

JOB DESCRIPTION



Job Title: Building Management Engineer
Department: Estates
Faculty/Professional Service: Central Services
Location: London
Report to: TBC
Full Time/Part Time/Casual: Full -time
Grade: Grade 6
Overall Purpose of the job: The role of the BMS Engineer is to ensure the effective operation of LSHTM's Buildings Management System providing expert knowledge, guidance, and support in its development and ensuring the safe and timely completion of planned and reactive maintenance of the Building Management System. Propose interventions to save energy and reduce LSHTM's reliance on fossil fuels. Ensure building services assets are effectively aligned to agreed policies. Act as a link between the Project management Office, Maintenance of projects and sustainability.

General Information

The London School of Hygiene & Tropical Medicine (LSHTM) is one of the world's leading public health universities.

Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

Staff and students are committed to helping create a more healthy, sustainable and equitable world for everyone, because we believe our shared future depends on our shared health.

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity and inclusion as essential elements in contribution to improving health worldwide. We believe that when people feel respected and included, they can be more creative, successful, and happier at work. While we have more work to do, we are committed to building an inclusive workplace, a community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential.

To find out more please visit our [Introducing LSHTM page](#).

Our Values

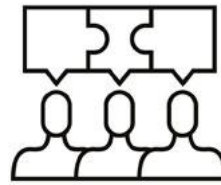
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

Main Duties and Responsibilities

Facilities Systems

- Manage the BMS Contract (Circa £250k pa) Provide expert knowledge, guidance and leadership in the development of the BMS.
- Lead and be responsible for the development, replacement, installation and operation of the BMS systems across LSHTM including setting standards and targets for energy, carbon and cost reductions.
- Lead and direct internal staff and contractors in the planned, preventative and reactive maintenance of plant and the control systems to ensure optimisation.
- Complete fault diagnosis and rectification on the whole range of BMS equipment.
- Identify potential systems software and hardware issues that may lead to unnecessary failure of services, thereby minimising risk, disruption and inconvenience to building users.
- Maintenance of the BMS and any system or software upgrades (develop standards with LSHTM ITS dept).
- Respond to and resolve helpdesk work requests within the timescales specified on the work requests.
- Escalate issues found during maintenance requiring capital investment, e.g. replacement items following repeat maintenance visits.
- Oversee the operation, maintenance and troubleshooting of building systems, including HVAC, plumbing, electrical, and other essential infrastructure.
- Conduct regular inspections to identify potential issues and implement preventive maintenance measures.
- Collaborate with external contractors for specialised maintenance and repairs.
- Ensure asset registers and maintenance records are maintained and updated.
- Support the Director of Estates in the annual budget planning, monitoring and management process for the Estates Services including the monthly monitoring and forecasting of revenue and capital expenditure.
- Proactively identify opportunities for continuous improvement, and the enhancement of service delivery standards, through maintaining an ongoing

awareness of current and emerging industry best practices for the management and implementation of building services.

- Oversee the LSHTM framework BEMs provider – agreeing and maintaining a suite of KPIs and standards that will drive efficiency through LSHTM estate.
- Develop and maintain a suite of KPIs in relation to the performance of the building services installations.

Energy Efficiency and Sustainability

- Devise and propose energy-efficient strategies to reduce the environmental impact of campus facilities.
- Implement approved energy-efficient strategies to reduce the environmental impact of campus facilities.
- Evaluate and recommend technologies and practices that promote sustainability within building systems.
- Monitor and analyse energy consumption data to identify opportunities for improvement.
- The post holder will work closely with all staff within the Estates Department and Research Groups to ensure all systems are efficient and where required monitored for energy consumption.
- The role will also play a key role in delivering LSHTM's broader Sustainability Strategy and carbon reduction targets.
- Ensure good practices relevant to energy conservation and environmental management are implemented and maintained and investigate opportunities for energy and resource efficiencies and other sustainability measures.
- The role will collaborate with the sustainability team on the deployment of energy and resource efficiency strategies.
- The role will support the integration, management and visualisation of data across relevant LSHTM sustainability indicators.

Regulatory Compliance:

- Ensure that all building systems comply with relevant safety and environmental regulations.
- Stay informed about industry standards, codes, and best practices, and implement necessary changes to maintain compliance.
- Support LSHTM's ISO 14001 Environmental Management System certification process as required.

Energy Management Strategy

- Develop and implement a comprehensive energy management strategy aligned with LSHTM goals and sustainability objectives.
- Identify opportunities for energy savings and efficiency improvements across facilities and operations.
- Utilise data analytics tools to monitor and analyse energy consumption patterns.

- Establish key performance indicators (KPIs) and regularly assess and report on the organisation's energy performance.
- Research, evaluate, and recommend renewable energy sources and technologies to increase the organization's use of sustainable energy.
- Oversee the planning and implementation of renewable energy projects, including solar, wind, and other alternative sources.
- Stay abreast of energy-related regulations, standards, and incentives.
- Ensure compliance with all relevant energy and environmental regulations and leverage available incentives to maximise energy savings.
- Communicate effectively with key stakeholders to build support for energy-saving programs and initiatives.
- Agree annually on an energy-saving target with the Director of Estates.
- Monitor the savings initiatives and Report back on actual savings.
- Seek and support the preparation, monitoring and implementation of opportunities for external funding for sustainability initiatives in relation to building services installations.
- Assist the Procurement Team and the Sustainability Manager in relation to utilities and energy procurement. and advise/assist on the most economically advantageous purchasing arrangements and procurement strategies.
- Develop a rolling audit of energy efficiency opportunities to establish a programme of budgets and evaluate which should be prioritised each year for investment.

Project Management

- Act as a Project buddy on strategic projects.
- Act as a duty holder in relation to sustainability and infrastructure systems, and implementation of LSHTM engineering and BEMs standards in relation to design and construction of projects.
- Be a key participant in all post-occupancy reviews.
- Serve as a supportive figure for project team members, offering guidance, and assistance as they navigate project challenges.
- Coordinate and QA oversight on construction and renovation projects related to building systems with the Project Management Office (PMO).
- Collaborate with project managers to monitor project progress and identify areas where additional support may be needed. including providing input into the impact of both the onboarding and the decommissioning of building services assets.
- Collaborate with LSHTM framework Commissioning engineers in relation to construction and commissioning activities.
- Facilitate knowledge-sharing sessions within project teams, encouraging the exchange of skills, experiences, and best practices.
- Monitor and inspect construction projects on campus to ensure compliance with design specifications, building codes, and industry standards.
- Conduct regular site visits to assess the progress, quality, and workmanship of construction activities and report back to the Project Manager.

- Ensure that the design, installation, operation and maintenance of all building services installations comply with the relevant codes, regulations, legislative and health and safety standards.
- To produce business cases and bring forward, with appropriate evidence, proposals and initiatives for building services improvements.
- Develop and implement low energy principles that reduce carbon and operational costs and incorporates environmental best practice such as BREEAM/SKA. Provide input into new build and refurbishment projects to promote a robust approach.

Documentation and Reporting:

- Maintain accurate records of equipment, maintenance activities, and inspections.
- Generate reports on the performance of building systems and provide recommendations for improvements.

Generic duties and responsibilities of all LSHTM employees

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dean of Faculty, Head of Department or Head of Professional Service.

The post holder will be responsible and accountable for ensuring all LSHTM policies, procedures, regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual Performance and Development Review (PDR).

PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

Competency	Evidence	E / D
Education, Qualifications and Training	<ul style="list-style-type: none"> BTEC HNC or HND in Mechanical or Electrical Services or building services or equivalent experience 	E
Experience	<ul style="list-style-type: none"> Project management of building services projects from inception to completion. Thorough working knowledge of statutory regulations relating to specialist laboratory installations, plant and equipment, mechanical plant, pressure vessels, British Standards, IET Wiring Regulations, Legionella – Approved Code of Practice & Guidance L8, COSHH, Health & Safety at Work Act, and the CDM (Construction, Design and Management) regulations. Experience in providing building services functions within a specialised laboratory/research environment and familiarity with CL3 facilities 	E E E
Knowledge	<ul style="list-style-type: none"> Thorough working knowledge of Building Management Systems Ability to work autonomously or as part of a team in a collaborative manner. Conversant with modern methods of energy conservation as applied in heating, air conditioning, ventilation, refrigeration, combustion, lighting and energy management. Excellent IT skills including Microsoft packages and e-mail. 	E E E E
General	<ul style="list-style-type: none"> Excellent communication and influencing skills. Strong analytical and problem-solving skills. Excellent organisation skills, numeracy, and written and oral communication including report preparation. Contribute to access standards doc as developed by EDI. Commitment to support LSHTM's target to achieve Net Zero by 2030 and broader sustainability strategy. 	E E E E E

E-Essential: Requirement without which the job could not be done

D-Desirable: Requirements that would enable the candidate to perform the job well

Date compiled: Feb 2024

Salary and Conditions of Appointment

The post is fixed term for 3 years and full-time 35 hours per week, 1 FTE. The salary will be on the Professional Services salary scale, Grade 6 scale in the range £43,947 - £49,908 per annum pro rata (inclusive of London Weighting).

The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part time staff. In addition to this there are discretionary "Wellbeing Days." Membership of the Pension Scheme is available.

LSHTM has a Hybrid Working Framework, which alongside agreed service requirements, enables teams to work more flexibly (if the role allows), promoting a greater wellbeing and work/life balance.

Application Process

Applications should be made on-line via our [jobs website](#). Applications should also include the names and email contacts of 2 referees who can be contacted immediately if appointed. Online applications will be accepted by the automated system until 10pm of the closing date. We regret that late applications cannot be accepted. Any queries regarding the application process may be addressed to jobs@lshtm.ac.uk.

The supporting statement section should set out how your qualifications, experience and training meet each of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV", "Yes" or "No" will not be considered acceptable and will not be scored.

Please note that if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date.

Asylum and Immigration Statement

LSHTM will comply with current UKVI legislation, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

Applications from candidates who require sponsorship to work in the UK will be considered alongside other applications. Applicants who do not currently have the right to work in the UK will have to satisfy UK Visas & Immigration regulations before they can be appointed.

Further information about Sponsorship and eligibility to work in the UK, can be found on the [government immigration rules page](#).