

Royal Northern College of Music

Candidate Pack

Vacancy: Building Services Engineer (Degree Apprenticeship)

Reference No: 2526-37

Closing Date: Open until filled

Interview Date: To be confirmed

RNCM
ROYAL NORTHERN
COLLEGE of MUSIC

Job Description

Job title: Building Services Engineer (Degree Apprenticeship)

Department: Estates and Facilities

Responsible to: Maintenance Manager

Apprenticeship Standard: BEng DA - Building Services and Sustainable Engineering

Location: RNCM 4 days per week / UCLAN 1 day per week.

Contract Type: Permanent

Overall Purpose of the Job

The RNCM is a specialist higher education institution, dedicated to educating the next generation of professional musicians and performing artists. Our estate encompasses a unique mix of high-specification performance spaces, recording studios, rehearsal rooms, academic teaching facilities, and administrative offices.

Our building services infrastructure is critical to the artistic and academic mission of the RNCM. From precision acoustic environments and bespoke HVAC solutions to complex electrical systems supporting a number of specialist spaces, our estate presents distinctive technical challenges that require creative, practical thinking.

This Degree Apprenticeship offers an exceptional opportunity for a motivated individual to develop a rewarding career in building services engineering within one of the top 5 globally ranked music education environments.

The Building Services Engineer Degree Apprentice will work as an integral member of the Estates & Facilities team, gaining practical, hands-on experience across all building services disciplines while concurrently studying towards a recognised Level 6 Degree Apprenticeship qualification.

The post-holder will support the operation, maintenance, and improvement of the RNCM's building services systems, developing professional competency in a unique and technically demanding HE environment.

Key Responsibilities, Accountabilities or Duties

1. Technical & Engineering

To assist in the operation, planned preventative maintenance (PPM), and reactive repair of building services systems including HVAC, electrical, plumbing, and BMS infrastructure across the RNCM estate.

Support the management and maintenance of specialist mechanical and electrical systems within performance venues, recording studios, and rehearsal spaces, offices and general circulation areas.

Participate in capital project delivery, working alongside procurement, consultants, contractors, and the wider Estates and Facilities team on the design and installation of new or upgraded building services.

Assist with monitoring and optimising energy performance across the estate, contributing to the RNCM's net zero and sustainability objectives.

Carry out building fabric inspections and condition surveys, identifying defects and

reporting findings through appropriate channels.

2. Compliance & Safety

Support the maintenance of statutory compliance records including those relating to electrical installations, gas safety, water hygiene (Legionella), ventilation, fire protection systems and asbestos management.

Assist the Estates team in ensuring all building services activities comply with relevant legislation, including the Health & Safety at Work Act, CDM Regulations, and HE sector-specific requirements.

Participate in developing competencies in risk assessment, method statements, and permit-to-work systems under the guidance of senior engineers.

3. Sustainability & Innovation

Contribute to the monitoring and reporting of energy consumption data, supporting the development of energy reduction strategies.

Work alongside the wider engineering team on the optimisation of HVAC performance, using carbon and cost reduction across the estate as the principal driver.

4. Stakeholder Engagement & Administration

Liaise with academic staff, professional services teams, and facilities colleagues to understand the workings of the institution, associated service requirements to minimise disruption to teaching, rehearsal, and performance activity.

Maintain accurate records, logs, and reports relating to maintenance activities, asset management, and compliance.

Attend and contribute to Estates team meetings, project reviews, and apprenticeship progress reviews.

5. Academic Study

Fulfil all obligations associated with the Degree Apprenticeship programme, including attendance at the specified HEI provider (UCLAN), completion of academic assignments, and engagement with End-Point Assessment (EPA) requirements.

Apply learning from academic study directly to workplace practice, demonstrating progressive development of engineering knowledge and professional competency.

Additional Information

Safeguarding

The RNCM is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All staff are required to complete mandatory safeguarding training, and to report promptly any concerns relating to the safeguarding of children and / or adults at risk in accordance with agreed Child Protection Policy and Safeguarding procedures.

Health and Safety Responsibilities

To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons and to comply with the policies and procedures relating to health and safety within the RNCM.

General

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Real Living Wage Employer

The RNCM is committed to paying the real living wage rate of pay for all employees and casual workers and strive to provide an efficient and professional recruitment and selection service, incorporating appropriate levels of support to prospective employees.

Person Specification

Skills

Attribute	Essential	Desirable
Technical Problem-Solving	- Ability to diagnose faults and identify solutions in complex building services systems - Ability to demonstrate an analytical approach to data interpretation (e.g. BMS readings, energy data, test results)	Experience applying structured problem-solving methodologies (e.g. root cause analysis)
Communication	- Clear written and verbal communication skills appropriate to a professional HE setting - Ability to liaise effectively with a range of stakeholders including academic staff, professional services staff, contractors, and senior managers	- Experience producing technical reports or condition surveys - Ability to translate complex technical information for non-technical audiences
IT & Digital Skills	- Competent use of Microsoft Office suite (Word, Excel, Outlook) - Ability to use, or willingness to learn, Building Management Systems (BMS) and Computer-Aided Facilities Management (CAFM) software - Ability to use, or willingness to learn, AutoCad with a view to developing ownership of RNCM building model over the course of the apprenticeship.	Familiarity with energy monitoring platforms or IoT-enabled building technologies.

Planning & Organisation	• Ability to manage personal workload effectively, balancing academic study with workplace responsibilities • Methodical approach to record-keeping and documentation • To be a proactive member of the team, using own initiative when working independently.	• Experience contributing to project planning or programme management • Familiarity with planned preventative maintenance scheduling
Teamwork & Collaboration	• Demonstrated ability to work co-operatively as part of a multidisciplinary team • Willingness to support colleagues and contribute positively to the team culture	• Experience working collaboratively with external contractors or specialist consultants • Experience in a customer-facing or stakeholder-facing role
Sustainability Focus	• Commitment to understanding and applying sustainable engineering practices • Awareness of the relevance of net zero and energy efficiency in the built environment	• Demonstrated practical application of sustainability principles in an engineering or facilities context • Familiarity with BREEAM, LEED, or other sustainability assessment frameworks

Knowledge

Attribute	Essential	Desirable
Building Services Fundamentals	• Sound foundational knowledge of mechanical and electrical building services systems (HVAC, plumbing, electrical installations, fire systems) • Understanding of the principles of building physics and the built environment	• Knowledge of specialist mechanical or electrical systems relevant to performance spaces within buildings.
Statutory Compliance & Health and Safety	• Awareness of key health and safety legislation applicable to building services (HSE, CDM, COSHH) • Willingness to develop knowledge and experience over a range of compliance driven subject areas.	• Knowledge of HE-specific compliance frameworks and estates governance structures • Awareness of asbestos management regulations (CAR 2012) and associated duties
Higher Education Context	• Appreciation of the operational characteristics and mission of a higher education institution • Understanding of the need to minimise disruption to academic and performance activities during maintenance or project work	• Familiarity with the specific estates challenges of specialist HE institutions (conservatoires, arts colleges, research-intensive universities)

Energy & Sustainability	Working knowledge of energy management principles, including monitoring, targeting, and reporting	- Knowledge of heat pump technology, PV systems, or other low-carbon building technologies - Understanding of carbon reporting standards (e.g. ESOS, SECR) - Awareness of current UK decarbonisation policy and net zero commitments in the built environment
Engineering Standards & Codes of Practice	- Awareness of relevant British Standards and CIBSE Guides applicable to building services engineering - Understanding of the design and commissioning process for building services systems	- Familiarity with RIBA Plan of Work stages or NEC/JCT contract frameworks - Knowledge of the engineering requirements of specialist rooms (e.g. recording studios, concert halls, server rooms, rehearsal spaces)
Apprenticeship & CPD	Commitment to Continuing Professional Development (CPD) and working towards professional registration (e.g. MCIBSE, MIET, CEng)	- Awareness of CIBSE, IET, or CIOB membership pathways - Understanding of End-Point Assessment (EPA) requirements for the Level 6 standard

Experience

Attribute	Essential	Desirable
Educational Background	- A-Level: BBC including Maths and other science subject (such as physics, chemistry, further maths). General Studies accepted - BTEC Extended Diploma: Distinction, Merit, Merit - BTEC Diploma: Distinction*, Distinction*(to include Maths module). - GCSE: Maths & English C or equivalent - Mature students with relevant work and experiential learning will be considered. - For entry with advanced standing: - HNC in Building Services or an appropriate technological subject with give RPL for up to 3 modules (depending on the subject). - HND in Building Services or an appropriate technological subject with give RPL for up to	- BTEC / Higher National Certificate in Building Services Engineering, Electrical/Mechanical Engineering, or related discipline - Completion of a Level 3 engineering apprenticeship or equivalent vocational qualification

	6 modules (depending on the subject).	
Work or Voluntary Experience	- Some prior exposure to a building services, facilities management, construction, or engineering environment (e.g. work experience, part-time employment, voluntary work) - Evidence of practical skills development in any relevant technical area	- Paid or sustained voluntary experience in an estates, facilities, or engineering role - Experience working in a live performance venue, cultural institution, or specialist academic environment
Project or Maintenance Activities	- Experience of contributing to a team-based project or task involving practical problem-solving - Any experience of maintenance, repair, or installation work in a domestic, commercial, or industrial setting	- Experience supporting the delivery of a capital project or significant planned maintenance programme - Involvement in a student engineering society, IET Young Professional group, or similar initiative
Compliance & Documentation	- Experience of maintaining accurate records or logs in a work or study environment - Awareness of the importance of working within defined safety and quality procedures	- Experience contributing to statutory compliance records (e.g. PPM logs, asset registers, inspection certificates) - Familiarity with permit-to-work or site induction processes
Stakeholder Engagement	- Experience of working with or alongside others in a professional or semi-professional context, demonstrating positive interpersonal skills - Ability to communicate with individuals at different levels of seniority or technical understanding	- Experience liaising with external contractors, consultants, or supply chain partners - Previous exposure to working in a customer-facing, public-facing, or service-delivery environment
Academic Study	- Demonstrated commitment to academic study, with evidence of the ability to manage concurrent academic and practical responsibilities - Evidence of self-directed learning or independent research skills	Previous experience of higher education study (e.g. first-year of a part-time degree, HNC/HND programme)

Summary of Terms and Conditions	
Salary	Grade 3, £24,479 to £25,805 per annum (pay award pending)
Hours of Work	Your hours of employment at the RNCM, combined with the academic requirements of the post should not normally exceed 35 hours per week in any week. However, you will be expected to work such hours as are reasonably necessary including some unsociable hours, in order to fulfil the duties of this post in a professional manner.

Annual Leave	25 days per year, increasing to 30 days after 5 years' service. In addition, 2 extra statutory days are granted during the Christmas closedown plus all 8 bank holidays.
Pension	The post-holder will be eligible to join the Local Government Pension Scheme.

Issued by: Brent Wills, Director of Estates and Facilities

Date of issue: August 2026

About Us

The RNCM

Founded in 1973 through the merger of the Royal Manchester College of Music and Northern School of Music, the RNCM is continually recognised as one of the world's most progressive conservatoires.

Home to over 900 students from more than 60 countries, we're dedicated to providing an outstanding education that propels students into careers as inspiring and versatile musicians, fully-equipped for exciting futures both on and off stage.

Our Undergraduate School includes the Bachelor of Music with Honours and the ground-breaking Bachelor of Music with Honours in Popular Music - the UK's first four-year degree in this subject. Both programmes offer students the flexibility to create bespoke packages that fully support their career aspirations. They also complement degrees within our Graduate School, which provides a stimulating environment for advanced studies in performance (including conducting), composition, musicology, music psychology, and music education.

Additionally, we're home to Junior RNCM, our Saturday school for eight to 18-year-olds, and deliver an award-winning programme of free and subsidised projects for children and young people across the North West.

What it's like to work here

Our vibrant and creative community of academic and professional services staff work together to ensure that the RNCM remains a destination of choice for talented young musicians worldwide.

Friendly, collaborative and supportive, we proudly promote an inclusive and equitable working culture, offering family-friendly policies and regular opportunities for personal and professional development.

As a small specialist organisation, the staff voice is very important to us and there are numerous opportunities for colleagues to get involved in RNCM life throughout the year via our active staff engagement programme. We also have a Wellbeing Hub for staff and students, and are a Disability Confident Employer. If you feel there are adjustments that could be made to support you if invited to attend an interview, or if you join us as an employee, please get in touch via recruitment@rncm.ac.uk.



The Department – Estates and Facilities

Provides building facilities services i.e. cleaning, portering, reception and security, together with health and safety advice and support. Provides front of house management for all events and comprehensive technical support within the College's performance venues. Responsible for building capital projects, environmental matters, fixtures and fittings, furniture, planned and reactive maintenance.

Staff Benefits

Annual leave

Minimum of 25 days (increasing to 30 days after 5 years' service and 33 days after 20 years' service) plus 8 bank holidays and closure days between Christmas and New Year.

Working hours

35 hours per week for a full-time role

Flexibility

Offered through formal flexible working (part-time, job-share, term time only, compressed hours, annualised hours and flexibility of working pattern depending on the role). Where roles are suitable we also offer blended working with a minimum of 2 days in RNCM and 3 days from home.

Family friendly policies

Enhanced maternity and paternity pay above statutory payments.

Pensions

GMPF (Greater Manchester Pension Fund) for Professional Services staff and Teachers' Pensions Scheme or USS for Academic staff. RNCM tops up pensions via an employers' contribution, adding to your pension pot.

Employee Assistance Programme

All staff can get free and confidential advice from Health Assured. The service is open 24 hours per day, 365 days per year, by telephone or via the web for staff support (mental health, physical health, counselling etc.) as well as general support such as financial, benefits or housing advice.

Eye Tests

Staff are offered a free eye test and a contribution towards glasses where they are required for display equipment work.

Events

Staff can book one free or discounted ticket to most RNCM promoted events.

Professional Development

The RNCM is committed to the supporting training and professional development for all members of staff and a range of opportunities are available.

Travel

We have on-site parking at a reasonable cost and offer a cycle to work scheme (savings on the cost of a new bicycle and associated safety equipment by providing vouchers taken out of your salary before tax).

Staff Discounts

Offered on the RNCM Food and Drink menu which includes hot drinks, cakes and snacks in the Café. You can also get loyalty points and further offers on food and drink by using our Rewards app.

Staff Wellbeing

Our Staff Wellbeing Hub provides information, support, training and social/networking activities so you can get to meet other staff (important in a blended working environment).

Staff Voice

The views of our staff are very important. We have a staff engagement programme and we involve staff in much of our decisions/policy-making. In our latest staff satisfaction survey 98% of staff were satisfied to work at the RNCM.