

## Job description

Post title: Mechanical Engineer

Service area: Housing Property Services

Grade: PO2/PO3 (additional market supplement of £11,000)

Reports to: Senior Mechanical Engineer

Your team: Capital Programme Delivery – Engineering

Number of supervisees: Contractors and external consultants

## 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

To provide a professional mechanical engineering service, specifying and designing new mechanical systems, inspecting works, fault finding, undertaking procurement, acting as contract administrator and project manager for mechanical projects undertaken by the council.

## Key responsibilities

1. Manage and progress multiple projects at any one time, both during the design and specification stage, while work is on site and during the defect liability period ensuring projects are delivered on time and to budget and to specification. Role will include new build projects.

2. Provide technical representation where required for committees, area forums, working parties, client organisations, tenant associations, external agencies and other project stakeholders. Arrange and attend stakeholder meetings as required which will include a high degree of resident consultation.
3. Represent the Snr Mechanical Engineer when developing and delivering projects with clients and stakeholders to ensure projects are accurately scoped and delivered to meet the council's objectives.
4. Deliver and maintain the highest standards of contract administration, design and budget control on all projects and maintenance contracts. Ensure stakeholders are kept fully briefed and engaged on all aspects of each project.
5. Ensure effective briefing, direction and liaison and appointment of any consultants who may need to be appointed.
6. Lead on procurement, design and preparation of schemes, specification, maintenance requirements, and estimates along with the project and contract management.
7. Keeping up to date with the latest new build standards including Building Regulations, Planning Policy, Sustainable Design and any other standards required to deliver the council's new build programme.
8. Provide assistance and advice to technicians and Inspectors regarding relevant standards and statutory regulations.
9. Act as lead officer on feasibility studies, viability and for adherence to Islington Council Standards, Policies and Practices.
10. Undertake inspections as and when required to ensure the mechanical works meet standards set out in contract documents
11. Review tenders, specifications, accounts, claims and contract variations submitted by contractors for accuracy. Authorise / investigate further as appropriate.
12. Liaise with other departments concerning design, maintenance and user satisfaction feedback. Prepare lessons learnt report where required.
13. Undertake investigations, continued professional development and research concerning new techniques, systems and solutions in Engineering Services. Provide reports on areas of effectiveness and recommendations for implementation.
14. Manage and monitor all projects within fee allocation and budget available and take corrective measures where required.
15. Advise on the appraisal, selection, appointment and performance of contractors and sub-contractors.

16. Take responsibility for the project management of medium/ large sized projects and/or maintenance contracts including working with junior members of staff (including students) to develop their understanding of contract administration and project management.
17. Carry out project management duties which may involve supervising the work of other staff within the project team.

The role may include the following areas:

- Co-ordination with client at inception stage
- Feasibility, funding and detailed design
- Health & Safety requirements
- Statutory Regulations
- Preparation of specification and drawings
- Procurement process for medium sized projects
- S20 Leaseholder Consultation
- Resident Consultation and feedback
- Resolution of complaints
- Site quality control and delivery
- Resolution of disputes
- Commissioning and testing
- Handover documentation review
- Final account and defects liability
- Ensure statutory testing and ongoing maintenance arrangements are in place.

### **GENERIC DUTIES:**

18. Ensure services are provided in accordance with Islington Council's commitment to "Best Value" and high quality service provision to service users.
19. Ensure compliance with Health and Safety legislation, including CDM regulations, and Islington Council's Health and Safety policies.
20. Use and assist others to use information technology systems to carry out duties in the most efficient and effective manner.
21. Undertake continuing professional development, relevant training, seminars, supervision sessions and other events.
22. Achieve appraisal targets ,service outcomes and outputs as agreed with your line manager.
23. At all times carrying out responsibilities and duties in accordance with all relevant legislation, codes of practice and Council policies and procedures.
24. At all times to carry out responsibilities and duties within the framework of Islington Council's Dignity for all Policy.

25. Perform any other reasonable, minor and non-recurring duties, appropriate to the post as many be directed.
26. Please note your salary will include an additional market supplement of £11,000 which will be paid in monthly instalments on top of your basic salary. The Market Supplement is reviewed each year in light of market factors and vacancy rates and is subject to change.

## 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	<p>Qualified as a Chartered Engineer or full member of the Chartered Institute of Building Services Engineers, with considerable relevant experience</p> <p>AND / OR</p> <p>Hold a degree or Higher National Diploma in Building Services Engineering or other relevant qualification with considerable suitable experience working as a project leader on medium / large projects or maintenance and repair programmes or professional building services engineering projects.</p>	Application/Interview

## Skills

Essential criteria	Criteria description	Assessed by
2	Possess excellent detailed technical knowledge and skills to manage retrofit and new build mechanical installations, communal heating , low carbon mechanical installations, works to heat networks and to design and manage work of this nature.	Application/Interview/Test
3	Ability to communicate and direct, both verbally and in writing, other members of staff within the office, other council departments, area offices, working parties, external clients, agencies, elected members, residents and consultants.	Application/Interview/Test
4	Ability to write technical reports relevant to the role.	Application/Test
5	Ability to creatively solve engineering design and maintenance related problems.	Application/Interview/Test
6	Possess excellent project management skills in order to plan, programme and deliver projects on time and within previously agreed budgets and fees and to monitor and control costs at all stages.	Application/Interview

Essential criteria	Criteria description	Assessed by
7	Ensure projects are delivered in a cost effective and competitive manner, undertaking value engineering exercises throughout.	Application/Interview
8	Assist in developing planning and implementing policies for the Building Services Engineering section as part of an integrated range of services for those who live, work and do business within Islington.	Application/Interview
9	Assist with staff recruitment, training, development, welfare and safety of staff within the service.	Application
10	Ability to coordinate and lead on a number of medium / large sized projects including working with and coordinating other building professionals.	Application/Interview
11	Ability to appoint, brief, direct liaise and monitor consultants.	Application/Interview
12	Possess broad knowledge of services engineering Statutory regulations, codes of practice and British Standards in particular for new build projects.	Application/Interview
13	Possess broad knowledge and experience of a range of different engineering forms of contract.	Application/Interview/Test
14	Ability to attend evening meetings.	Application
15	Ability to advise on the appraisal, selection and appointment and monitoring of contractors and sub -contractors.	Application/Interview
16	Ability to adhere to and deliver services to the public within the Council's Dignity for All policy.	Application/Interview

## Special requirements of the post

Essential criteria	Criteria description	Assessed by
17	This role will require you to obtain an Enhanced satisfactory clearance from the Disclosure and Barring Service.	Application

## 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.

