

Job description

Post title: Group Leader Mechanical Team
Service area: Housing Property Services
Grade: PO9
Reports to: Technical Services Manager
Your team: Capital Programme Delivery – Engineering
Number of supervisees: 20

Our ambition

We're determined to make Islington fairer. To create a place where everyone, whatever their background, has the opportunity to reach their potential and enjoy a good quality of life.

We also have an ambitious goal – to be the best council in the country – with every employee clear about the part they play and inspired, focused and supported to give their very best.

We want to build an organisation where employees feel valued, inspired and empowered to help us achieve our goals and provide the best services possible to our residents.

Our values and behaviours

'Be Islington' is about setting a clear challenge about what it means to be an Islington employee and sets the standard for every new recruit.

We ask our employees to 'Be Islington' – playing their part in working together for a fairer borough and to always be collaborative, be ambitious, be resourceful, and be empowering ('CARE').

Our commitment to challenging inequality

We are committed to tackling inequality, racism and injustice and creating a fairer borough for all. In order to do this, we need to set the example by being a fair employer and creating a workplace environment, which is free from discrimination, racism and inequality. Our approach needs to be proactive, consistently learning to create a fairer workplace and foster a culture, which empowers all staff to challenge inequality.

Fairness is at the heart of what we do. We want to celebrate and embrace our differences by:

- Ensuring our workforce is representative of the people we work on behalf of, our residents
- Creating equitable working environments and diverse teams
- Understanding our residents in order to design and deliver services that help tackle inequality and improve life chances for our residents
- Getting to know people and their differences
- Interpreting issues and concerns from a cultural perspective and address situations or problems from the points-of-view of multiple cultures
- Supporting people with long-term health conditions and/or disabilities

- Recognising the value of flexible working to support staff where possible

Leadership

As a member of the council's management team, to contribute proactively to the collective leadership for the council, working collaboratively with Members, services across the council, partners and stakeholders to deliver the council's objectives and priorities.

To drive positive cultural change, embodying and promoting the values and behaviours of the council and empowering staff to reach their full potential. Ensure that the performance and development framework is effective for all staff.

To lead on and ensure the effective implementation of corporate initiatives and transformation programmes that cut across the whole or part of the council's activities.

Resources and Financial management

Ensure effective Financial Management, cost controls and income maximisation in an ever changing environment, fluctuating demands and priorities. Ensure resources are well managed and effectively deployed to the best possible effects assuring value for money in all activities.

Compliance

Ensure legal, regulatory and policy compliance under GDPR, Health and Safety and in area of your specialism identifying opportunities and risks and escalating where appropriate.

Budget responsibilities

Responsibility for capital improvement budgets associated to works undertaken by the section.

Work style

Flexible/Office-Based/Site visits as required

Primary Job Function

The Group Leader of the Mechanical Team has overall responsibility for a team of up to 20 members of staff carrying out mechanical work to the value of circa £15m per annum. The role is to ensure the council complies with its statutory requirements for maintaining mechanical engineering plant.

The work undertaken by the team includes scoping up and managing retrofit and new build and low carbon mechanical installations, specification writing, designing mechanical installations, procuring work, contract and project management to ensure engineering projects are delivered on time and to budget. The role includes responsibility for the renewal of ventilation systems, water tanks communal risers and other plant.

The role also includes the overall responsibility for the day to day maintenance and responsive repairs of the council's communal heating services which provides heating and hot water to approximately 4700 homes.

The role includes a requirement for multidisciplinary working and an ability to maintain excellent interpersonal and communications skills to ensure projects and programmes are effectively delivered to protect our residents and the homes within which they live. This may also include assisting the team to undertake works required to ensure project deadlines are achieved.

The post holder will interact, liaise, and work with colleagues from within the team and the wider Capital Programme Delivery team along with other internal and external stakeholders to ensure the best possible outcomes are achieved.

Key requirements of the role include an absolute commitment to supporting the team and Islington Council's objectives, mission statement, business plans and service delivery plans with an ability to lead by example. The post holder may also be required to stand in for the Technical Services Manager from time to time.

The role also requires the post holder to be an effective ambassador for Islington Council in dealing with residents, project stakeholder, contractors and external agencies.

Key responsibilities

1. Take responsibility for the overall management and leadership of the section which undertakes the specification and delivery of technical projects and responsibility for mechanical engineers and mechanical inspectors and other technical staff for the purposes of performance management, absence management, discipline, grievance, change and professional development of staff within the team.
2. Oversee and take responsibility for the project management and delivery of all mechanical engineering schemes to the value of circa £15m per annum. This may include directly assisting on works for which the section is responsible for. It will include a need to overcome challenges which could pose a risk to the delivery process and a requirement to solve technical and contractual challenges encountered by staff during the procurement and delivery process.
3. The post holder will be required to consider project options using knowledge experience and commercial understanding to determine the best course of action to adopt.
4. Responsibility for coordinating the effective delivery of projects within the section using established programme management principles and practices.
5. Contribute to the overall effective and efficient delivery of the wider Cyclical Improvement Programme.

6. To ensure all work undertaken by the section is supported by robust substantiation into the reasons and need for work in the form of detailed technical reports.
7. Develop and maintain effective working relationships with external organisations including building contractors.
8. Implement and monitor the councils time management system which records officer time allocation and to understand whether the section has made a profit or loss from the fees generated by the team.
9. Ensure all budget allocation for the section is effectively managed and to ensure that appropriate warnings are provided when these budgets are likely to be under or over spent.
10. Ability to take corrective measures, as required to ensure that individuals within the group work to their time and fee allocations.
11. Oversee the procurement of contractors for all projects undertaken by the section.
12. Participate, contribute and assist with the procurement of larger contracts, in particular larger contracts which can have a value up to £300m.
13. Check and oversee the preparation of lifecycle costing exercises conducted by the team, to ensure projects are commercially viable and where they are not to ensure appropriate justification for progressing the work is in place.
14. Take responsibility for managing the professional development of the team into an effective, professional and accountable service and to maintain the highest possible standards, including, multi-disciplinary working, quality management, performance management and best value to ensure projects and programmes are delivered on time, and to budget.
15. Establish and maintain effective communication with external partnering organisations, residents and colleagues across Islington Council.
16. Take ultimate responsibility for investigating and resolving all customer complaints generated by the work of the team.
17. Establish standards for effective working practices where works are on site and in conjunction with Islington's Health and Safety team ensure strict compliance with the councils Health and Safety requirements including Health and Safety legislation and policy.
18. Where contractual or leasehold disputes arise, provide support to assist with case resolution and where required attend case hearings and provide evidence or advice and information to colleagues across the council who may be involved in the case.

19. Where appropriate provide assistance and support to the team on the use of information technology and take a proactive approach where training is required to ensure the council requirements are implemented in the most efficient and effective manner.
20. At all times carrying out responsibilities and duties within the framework of Islington Council's Dignity for All policy.
21. To undertake all other duties as may be required that are compatible with this role and level of responsibility.

Person specification

You should demonstrate on your application form how you meet the essential criteria. Please ensure that you address each of the criteria as this will be assessed to determine your suitability for the post.

Essential criteria

Qualifications

| Essential criteria | Criteria description | Assessed by |
|--------------------|--|-------------|
| 1 | Qualified as a Chartered Engineer or full member of the Chartered Institute of Building Services Engineers, with substantial relevant post qualification experience including 3 years leading on major or moderately complex projects and maintenance programmers and 5 years recent experience, planning, organizing and managing engineering staff. and / or requirements of E2 | Application |
| 2 | Hold a degree or Higher National Diploma in Building Services Engineering or other relevant qualification with a minimum of 10 years post qualification experience working on moderately complex building services projects and 6 years recent experience planning, organizing and managing engineering staff. | Application |

Skills

| Essential criteria | Criteria description | Assessed by |
|--------------------|--|----------------------------|
| 3 | Demonstrable knowledge and experience of mechanical system design, communal heating systems and heat networks, low carbon solutions, project management, planned maintenance and responsive repairs for mechanical engineering services in public sector housing, and/or other public buildings. | Application/Interview/Test |
| 4 | Excellent interpersonal skills, both oral and written. | Application/Interview/Test |

| Essential criteria | Criteria description | Assessed by |
|--------------------|---|----------------------------|
| 5 | Ability to write clear concise reports on technical issues for senior management team, elected members, resident groups. | Application/Test |
| 6 | Ability to lead and develop innovative solutions for mechanical engineering design and maintenance related technical problems. | Application/Interview/Test |
| 7 | Ability to plan, deliver and design mechanical projects and maintenance schemes to a programme within budgets and fees and to a high standard of quality. | Interview/Test |
| 8 | Ability to supervise , direct and support a technical team of mechanical engineers and inspectors and external consultants to co-ordinate and deliver multiple projects. | Application/Interview |
| 9 | Ability to manage the group's budget, to contribute to annual budget preparations, and to monitor and control costs and to ensure that services are provided in a cost effective and competitive manner in accordance with business plans and within a framework of best value. | Application/Interview/Test |
| 10 | Ability to assist in developing, planning and implementing policy for mechanical and electrical design and maintenance engineering services as part of an integrated range of services to be delivered to those who live, work and do business within Islington. | Application/Interview |
| 11 | Ability to undertake all aspects of staff management including recruitment, training, performance management, welfare and safety of staff within the service. | Application/Interview |
| 12 | Ability to organise, manage and assist with the work load and resources allocated to the team in a way which is efficient and effective, including planning and monitoring work load. | Application/Interview |
| 13 | Ability to co-ordinate the work of technical staff within the group and with other professional teams both inside and outside the service. | Application/Interview |
| 14 | Ability to appoint, brief, direct, liaise with and monitor consultants. | Application/Interview/Test |
| 15 | Knowledge of mechanical design and maintenance engineering services and systems and solutions. | Application/Interview |

| Essential criteria | Criteria description | Assessed by |
|--------------------|--|----------------------------|
| 16 | Knowledge of mechanical design and maintenance engineering statutory requirements, Regulations, British Standards and Codes of Practice. | Application/Interview |
| 17 | Knowledge of relevant engineering forms of contract. | Application/Interview/Test |
| 18 | Ability to attend evening meetings and present clear and concise information on technical matters. | Application/Test |
| 19 | Ability to operate within agreed fee levels and time allocations and responsibility for ensuring that individuals within the group work within their time and fee allocations. | Application/Interview |
| 20 | Ability to undertake supervisory responsibilities within the context of the Dignity for all policy. | Application/Interview |
| 21 | Ability to adhere to the Council's Dignity for all policy. | Application/Interview |

Special requirements of the post

| Essential criteria | Criteria description | Assessed by |
|--------------------|---|-----------------------|
| 22 | This role will require you to obtain an Enhanced satisfactory clearance from the Disclosure and Barring Service | Application/Interview |

Our accreditations

Our accreditations include: the Healthy Workplace award, Timewise, London Living Wage Employer, Disability Confident Committed, The Mayor's Good Work Standard, Stonewall Diversity Champion, and Time to Change.

