

## Candidate Information

**Position:** Assistant Estates Manager (Sustainability Engineer)  
**School/Department:** Estates  
**Reference:** 25/112865  
**Closing Date:** Monday 13 October 2025  
**Salary:** £41,519 - £49,536 per annum  
**Anticipated Interview Date:** Tuesday 11 November 2025  
**Duration:** Permanent

### JOB PURPOSE:

The Assistant Estates Manager (Sustainability Engineer) is central to advancing the University's Net Zero 2040 vision and Sustainability Development Goals. Leading innovative projects in low carbon and renewable engineering, this role drives the transformation of the campus, delivering measurable environmental and financial benefits. Responsible for managing energy efficiency upgrades and overseeing the implementation of sustainability engineering initiatives, the post holder provides expert guidance to senior management and stakeholders, ensuring that the University remains at the forefront of sustainable best practice.

### MAJOR DUTIES:

1. **Lead Delivery of Carbon Reduction Engineering Projects:** Oversee and execute assigned engineering projects focused on carbon reduction, ensuring alignment with the University's Net Zero Plan and supporting the sustainability goals of Schools, Departments, Units, and the Queen's Future Campus. This involves end-to-end responsibility for project design and implementation, driving measurable progress toward the University's decarbonisation objectives.
2. **Specialist Advice on Sustainable Building Services:** Provide expert recommendations and professional guidance to Estates Managers on sustainable building services design and engineering solutions. This support enables informed decision-making for both Major and Minor Works projects, ensuring that initiatives are aligned with the University's sustainability objectives and delivered to the highest standards.
3. **Analysis and Problem-Solving in Sustainable Engineering:** Conduct thorough analyses to assess complex situations and issues related to sustainable engineering. Utilise in-depth knowledge to evaluate and test solutions, ensuring effective outcomes even when challenges are not immediately apparent.
4. **Contract Preparation and Management for Sustainable Engineering Projects:** Prepare comprehensive contract documentation, including detailed design specifications, for sustainable engineering initiatives. Administer project contracts and effectively manage allocated budgets to ensure that each project is delivered on time, within budget, and to the highest standard of quality and sustainability.
5. **Monitoring Procedures for Sustainable Engineering Projects:** Apply professional expertise to systematically plan, allocate, and implement monitoring procedures for work assigned to consultants and contractors. This responsibility covers both short-term and medium-term project timelines, ensuring that all deliverables meet required design and construction standards and contribute to the overall success of sustainable engineering initiatives.
6. **Support for Strategic Policy and Practice Development:** Define, facilitate, and participate in groups tasked with shaping, advising, or supporting the University's strategy, policies, and best practices. This duty involves actively contributing expertise and guidance to ensure that sustainable and effective approaches are integrated into decision-making and operational frameworks across the institution.
7. **Liaison for Carbon Reduction Solutions:** Establish and maintain effective communication with consulting engineers, contractors, and statutory authorities to ensure that cost-effective and suitable carbon reduction design solutions are implemented. This involves proactively facilitating collaboration between all stakeholders to achieve measurable environmental benefits, supporting the University's sustainability objectives, and ensuring that all engineering solutions align with best practices in carbon reduction.

8. Compliance with Statutory Regulations and University Standards: The postholder will ensure all assigned work complies with statutory regulations, as well as the University's established procedures and standards and commitment to quality, safety, and best practice.
9. Independent Project Management and Professional Standards: Operate independently with minimal supervision, delivering a consistently professional and high-quality service across all assigned projects. Ensure that all outputs adhere to established University and regulatory requirements, maintaining compliance and upholding standards throughout the project lifecycle.
10. Continuing Professional Development: Proactively monitor advancements and innovations in the postholders professional discipline and the wider university estates and sustainability sectors. This includes actively pursuing relevant continuing professional development activities to ensure knowledge, skills, and practices remain current and aligned with sector best practice and institutional standards.
11. Additional Duties and Responsibilities: Undertake any additional tasks or responsibilities that are reasonably required within the general scope of the post, ensuring support for the effective functioning of the department and alignment with the broader objectives of the University.

#### **ESSENTIAL CRITERIA:**

1. HNC/HND in: Building Services Engineering, Electrical Engineering, or a similar related discipline.
2. Substantial and recent post-qualification experience in building services engineering within a complex public or private sector environment.
3. Proven project management expertise in the design, specification, and supervision of a diverse portfolio of construction projects, including individual schemes with a minimum value of £250,000, from inception through to completion and handover. This should encompass sustainable engineering services such as heat pumps, photovoltaic panels, and other renewable energy solutions.
4. Demonstrable experience in the management and oversight of the commissioning process for electrical building services, ensuring the effective operation of plant and associated systems.
5. Thorough understanding of, and experience with, the operational and maintenance implications arising from building services design decisions.
6. Comprehensive training and experience in statutory legislation, including Health and Safety, Building Regulations, and compliance with the Construction (Design and Management) Regulations (CDM).
7. Proven experience in managing and overseeing the work of consulting engineers, surveyors, and contractors.
8. Evidence of good negotiation and persuasion skills.
9. Experience of integrating addressable electronic systems into a complex network e.g. Building Management System components.
10. Working knowledge of Computer Aided Design and associated computer-based design solutions.
11. Working knowledge of system connections to the Electricity, gas and water utility networks.
12. Good communication skills including presentations and written documents.
13. Effective interpersonal skills.
14. Evidence of participation in continuing professional development.
15. Experience of working as part of a team.
16. A valid driving license or be otherwise able to meet the mobility requirements of the job.
17. Willingness to work irregular hours.
18. Prepared to carry and use a mobile phone for business purposes.
19. Minimum of four days on campus within the University's agile working arrangements.

#### **DESIRABLE CRITERIA:**

1. A relevant Degree/Honours Degree/Integrated Masters in Building Services Engineering, Electrical Engineering, or a similar related discipline.
2. Membership of an appropriate professional body, such as Incorporated Engineer (IEng) or Chartered Engineer (CEng) or similar professional registration appropriate to the role.
3. Evidence of continued professional development in applicable professional field.
4. A relevant Health and Safety qualification such as IOSH.
5. Good working knowledge of electronic building management (BMS) systems.
6. Experience in delivering projects where Photo Voltaic, Heat Pumps and Electrical Hot Water systems are all part of the project.
7. Demonstrates a good technical working knowledge of published design guides and codes of practice as applied to building services.

8. Demonstrates skill and knowledge of using CAD software and applications for viewing or developing drawings and 3D models as applied to building services.
9. Knowledge of energy management and low carbon design.
10. Ability to write clear and comprehensive reports and make presentations.

**ADDITIONAL INFORMATION:**

Informal enquiries may be directed to: Richard McElnay at [r.mcelnay@qub.ac.uk](mailto:r.mcelnay@qub.ac.uk).