University of Nottingham
UK | CHINA | MALAYSIA

Role profile

Job title	Asset Investment Engineer	**Job family and level**	Administrative, Professional and Managerial Level 4
School/ Department	Property & Facilities	**Location**	University Park

Purpose of role

An Asset Investment Engineer is responsible for managing, maintaining and optimising the performance and lifecycle of physical assets — such as building systems, plant equipment, infrastructure or mechanical/electrical engineering installations — to ensure reliability, safety, compliance and value for an organisation. All to ensure that the University can continue to deliver its core business.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	**% time per year**
1	**Leadership/management** • Produce reports on asset health, performance issues, planned interventions and risk. • Communicate with stakeholders (operations teams, contractors, managers) to coordinate works and share technical information. • Contribute to the development of mechanical/electrical maintenance strategies procedures aligned with statutory/regulatory standards, departmental policy and best practice that impact the University and organisational goals. • Make judgements, prioritise resources and actions required to deliver the above procedures. Identify additional service requirements or service shortfalls and coordinate the design and delivery of innovative solutions to maximise service quality, efficiency, and continuity. • Assist with providing technical guidance to shape the strategic direction of the operations service delivery through formal meetings and disseminate appropriate strategic information to guide and influence others, both internally and externally. • Undertake asset condition surveys and analysis against set industry standards to guide maintenance planning and capital investment decisions. • Maintain and update asset registers or management systems, ensuring accurate condition and risk data. • Assist in the development of a five-year asset replacement plan to assist future planning and prioritisation of budgets and to ensure best value. • Assist with or lead in recovering business interruptions or emergency situations.	30%

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
	• Assist with the development and management of the 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. • Deputise for the Asset Investment Manager as appropriate.	
2	**Technical** • To provide technical advice on mechanical and electrical engineering infrastructure and equipment replacement which aligns with the estate's strategy and capital development programme. • Diagnose, investigate and help resolve complex technical or operational issues affecting assets or systems. • 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. • Support and guide the Construction and Project Management Team, provide input to development briefs and undertake critical reviews of design proposals. • Analyse and review major failures of mechanical and electrical 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. • Assist with or lead planning activities and refurbishment or replacement works. • Provide technical advice and expertise on asset operation, performance, statutory compliance, and best practices.	35%
3	**Compliance and risk management** • Ensure work complies with health & safety law, statutory requirements and organisational policies. • Manage risk assessments and help implement corrective actions to maintain safe operations • To assist in determining compliance standards and ensure that mechanical and electrical engineering services installations are maintained and operated in compliance with such agreed standards across the University Estate. • To work with the Compliance Services Team to monitor mechanical and electrical statutory compliance activities, optimising budgets, and maintenance priorities; and ensuring that a safe environment is provided and maintained within all University buildings. • Undertake reporting on the management of risk related mechanical and electrical services issues. This includes being accountable for investigating complex mechanical and electrical issues and for	10%

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	delivering solutions to both managerial and technical issues as necessary.	
4	**Supplier and contractor management** • As required, to work with the Head of Contracts and Performance and colleagues in Procurement to manage framework agreements. Where required act as technical lead in procurement exercises. • To manage mechanical and electrical 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. • 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.	10%
5	**Projects** • Support procurement and contractor management for projects related to assets. • Manage and deliver Asset Replacement Programme projects including, but not exclusively for ARP, prepare technical inputs for project briefs, specifications and business cases. To provide reports and business case studies to support mechanical/electrical 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. • To contribute to timely Soft Landings reviews in accordance with Programme Office guidance. • Oversee the management of contractors for allocated projects, to ensure correct standards and quality of work, agreed time frame and within the allocated budget.	10%
6	**Budgets** ▪ To assist in the management of operational budgets for 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.	2%
7	**Other** • 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. • Support managers to develop the capability of staff, including mentoring maintenance staff, to ensure that current and future business requirements are met.	3%

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	**% time per year**
	• Communicate and provide direct technical leadership and guidance to the Campus Services and Maintenance Teams. • Carry out any other reasonable duties in line with the role of an Asset Investment Engineer. • Carry out any other duties as agreed with the Asset Investment Manager or Head of Asset Investment.	

Person specification

	Essential	Desirable
Skills	▪ Excellent problem-solving, organisational and communication skills ▪ Ability to set programmes and work to deadlines. ▪ Ability to manage projects. ▪ Ability to communicate effectively at all levels. ▪ Ability to remain calm in difficult situations and work under pressure. ▪ Ability to work as part of a team. ▪ Excellent attention to detail. ▪ Ability to interpret information and seek solutions. ▪ Ability to use the Microsoft 265 software suite	▪ A willingness to undertake further training and to adopt new procedures. ▪ Ability to work with AutoCAD software
Knowledge and experience	▪ Experience and knowledge of mechanical engineering services and utilities ▪ Post qualification experience of mechanical services and associated plant. ▪ Experience as an electrical or mechanical surveyor carrying out condition assessment, risk evaluation and maintenance scheduling. ▪ Strong understanding of asset life-cycle management, maintenance planning and engineering systems. ▪ Experience in the operation and maintenance of electrical / mechanical building services, within a large multi-site organisation. ▪ Experience of managing people, finance, and health and safety. ▪ Understanding of relevant health and safety legislation that relates to the role.	▪ Electrical/Mechanical building services design experience. ▪ Previous contract management experience within building engineering services maintenance. ▪ Experience is using and reviewing M&E design software such as Revit, Trimble ProDesign, Trimble MEP, Relux, Dialux, and others. ▪ Experience with building management systems (BMS) or Computerised Maintenance Management Systems (CMMS).

Qualifications, certification and training (relevant to role)	▪ Relevant engineering qualification (HNC or above) or equivalent experience in a similar role. ▪ Full driving license. Travel between campuses is required and may transport equipment	▪ Membership of a relevant professional body, e.g. CIBSE,IMechE ▪ IOSH Managing Safely or relevant H&S qualification. ▪ Relevant project management qualification

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:

Valuing people	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.
Taking ownership	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.
Forward thinking	Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
Professional pride	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.
Always inclusive	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

