance of effective and professional working relationships with relevant senior colleagues across UCL.

- Oversight of landscape and habitat management, SWC travel plan and other sustainability commitments (linked to the planning permission granted for the SWC building).

- Undertaking of approved training, including training required to achieve ‘authorised person’ / ‘responsible person’ status where appropriate; demonstration of a commitment to continuous development of self and team.

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, adhere to 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.

Qualifications (Essential)

- A degree in a relevant Engineering discipline (e.g. Mechanical or Electrical Engineering) or an equivalent professional qualification or demonstrable knowledge and understanding of building-related engineering infrastructures based on extensive, senior level management of comparable facilities.
- IOSH Managing Safely

Qualifications (Desirable)

- Member level (or higher) of a recognised professional engineering body
- Member level of British Institute of Facilities Management, or equivalent
- City and Guilds Approved Person Certification in relevant systems (e.g. High Voltage, Low Voltage, Pressure Systems, Ventilation, Fire Safety)
- NEBOSH National General Certificate in Occupational Health & Safety
- PRINCE 2 or equivalent project management qualification
- BG01 or equivalent Certified Boiler qualification and experience

Knowledge and Experience

- Knowledge to degree level in engineering to provide the depth of technical knowledge required to understand complex engineering infrastructure and building systems plus the ability to apply that knowledge across a broad range of mechanical and electrical provision and systems.
- Significant and proven management experience within a comparable environment, of delivering strategic and operational management of estate and facilities including development and implementation of an estates management and maintenance strategy that is statutory compliant and encompasses building, systems and engineering infrastructures.
- Extensive working knowledge of statutory compliance, as it applies to a complex estate and facilities environment.
- Experience of the effective management of a building in which environmental conditions (for example, temperature and humidity) are critical to business operations.
- Extensive knowledge and understanding of high voltage and low voltage electrical, mechanical, steam generation, combined Heat and Power (CHP) and power generation.
• Experience of utilising the principles of project management methodology to ensure estates-related works and projects are managed effectively.

• A good working knowledge and practical experience of a sophisticated CAFM system.

• Knowledge of best practice and legal compliance in relation to staff recruitment and management; proven successful experience of the recruitment and professional development of a facilities management, building systems and maintenance team; experience of leading, line managing and motivating an estates-related team including undertaking appraisals.

• Experience of leading and directing outsourced provision including preparing and submitting competitive tenders and managing the performance of contracted suppliers in the delivery of hard and soft services.

• Extensive working knowledge and experience of managing Health & Safety as it relates to estate and facilities provision and in delivering maintenance and development / improvement works.

• Extensive experience of implementing risk mitigation measures for works and plant space activities and experience of checking and approving RAMS.

• Experience of strategic and operational financial planning in relation to building facilities, engineering infrastructures and systems.

• Proven successful experience and knowledge of energy management and sustainability in relation to estates operations.

• A good working knowledge of StruxureWare or a comparable Building Management System.

• Experience in developing and testing Risk Management and Business Continuity Plans for estates-related operations.

• Up to date working knowledge of related legislation and of estates management and maintenance delivery operations.

Skills and Abilities

• Proven leadership, management and motivational skills.

• High-level IT skills with proficient and confident use of CAFM and building management systems and Microsoft Office.

• A high standard of English, excellent oral and written communication, interpersonal and influencing skills.

• Excellent organisational skills, with the ability to work proactively on own initiative, manage and prioritise a diverse and demanding workload for self and others and work to deadlines whilst maintaining a high level of accuracy and attention to detail.

• Strong analytical and practical problem-solving skills with the ability to synthesise complex information.
The ability to plan financially, manage within a budget and write and present robust and comprehensive business cases.

The ability to exercise discretion and sound judgement, demonstrate initiative and leadership and inspire confidence.

Proven ability to build and maintain strong working relationships both internally and externally.

**Other Requirements**

A commitment to maintaining up-to-date knowledge of estates-related legislation and to keeping abreast of the latest changes and development in all aspects of building and engineering services, and maintenance and facilities management provision.

Evidence of Continuing Professional Development.

An understanding and appreciation of the mission and research environment of the SWC, and a commitment to the establishment of SWC as a world-leading research centre.

Able and willing to work flexibly to meet the needs of the Centre and to participate in out of hours cover arrangements.
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 outline how you meet the selection criteria. Applications will be shortlisted based on the strength of the examples used to demonstrate that the applicant meets the selection criteria.

Please note that there is a limit of 2,500 words to explain how you meet the essential criteria, and a limit of 2,500 words to explain how you meet the desirable criteria.
**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. The Centre will provide overseas candidates who may require sponsorship with support in seeking an appropriate visa.

**Salary**
Starting salary will be on the Grade 9 scale according to relevant skills, knowledge, experience and achievement. Staff incrementally progress along the salary scale; the effective date of incremental progression is 01 August each year. You must have completed the period of service stipulated in your contract of employment (typically your probationary period) to be eligible to increment. Incremental progression does not include the discretionary contribution points on the salary scale. 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, Teaching and Professional Services Staff can be found at: [https://www.ucl.ac.uk/human-resources/conditions-service-research-teaching-and-professional-services-staff](https://www.ucl.ac.uk/human-resources/conditions-service-research-teaching-and-professional-services-staff).

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

**Hours of Work and Overtime**
UCL’s full time working week is 36.5 hours per week. SWC is willing to consider flexible-working arrangements, subject to discussion and agreement with the line manager. The post-holder will be required to participate in the Centre’s out-of-hours on-call duty rota for which a flat-rate fee and on-call allowances will be paid. Pre-agreed overtime will be offered as equivalent time off in lieu.

**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 around 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**
SWC is committed to the promotion of equality, diversity and inclusion for its staff, students and visitors and is supportive of UCL’s policy; the full equality policy statement is available online: [https://www.ucl.ac.uk/human-resources/sites/human-resources/files/equal_opportunity_policy_statement.pdf](https://www.ucl.ac.uk/human-resources/sites/human-resources/files/equal_opportunity_policy_statement.pdf).

SWC is currently working towards an [Athena SWAN](https://www.athenaswan.ac.uk/) award.