

JOB DESCRIPTION

Job Title:	BMS Engineer
Grade:	5
Responsible to:	Engineering Maintenance Manager
Basis:	Full Time. Permanent
Responsible for:	Procuring and managing BMS activities up to a £100k p.a.

Context of the Role:

Falmouth Exeter Plus is the service delivery partner of Falmouth University and the University of Exeter. Delivering shared services and facilities for both partners in Cornwall underpinned by close collaboration with The Students Union (the combined students' union for Falmouth University and University of Exeter (Cornwall)).

We are a private company limited by guarantee with charitable status, wholly owned by Falmouth University (Falmouth) and The University of Exeter (UoE) on a 50:50 basis.

The Infrastructure Directorate is responsible for all FX Plus managed infrastructure (physical and digital), ensuring the provision of safe and highly available platforms to the partnership.

Overall Purpose of the Role:

The Building Management Systems (BMS) Engineer is a specialist technical role accountable for the ongoing maintenance, operational effectiveness and strategic development of BMS, HVAC plant and controls integration, and related safety-critical infrastructure across the FX Plus estate. The BMS Engineer additionally supports the management and maintenance of the SALTO access control system, as a secondary function to the core BMS and HVAC remit.

The role plays a vital part in delivering compliant, efficient and sustainable estate operations across a complex, multi-stakeholder environment. The post-holder provides expert-level support, acts as the principal advisor on system performance and resilience, and leads the procurement and management of technical services contracts related to the BMS systems. The role has direct impact on critical building services, energy performance, and security infrastructure.

The postholder will liaise closely with key stakeholders across FX Plus and both universities. They will support in organising planned and reactive maintenance activities; appointing and supervising the work of external contractors to ensure that work is performed safely, professionally and efficiently.

Specific Duties and Responsibilities:

1. Lead the operation, testing, and optimisation of BMS and integrated HVAC plant and controls across the FX Plus estate, acting as the subject matter expert and principal technical contact for internal stakeholders.
2. Management of systems including but not limited to: Trend, Delta, and associated HVAC plant and controls integration, requiring a sound practical knowledge of HVAC system operation and maintenance, as well as secondary systems such as metering interfaces, environmental sensors, and building analytics dashboards
3. Support the operation and maintenance of the SALTO access control system, in collaboration with IT and Campus Safety & Support teams, as a secondary function to the role's core BMS and HVAC responsibilities.
4. Deliver internal training and upskilling to enhance system familiarity and reduce reliance on external consultancy.
5. Lead and contribute to long-term maintenance strategies, including lifecycle planning and capital investment forecasting, and collaborate with energy and sustainability teams to optimise system performance and support carbon reduction initiatives.
6. Lead on BMS data utilisation for energy performance analytics, fault detection diagnostics (FDD), and optimisation strategies aligned to the FX Plus Carbon Reduction Programme.
7. Ensure all system maintenance, inspections, and compliance testing are completed and recorded within the CAFM system (Planon); support contractor management processes including RAMS review, permit authorisations, and performance assurance.
8. Maintain current knowledge of statutory obligations including health and safety, electrical safety, data protection, and access security, and develop a comprehensive BMS knowledge hub covering control strategies, datasets, manuals, software/hardware records, alarm hierarchies, and change logs.
9. Manage contracts for specialist systems maintenance and reactive support, ensuring compliance with procurement regulations and monitoring contractor performance against SLAs and KPIs.
10. Act as the primary liaison for BMS-related matters between Estates, academic departments, Campus Safety & Support, and external contractors, coordinating planned maintenance and reactive operations with Engineering and Building Maintenance Managers.
11. Respond to system failures and emergency breakdowns, providing technical leadership and resolution support, including out-of-hours where required
12. Develop and maintain disaster recovery and failover strategies for BMS and security infrastructure, ensuring critical functions can be restored rapidly following a systems outage.

13. Develop and track key performance indicators (uptime, fault resolution times, energy variance), using these to inform continuous improvement plans.
14. Work collaboratively with the IT and Cyber Security teams to ensure BMS networks and connected systems are configured securely, updated, and compliant with organisational data security standards.

General Duties and Responsibilities:

1. Achieve role objectives with professionalism, expertise, and efficiency, considering the diverse needs of our customers and striving for excellence in service delivery.
2. Support a culture of service excellence, ensuring performance and service standards for our university partners are met whenever possible. Prioritise fairness, efficiency, and responsiveness to customer needs in all interactions.
3. Demonstrate a collaborative and positive mindset, prioritising teamwork and long-term sustainable solutions. Recognise the equal importance of relationships and achievements/outcomes and foster a culture of learning and mutual accountability.
4. Support keeping FX Plus, Falmouth University and the University of Exeter compliant with all legislation and adopted standards, including but not limited to Health & Safety, Equality, and Safeguarding.
5. Support sound financial management to optimise resource allocation and sustainability within the service domain, in alignment with the overall financial strategy approved by the FX Plus Board.
6. Support the identification, monitoring, and mitigation of functional risks, ensuring compliance with relevant legislation and policies while maintaining operational effectiveness.
7. Ensure the activities of the service area are conducted in line with its Sustainability, Environmental and Health and Safety Policies.
8. Support the promotion of Equality, Diversity, and Inclusivity within FX Plus, challenging discriminatory practices and behaviours while fostering an approachable environment as a 'Trusted Ally'.
9. Collaborate effectively with peers to cultivate a culture of excellence, innovation, and efficient service delivery across the organisation.
10. Support a culture of continual improvement within the service domain, actively seeking opportunities for effective change and proposing innovative improvement initiatives.
11. Demonstrate a flexible attitude to change and actively support the Universities and FX Plus in evolving to meet existing and future needs, undertaking additional duties as necessary to support the effective functioning of the service, without altering the core responsibilities of the role.

12. Act as an ambassador for technical excellence, modelling calm, evidence-led decision-making under pressure and fostering confidence across the Estates and academic communities.

PERSON SPECIFICATION
Post Title: BMS Engineer.

Attributes	Essential Requirements	Desirable Requirements
Education / Qualifications	HNC in Building Services, Electrical Engineering, or related field, or equivalent demonstrable experience.	Relevant degree level qualification. Relevant professional membership (CIBSE, IET, etc) or working towards gaining accreditation.
Experience / Knowledge	Proven experience managing, maintaining, and optimising BMS and SALTO access control systems. Substantial hands-on experience of HVAC plant operation, fault diagnosis, and maintenance, with a clear understanding of how HVAC and BMS control strategies interact. Demonstrated capability in contractor management, including performance monitoring and budget responsibility. Familiarity with CAFM systems (e.g., Planon) and data-driven decision-making.	Prior experience in higher education or similarly complex estates environments. Knowledge of Power BI or similar reporting tools. Experience in managing maintenance projects from concept through to completion.
Skills / Personal Requirements	Excellent analytical, organisational, and decision-making capabilities. Strong interpersonal and stakeholder engagement skills with the ability to lead through influence. Committed to continual improvement, sustainability, and innovation in estates operations. High-level proficiency with Microsoft Office and technical software systems.	