



Job Title: Head of Engineering Services and Compliance

Unit/School: University Environments (Estates)

Grade: 8A/B

HERA: UE14

Core purpose of role

This role supports Cardiff Metropolitan University's Strategy 2030 and its commitment to net zero carbon emissions by ensuring that all mechanical engineering assets contribute to a safe, accessible, sustainable, and student-centred environment. The post holder will work collaboratively across the Estates team and with wider stakeholders, Schools and Units to ensure that investment and maintenance decisions are informed, prioritised, and delivered in a way that enhances the student and staff experience and supports the University's teaching, learning, research, and community engagement priorities.

The post holder will lead the engineering services team and maintain oversight across all mechanical; electrical, fire and wider estate statutory compliance functions. Undertaking and validating mechanical system condition surveys, procuring engineering services, and developing prioritised programmes of work to address safety, statutory compliance, condition, energy efficiency, internal thermal comfort, and pedagogic needs.

This role will also support the University's Strategy 2030 and net zero carbon ambitions through the delivery of remedial works, small project works, design services, and provide input to determining actions and inspecting both planned and reactive remedial works undertaken to ensure they meet the required standards.

The post holder will be part of a small, collaborative team and will be expected to work flexibly to support other related functions and priorities as required, to help deliver the desired outcomes for the team and the University as a whole. This may include infrequent occasions working out of hours in response to emergency incidents or where necessary to mitigate the impact of works on core functions on a planned basis.

Key responsibilities and contributions

- Provide specialist technical input to planned and reactive maintenance for all mechanical systems, interpreting service reports to determine appropriate remedial actions, developing and prioritising clear scopes of work, and overseeing the safe, compliant and technically robust delivery and close-out of remedial and improvement works by internal teams and external contractors.



- Provide expert guidance and leadership for all aspects of engineering services' related estate compliance, overseeing and managing the team to ensure overall statutory compliance.
- Evaluate the performance of mechanical systems, proposing and implementing works where required to ensure optimal environmental control for the intended uses of the facilities.
- Function as the University's Authorised Person and lead technical specialist for mechanical services, providing authoritative interpretation of legislation and standards (e.g. BS 5720 and relevant CIBSE guides),
- Be the University's lead technical specialist for mechanical services, the post holder will provide authoritative advice on mechanical statutory compliance, ensuring that inspection, testing, maintenance and remedial activities for mechanical systems are robust, safe and fully compliant with relevant legislation and standards.
- The post holder is the University's lead Authorised Person, and Competent Person for Pressure Systems, Loler, Gas and Ventilation Systems, acting as the in house specialist for mechanical services, providing authoritative interpretation of legislation and standards.
- Will oversee a programme of pre and post measurement of all engineering works to ensure value for money and efficiency for the University via its contracted services.
- Will oversee, develop and maintain safe systems of work via implementing Permit to Work and Authorisation to Work procedures, and develop SOP's and EOP's for all engineering related disciplines.

Person specification

Essential qualifications / Professional memberships

- Minimum of 5 GCSE (A*- C) including Mathematics and English, or equivalent.
- Chartered Membership (CEng, IMechE, or equivalent) or be actively working towards achieving.

Essential experience, knowledge and skills

1. Demonstrable experience of acting as a technical lead for statutory mechanical compliance (for example gas safety, pressure systems and other safety-critical mechanical plant), including reviewing inspection and servicing reports, identifying non-conformances, and developing scoped, prioritised remedial works.



2. Experience of developing and prioritising planned maintenance programmes for mechanical systems.
3. Ability to design, specify, and manage remedial and minor mechanical refurbishment works.
4. Strong understanding of statutory compliance, mechanical engineering standards, and building regulations as applicable to mechanical services.
5. Extensive experience of scoping, specifying, procuring and leading programmes and projects being undertaken by contractors and consultants to deliver works.
6. Strong organisational and project management skills.
7. Excellent communication and stakeholder engagement skills.
8. Proven ability to analyse data to inform decisions and prioritise resources.
9. Strong commitment to customer service and student-centred service delivery.
10. Demonstrable commitment to reducing the environmental impacts of mechanical systems with strong understanding of energy efficiency, circular economy and sustainable engineering practices.
11. A demonstrable commitment to continuing professional development.

Desirable

1. Experience of working in a higher education or large multi-site estates environment.
2. NEBOSH or IOSH Health & Safety qualification (or a commitment to undertaking the required training and assessment).
3. Experience of establishing the use of CAFM systems, and the development and refinement of processes and procedures for managing estate assets and programmes of work.
4. Degree in Mechanical Engineering or a related discipline or equivalent.

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.



Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				

Disclosure & Barring Service requirements

This post requires a basic DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University’s policies and procedures.