

## Job description

Post title: Senior Mechanical Engineer – Capital Works

Service area: Housing Property Services

Grade: P05 (additional market supplement of £9,000)

Reports to: Group Leader

Your team: Capital Programme Delivery – Engineering

Number of supervisees: 3x Mechanical Engineers and 1x Mechanical Inspectors

## 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 all capital improvement budgets associated to works undertaken by the section.

## Work style

Flexible/Office-Based/Site visits as required

## Primary Job Function

The Senior Mechanical Engineer - Capital Works will be responsible for managing a small team of mechanical engineers and mechanical inspectors. The role will require organising and delivering cyclical maintenance programmes to mechanical installations and will include the replacement of life expired components to meet a time and budget requirement and new build mechanical works. The Senior Mechanical Engineer will support the Group Leader in the development of service strategy and will ensure that the mechanical team provide an integrated customer focussed service to the residents of Islington and all users and stakeholders of the service.

## Key responsibilities

1. Work in conjunction with the Group Leader to develop and enhance the asset management data base relating to mechanical plant and equipment and to identify annual packages of work to ensure the plant is kept in good working order.
2. Assist and support the team to develop appropriate mechanical design briefs, feasibility

studies, technical specifications and contract tender documentation including specifications for the council new build section.

3. Work in conjunction with Islington's procurement team or other procurement bodies to procure and appoint contractors and consultants where required.
4. Take overall responsibility for progress of work within the team including the pre-contract design work, delivery of works on site and ongoing maintenance requirements to ensure work is delivered in line with agreed programs and budgets.
5. Liaising and consultation with other council departments and project stakeholders, preparing briefings, and attendance at public meetings where required.
6. Ensure that adequate monitoring is provided to oversee and coordinate the work of consultants where appropriate.
7. Prepare reports for senior management team, area forums, working parties, committees, client organizations, tenant associations, and external agencies and to attend meetings as necessary to present reports.
8. Ensure excellent communication is maintained with all residents affected by proposed works and that any complaints raised are addressed in a timely manner.
9. Ensure the highest standard of design, budget control and contract management is maintained on all projects carried out by the team including new build works, paying particular attention to Health and Safety, accessibility, energy efficiency, sustainability, specification, program and budget control.
10. Allocate projects and contract responsibility in consultation with the Group Leader and ensure that adequate staff resources are available to complete and manage projects within program, budget and fee allocation.
11. Provide advice and guidance as appropriate to other team members concerning procurement, design criteria and preparation of schemes, specifications, maintenance requirements, estimates, selection of materials and equipment.
12. Ensure that work is carried out in accordance with all relevant standards and statutory regulations and the council's standing orders.
13. Assume role of Contract Administrator/Employers Agent where required.
14. Liaise and negotiate with other internal teams, government departments, statutory bodies and other relevant organisations to secure any available grant funding which may be applicable to the work undertaken by the team.
15. Ensure adequate investigation, continued professional development and practical research is carried out for new or emerging technologies or systems relevant to the work undertaken by the team.

16. Assist and contribute to the implementation of processes and procedures for the team. Ensure that the team are working effectively and efficiently and to take necessary corrective measures if required.
17. Undertake an annual appraisal for team members and provide advice on the appraisal, selection, appointment and performance of contractors and sub-contractors.
18. Lead on all aspects of large and complex projects and/or maintenance contracts including the co-ordination of work by other staff.
19. Take responsibility for supervising and checking the quality of work by staff within the team who are working on mechanical installations.
20. To undertake all other duties as may be required that are compatible with this role and level of responsibility.

#### **ADDITIONAL:**

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed with the line manager.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- To carry out duties and responsibilities in accordance with the council's commitment to customer service excellence and ensure compliance with the customer care standards.
- To be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way duties are carried out.
- To ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- To carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.
- At all times to carry out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).
- Please note your salary will comprise of a basic annually salary and an additional market supplement of **£9,000** 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>Chartered Engineer or member of the Chartered Institute of Building Services Engineers or equivalent with a minimum of 6 years post qualification experience designing and maintaining mechanical installations and plant OR</p> <p>An NVQ level 3 (or equivalent) in building services or suitably related subject with a minimum of 6 years post qualification experience designing and maintaining mechanical installations and plant.</p>	Application

#### Skills

Essential criteria	Criteria description	Assessed by
2	Ability to assist and support a team to prepare and plan and design programmes of mechanical works and to ensure projects undertaken are delivered on time and within budget and to fee allocation.	Application/Interview/Test
3	Ability to undertake mechanical engineering design work for new mechanical plant and equipment including communal heating and low carbon installations.	Application/Interview/Test
4	Excellent technical knowledge and experience of communal heating systems and heat networks with ability to prepare refurbishment and maintenance specifications for communal heating mechanical installations.	Application/Interview/Test

Essential criteria	Criteria description	Assessed by
5	Excellent knowledge of building services statutory regulations, codes of practice and British standards.	Interview/Test
6	Possess a good and up to date working knowledge of building services forms of contract.	Application/Interview/Test
7	Ability to write technical reports.	Test
8	Ability to creatively solve service engineering design and maintenance related technical problems.	Application/Interview
9	Possess good commercial acumen to ensure procurement of works achieves excellent value for money.	Application/Interview
10	Ability to assist in the development, planning and implementation of policies for the engineering team.	Application/Interview
11	Take responsibility for ensuring the mechanical engineering asset data is accurate and kept up to date.	Interview
12	Ability to assist with staff recruitment, training and development for the team.	Interview
13	Ability to organise and coordinate the workload and resources of a team of services engineering staff efficiently, including planning and monitoring workloads.	Interview/Test
14	Ability to appoint, brief, direct and liaise with and monitor consultants.	Interview
15	Ability to advise on the appraisal, selection, appointment and monitoring of contractors and sub contractors.	Application/Interview
16	Ability to attend site, and attend evening meetings.	Interview
17	Ability to adhere to the Council's Dignity for All policy.	Application/Interview

## Special requirements of the post

Essential criteria	Criteria description	Assessed by
18	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.

