



<b>Job title</b>	Mechanical Engineer	<b>Job family and level</b>	Administrative, Professional and Managerial Level 4
<b>School/ Department</b>	Estates & Facilities, Facilities Services Team	<b>Location</b>	University Park

## Purpose of role

Provide knowledge of mechanical services in support of operational maintenance, asset reliability and facility development; specify policy and standards for mechanical building services installations. To ensure that the University can continue to deliver its core business.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<b>Leadership/management</b> <ul style="list-style-type: none"><li>▪ To provide technical advice on HVAC and associated mechanical engineering infrastructure and equipment replacement which aligns with the estate's strategy and capital development programme.</li><li>▪ Use knowledge and experience to provide specialist technical expertise applying judgement to make decisions in support of the delivery of a quality service standard and to ensure achievement of service requirements.</li><li>▪ Contribute to the development of policy and procedures that impact the University.</li><li>▪ Assist with providing technical guidance to shape the strategic direction of the mechanical operations service delivery through formal meetings and disseminate appropriate strategic information to guide and influence others, both internally and externally.</li><li>▪ To manage condition surveys, data collection and in the evaluation of condition against set industry standards, for both mechanical and business critical assets, to ensure all assets are prioritised against business risk. Assist in the development of a ten year asset replacement plan, for mechanical assets, to assist future planning and prioritisation of budgets and to ensure best value.</li><li>▪ Assist with or lead in recovering business interruptions or emergency situations.</li><li>▪ Assist with the development and management the mechanical services asset register and provide technical input to building and campus asset management plans. Ensure processes are in place to update condition records and undertake periodic reviews to maintain records and inform ongoing investment decisions.</li><li>▪ Deputise for the Engineering Manager as appropriate.</li></ul>	30%

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
2	<b>Technical</b> <ul style="list-style-type: none"> <li>Assist in the development of mechanical procedures that are consistent with current legislation, departmental policy, and best practice. Make judgements, prioritise resources and actions required to deliver these procedures. Identify additional service requirements or service shortfalls and coordinate the design and delivery of innovative solutions to maximise service quality, efficiency, and continuity.</li> <li>To provide authoritative expertise, advice, and guidance to colleagues on all aspects of the operation of mechanical services including statutory compliance, planned maintenance and capital development.</li> <li>Assist in the management and maintenance of key mechanical HVAC building services assets, systems, and specialist providers. Provide competent advice and offer solutions to high integrity, high risk, and very often complex systems including pressure systems, refrigeration systems, lifting operations and lifting equipment, local exhaust ventilation, natural gas and oil-fired appliances, laboratory and medical gas systems, ventilation and smoke control systems. Other mechanical assets and systems as required.</li> <li>Support the Construction and Project Management Team, provide input to development briefs and undertake critical reviews of design proposals.</li> <li>As required, to analyse and review major failure of mechanical engineering services throughout the estate and ensure reinstatement of services with minimal business impact, ensure all health and safety and statutory compliance standards are met. As part of a continuous improvement approach, put in place actions to prevent recurrence of major incidents or events. Carry out proactive reviews to identify operational risk and manage accordingly.</li> <li>To contribute to timely Soft Landings reviews in accordance with Programme Office guidance.</li> <li>Provide critical feedback to designs to ensure design proposals are aligned with university requirements and standards.</li> </ul>	35%
3	<b>Compliance and risk management</b> <ul style="list-style-type: none"> <li>To assist in determining compliance standards and ensure that mechanical engineering services installations are maintained and operated in compliance with such agreed standards across the University Estate.</li> <li>To work with the Compliance Services Team to monitor mechanical statutory compliance activities, optimising budgets, and maintenance priorities; and ensuring that a safe environment is provided and maintained within all University buildings.</li> <li>Undertake reporting on the management of risk related mechanical services issues. This includes being accountable for investigating complex mechanical issues and for delivering solutions to both managerial and technical issues as necessary.</li> </ul>	10%
4	<b>Supplier and contractor management</b> <ul style="list-style-type: none"> <li>As required, to work with the Framework and Contracts Supplier Relationships Manager and colleagues in Procurement to manage</li> </ul>	10%

	<b>Main responsibilities</b> (PPrimary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
	<p>framework agreements. Where required act as technical lead in procurement exercises.</p> <ul style="list-style-type: none"> <li>To manage mechanical suppliers, evaluating competence, health and safety compliance and resource levels. Setting and reviewing key performance against agreed outputs, to ensure that all work is undertaken safely, on budget, to agreed time frames and quality standards.</li> <li>To work with and assist where required with colleagues in Construction and Project Management and the Programme Office /Development section reviewing contractor performance and providing feedback.</li> </ul>	
5	<b>Projects</b> <ul style="list-style-type: none"> <li>To provide reports and business case studies to support mechanical project work. To prepare tender documentation and specifications, evaluate tender returns, provide technical advice to the engineering team, and undertake supplier appointment, to promote the renewal of key assets, compliance with procurement regulations and best value.</li> <li>Oversee the management of contractors for allocated projects, to ensure correct standards and quality of work, agreed time frame and within the allocated budget.</li> </ul>	10%
6	<b>Budgets</b> <ul style="list-style-type: none"> <li>To assist in the management of operational budgets for mechanical assets and systems, to ensure resources are correctly allocated to support statutory compliance, core business and best practice. To review expenditure across work areas to identify opportunities for greater efficiencies and cost savings, to improve best value and quality of service.</li> </ul>	2%
7	<b>Other</b> <ul style="list-style-type: none"> <li>Take ownership of continuous personal development. Agree and manage the objectives for both self and the team. Keep up to date with changes in legislation, industry developments, new ideas and technologies, to promote greater engagement, support the objectives of the estates office and wider University.</li> <li>Support managers to develop the capability of staff, including mentoring maintenance staff, to ensure that current and future business requirements are met.</li> <li>Communicate and provide direct technical leadership and guidance to the Campus Services and Maintenance Teams.</li> <li>Carry out any other reasonable duties in line with the role of a Mechanical Engineer.</li> <li>Carry out any other duties as agreed with the Engineering Manager or Head of Facilities Services.</li> </ul>	3%

## Person specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Ability to set programmes and work to deadlines.</li> <li>▪ Ability to manage projects.</li> <li>▪ Ability to communicate effectively at all levels.</li> <li>▪ Ability to remain calm in difficult situations and work under pressure.</li> <li>▪ Ability to work as part of a team.</li> <li>▪ Excellent attention to detail.</li> <li>▪ Ability to interpret information and seek solutions.</li> </ul>	<ul style="list-style-type: none"> <li>▪ A willingness to undertake further training and to adopt new procedures.</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ A proven detailed knowledge of mechanical engineering services and utilities as applicable to a university environment.</li> <li>▪ Substantial years post qualification experience of mechanical services and associated plant.</li> <li>▪ Substantial experience in the operation and maintenance of HVAC mechanical building services, within a large multi-site organisation.</li> <li>▪ Experience of managing people, finance, and health and safety.</li> <li>▪ Understanding of relevant health and safety legislation that relates to the role.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Mechanical building services design experience.</li> <li>▪ Previous contract management experience within building engineering services maintenance.</li> <li>▪ Familiar with computerised building management systems.</li> <li>▪ Familiar with computerised maintenance systems, e.g PLANON</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ HNC/HND in Mechanical Building Services and some relevant experience within a similar role or extensive relevant experience in a similar role.</li> <li>▪ Full, current driving license</li> <li>▪ IOSH Managing Safely or relevant H&amp;S qualification.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Membership of a relevant professional body, e.g. CIBSE, IMechE</li> </ul>

## Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

<b>Valuing people</b>	Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
<b>Taking ownership</b>	Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
<b>Forward thinking</b>	Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
<b>Professional pride</b>	Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
<b>Always inclusive</b>	Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

## Key relationships with others

