

# JOB DESCRIPTION



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| <b>Job Title:</b> Estates Operations Management Trainee   |
| <b>Department:</b> Estates  |
| <b>Faculty/Central Service:</b> Central Service   |
| <b>Location:</b> London   |
| <b>Reports to:</b> Operations Manager (Mechanical & Electrical)   |
| <b>Full Time/Part Time/Casual:</b> Full-time  |
| <b>Grade:</b> Grade 5   |
| <b>Overall Purpose of the job:</b> The Estates Department is responsible for the safe, efficient, and legally compliant management of LSHTM's estate, including teaching spaces, laboratories, and specialist research facilities.<br><br>This role provides structured development in estates operations and management with a mechanical engineering focus.<br><br>The postholder will undertake a five-year programme combining practical responsibility for statutory estates contracts (with a combined value of over £1m) with further study and professional development.<br><br>The role is suitable for individuals with a Level 5 qualification in mechanical/building services engineering and is also attractive to recent graduates (Level 6) or career changers seeking to develop a career in estates and facilities management. |

## 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

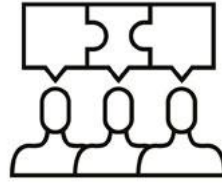
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with  
integrity**



**Embrace  
difference**



**Work  
together**



**Create  
impact**

## FACULTY/DEPARTMENT INFORMATION

The London School of Hygiene & Tropical Medicine is a world-leading centre for research and postgraduate education in public and global health. 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.

Founded in 1899, the School has expanded in recent years at its two main sites on Keppel Street and Tavistock Place. Our staff, students and alumni work in more than 150 countries in government, academia, international agencies and health services.

Research income has grown to more than £180 million per year from national and international funding sources including UK government and research councils, the European Union, the Wellcome Trust, Gates Foundation and other philanthropic sources.

Our diverse research talents, skills and experience, underpin our position as a leader in public and global health. These range from the molecular to the global, the theoretical to the applied, the analytical to the political. Our staff are conducting research in more than 100 countries.

We have 3,300 staff based all around the world with core hubs in London and at the MRC Units in The Gambia and Uganda, which joined LSHTM in February 2018. Our outstanding, diverse and committed staff make an impact where it is most needed - deploying research in real time in response to crises, developing innovative programmes for major health threats, or training the next generations of public and global health leaders and researchers.

Working in partnership is central to achieving our mission. Our strategic collaborations in the UK and across high-, middle- and low-income countries deliver health and socioeconomic benefits across the world, especially in the most disadvantaged communities.

LSHTM is also a member of the M8 Alliance of Academic Health Centers, Universities and National Academies, the Association of Schools of Public Health in the European Region, and the Consortium of Universities for Global Health.

We deliver research-led educational programmes to future health leaders, managers and researchers across the world. We have more than 1,200 face-to-face Master's and Doctoral students, 3,000 studying by distance learning, and 1,000 each year on short courses and continuous professional development. Our free online courses are studied by more than 70,000 participants globally.

LSHTM performs strongly in various global university league tables. In the 2019 CWTS Leiden Ranking LSHTM is ranked the UK's top university for the proportion of academic research with women listed as authors, first in Europe for publishing open access research, and first in Europe and eighth in the world for research impact in sciences (for the proportion of its total publications ranking in the top 10% of most cited research).

In the US News Best Global Universities Ranking 2019, we ranked ninth in the UK overall and 13th in the world in the fields of social sciences and public health. We ranked 27th for medicine in the 2019 QS World University Rankings.

In the 2019 Shanghai World Ranking we placed 201-300 overall and ranked 4th in public health (1st in the UK), 17th in clinical medicine, and 76-100 in human biological sciences. In 2017, the inaugural Center for World University Rankings by Subject placed LSHTM first in the world for tropical medicine research, second for parasitology and seventh for infectious diseases, public, environment and occupational health, and social sciences and biomedical.

LSHTM was named University of the Year 2016 by Times Higher Education and awarded a Queen's Anniversary Prize for Higher and Further Education in 2017 in recognition of our response to the 2014 Ebola epidemic in West Africa. LSHTM does not appear in the Times Higher Education World University Rankings as universities are excluded if they do not teach undergraduates.

We seek to foster and sustain a creative and supportive working environment based upon an ethos of respect and rigorous scientific enquiry. We embrace and value the diversity of our staff and student population and seek to promote equality as an essential element in contribution to improving health worldwide.

LSHTM is one of around 20 specialist institutions that receive institution specific funding from the Office for Students (OfS). This funding recognises the additional costs that LSHTM incurs because of its unique range of teaching, specialist facilities, and the scale of its contributions to national and international agencies.

### What We Offer

- Structured five-year development programme combining project responsibility with funded further study
- Management responsibility for **statutory estates contracts valued at over £1m**
- Mentoring, supervision, and clear career progression pathways
- The chance to build a professional career in estates management within a world-leading academic and research institution

## Key Result Areas

- Effective management of **statutory estates contracts >£1m**
- Demonstrated statutory compliance across LSHTM's estate, including specialist laboratory systems
- Completion of structured training and funded study to support career progression
- Contribution to the safe, sustainable operation of LSHTM's estate

## Main Duties and Responsibilities

### Statutory Contracts and Projects

Take supervised management responsibility for Estates statutory contracts with a combined value of **over £1 million**, including:

- Fire safety: fire doors, fire alarms, emergency lighting, fire stopping/compartmentation
- Water safety: Legionella monitoring (L8), tank inspections, flushing, temperature checks
- Asbestos management: surveys and removals (CAR 2012)
- Pressure systems & lifts: LOLER inspections; pressure vessel inspections (steam boilers, autoclaves, compressed air systems) under PSSR 2000
- Gas & electrical safety: Gas Safe inspections; electrical fixed wire testing (EICR); portable appliance testing (PAT)
- Laboratory & specialist equipment: autoclaves, microbiological safety cabinets
- Building safety/fabric: cladding and structural safety checks (where applicable)
- Delivery of small works projects up to a value £250K

Responsibilities include:

- Monitoring contractor performance and ensuring statutory standards are met
- Maintaining statutory records, inspection logs, and certification
- Preparing reports for Estates management, governance boards, and external audits
- Liaising with regulators, auditors, and specialist consultants

### Mechanical and Building Services

- Support safe operation and maintenance of mechanical systems (HVAC, plumbing, lab gas systems)
- Assist with statutory inspections and remedial works
- Contribute to lifecycle planning and backlog maintenance reporting

### **Financial Responsibility**

- Manage and monitor budgets for statutory contracts (>£1m combined)
- Prepare forecasts and financial reports for review by senior management
- Ensure projects are delivered on time, to budget, and in line with LSHTM financial procedures

### **Planning and Organisation**

- Plan statutory works to minimise disruption to teaching and research
- Take responsibility for the LSHTM's CAFM system (Planon), including reporting, asset management and ensuring it meets compliance regulations
- Maintain accurate project records and ensure statutory documentation is audit-ready
- Contribute to business cases and estates strategy planning

### **Communication and Stakeholder Engagement**

- Act as the contact point for staff, students, contractors, and consultants in relation to statutory projects
- Provide updates on progress, budgets, and risks to stakeholders
- Represent Estates at project, audit, and stakeholder meetings

### **Professional Development**

- Undertake structured placements across Estates (mechanical, electrical, compliance, sustainability, projects, safety)
- Complete funded study to support professional growth (Level 5 essential, MSc or equivalent desirable)
- Work towards professional membership (CIBSE, IMechE, IWFM)

### 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 |
|---|--|-------|
| <b>Education, Qualifications and Training</b> | <ul style="list-style-type: none"><li>Level 5 qualification (HND/Foundation Degree) in Mechanical Engineering, Building Services, or related field</li></ul>                     | E     |
|   | <ul style="list-style-type: none"><li>Level 6 qualification (Bachelor's degree) in Mechanical/Building Services Engineering or related discipline</li></ul>                      | D     |
| <b>Experience</b>                             | <ul style="list-style-type: none"><li>Experience (through study, placements, or work) with mechanical systems, laboratory environments, or statutory building services</li></ul> | D     |
| <b>General</b>                                | <ul style="list-style-type: none"><li>Strong organisational, analytical, and problem-solving skills</li></ul>  | E     |
|   | <ul style="list-style-type: none"><li>Effective interpersonal and communication ability</li></ul>  | E     |
|   | <ul style="list-style-type: none"><li>Ability to take responsibility for projects and budgets under supervision</li></ul>  | E     |
|   | <ul style="list-style-type: none"><li>Commitment to statutory obligations, laboratory safety, and Estates best practice</li></ul>  | E     |
|   | <ul style="list-style-type: none"><li>Recent graduate or career changer seeking to develop a career in estates and facilities management</li></ul>                               | D     |
|   | <ul style="list-style-type: none"><li>Motivation to achieve professional accreditation (e.g., CIBSE, IWFM, IMechE)</li></ul>   | D     |
|   | <ul style="list-style-type: none"><li>Awareness of sustainability, energy efficiency, and net zero carbon in estates</li></ul>   | D     |

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: January 2026

## Salary and Conditions of Appointment

The post is fixed term until 31 June 2031 and full-time 35 hours per week, 1 FTE. The post is available from June 2026. The salary will be on the LSHTM salary scale, Grade 5 in the range £39,984 – £45,728 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 operates a Hybrid Working Framework which, alongside agreed service requirements, enables teams to work more flexibly where the role allows - promoting wellbeing and a better work/life balance. Please note that roles based in London are required to work on-site a minimum of two days per week.

## 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](mailto: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.

This role does not meet the minimum job classification, skill level, salary or qualification requirements set by UKVI to enable sponsorship under the skilled worker route. Therefore, we cannot progress applications from candidates who require sponsorship to work in the UK.