

**Job Description**

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| Job Title: | Mechanical Engineering Design Manager |
| Faculty/Department: | Estates |
| Reporting to: | Assistant Director Estates (Development) |
| Duration: | Continuing |
| Job Family: | Manager (Facilities) |
| Pay Band: | Band 8 |
| Benchmark Profile: | Manager (Facilities) Band 8 |
| DBS Disclosure requirement: | N/A |
| Vacancy Reference: | ES0097 |

**Details Specific to the Post**

**Background and Context**

The role of the Estates Directorate is to support the University of Hull mission statement and ensure that we are sustainable in environmental, social and economic terms as well as being efficient, and represent value for money, with carbon management, space efficiency and quality of the estate being key factors. The department offers a range of services including Estates Management and Development, Maintenance, Cleaning, Portering and Security and is responsible for a range of over 71 University buildings both academic and residential totaling over 150,000 square metres.

The University is currently implementing a ‘step change’ across the whole institution, with an unprecedented increased capital investment plan into the estate, as well as modernising all systems processes and procedures. Within this exciting development plan, the Estates Directorate recognises a need to develop, modernize and standardise our approach to Mechanical and Electrical infrastructure to bring about energy/carbon efficiencies through improved project delivery, as well as provide improved student experience. In response to this, we are looking to develop our in house Services engineering capability, and are creating the role of Mechanical Engineering Design Manager.

The Mechanical Engineering Design Manager will report to the Assistant Director of Estates (Development), and work collaboratively with the Projects, Maintenance, Energy and Space Management Teams, to develop and standardize estates technical specifications and bring about improvements to capital project delivery.

### Specific Duties and Responsibilities of the post

* Responsible for the Management, leadership, development and delivery of Engineering Design functions (Mechanical & Electrical) within the Development Team, working with our current in house Electrical Engineering resource.
* Resource Planning and delivery of projects allocated to the Engineering Design Team, undertaking own individual Mechanical Services related projects as necessary.
* Build and document a technical legacy to improve existing knowledge and introduce new techniques, where appropriate, to benefit the University Estate from greater efficiency and effectiveness.
* Liaise with external project design teams to develop the engineering strategy for each new built asset in line with University standards.
* Identify and coordinate key interfaces between design team consultants and/or contractors.
* Manage the development of design information for construction works packages in accordance with the agreed procurement schedule.
* Arrange appropriate distribution of information for comment/approval to all appropriate parties, including contractor’s team by use of a potential Common Data Environment (CDE)
* Manage the process to identify design issues and facilitate resolutions, ensure rigorous application of Risk & Value Management processes, challenging technical solutions to provide best value.
* Advise the Assistant Director of Estates (Development) on all professional, technical, statutory and matters relating to technical standards for engineering in respect of the design.
* Ensure the smooth transition of new assets on to the Estates Directorate asset database (Planon) including any updating required following major refurbishment work, development and any property acquisition. All asset data must follow the COBIE methodology.
* Quality assure the production and handover of all operation and maintenance data within the ‘as built’ Building Information Model/information by the main contractor on delivery of a new built asset.
* Ensure that newly built assets have a planned preventative maintenance schedule uploaded onto the Estate Management System, with specific emphasis on statutory compliance.
* Develop, manage and control procedures to ensure compliance with statutory requirements and guidelines.
* Own & deliver the Universities approach to BSRIA Soft Landings methodology. Control and manage the inspection, testing and commissioning process of all new assets prior to their formal acceptance into service.
* Develop and Implement the University’s approach to Intelligent Buildings, formalising links within our SMART Campus agenda.
* Support the Operation/Maintenance functions on PPM/Statutory compliance programmes as necessary.
* Responsibility for recruitment, selection, disciplinary and other personnel related matters including reviewing staff performance, identifying training/development needs and carrying out appraisals.

**GENERIC JOB DESCRIPTION**

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

### Overall Purpose of the Role

* + - * The role holder will:
* Be experienced professionals who are expected to exercise a significant degree of specialist and independent responsibility.
* Have gained a professional and/or academic qualification and have extensive specialist experience.
* Be involved in planning and ensuring progress within established procedures and clearly defined university policy by providing a high level of specialist advice and expertise to support the Departmental activities.
* Contribute to the longer term planning in accordance with the wider University strategy.
* Advise senior University management on policy, functional or service priorities and develop new procedures and polices within existing strategic objectives.
* Have responsibility for a service/function and will include managing team(s), monitoring progress and taking appropriate action to ensure the goals and objectives are met.

**Main Work Activities**

**Communication**

* Provide specialist advice and guidance to managers and staff.
* Explain new and existing policies in relation to operational activities.
* Create and deliver presentations to communicate information across Faculty/Dept/University.
* Attend meetings to report on specialist issues.
* Take formal minutes at meetings when required.
* Write formal documentation.
* Write procedural documentation.

### Teamwork

* Provide strategic and operational leadership; supervise team leaders, define objectives, set deadlines, allocate work and monitor outcomes.
* Assume the role of Contract Administrator with responsibility for site supervision, issuing instructions/variations and ensuring work is carried out within budget pertaing to M & E related Projects.
* Deputise for the Project Development Manager and Assistant Director Estates (Development) as required.

**Liaison and Networking**

* + - * Proactively develop and maintain internal and external contacts to benefit the University and will include:
        + Assuming the role of Project Sponsor in regulating the aspiration of the user Departments during procurement and construction stages.
        + Contributing to the development of customer focused services, promoting Estates and Buildings Section by establishing and maintaining working relationships throughout the University.
      * Participate in networks internally and/or externally.

### Service Delivery

* Assist in the preparation, presentation and implementation of the strategic plans and operating statements and ensure compliance with reporting requirements within the University.
* Assist with the effective management of the quality of the service.
* Assist the Head of Service to maintain administrative direction and control.
* Develop and manage projects that contribute to improving service delivery.
* Develop and maintain systems and processes to ensure effective delivery of the service.
* Ensure compliance with any regulations, code of practice and statutory instruments which may be in force, and obtain necessary approvals.
* Ensure full compliance with CDM Regulations and Health & Safety legislation.

### Planning and Organisation

* + - * Manage the process of design, procurement, construction and delivery to a wide range of projects.
      * Co-ordinate departmental processes in conjunction with senior colleagues.
      * Plan and monitor the work of others.
      * Contribute to the longer term operational planning of the Faculty/Department.
      * Organise and service committees as appropriate.
      * Organise and represent the area and University at events .
      * Act as Project Manager on multi-discipline projects, either directly or through the appointment of a consultant, and assuming responsibility for co-ordinating all elements of the project and will include:
        + Providing project reports on progress and financial monitoring measured against agreed standards.
        + Co-ordinating Post-Occupancy Evaluation exercises on all completed projects within Estates and Buildings at specific stages and compile annual report.
      * Contribute to the University’s strategic and corporate planning in relation to the built environment.

### Analysis/Reporting

* + - * Undertake strategic option appraisals and prepare project briefs, business plans, cash flow forecasts and relevant cost plans ensuring the principles of full life costing are considered.
      * Analyse qualitative and quantitative data producing reports identifying key issues that inform management interventions. Formulate recommendations and provide advice on the implications of the data.
      * Monitor design proposals to ensure they provide value for money solution, are economical to maintain, comply with good practice and satisfy brief requirements
      * Select and procure contracts within University Financial Regulations.
      * Support the Assistant Director Estates (Development) by setting up a performance management system incorporating Key Performance Indicators (KPI’s), in liaison and consultation with all appropriate stakeholders, service users and service providers.

### Additionally the post holder will be required to:

* Fulfil the employees’ duties described in the University’s health and safety policies and co-operate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g. Display screen equipment assessor, departmental safety officer, fire warden.
* Fulfil the managers’  responsibilities as described in the University’s health and safety policies. These duties include responsibility for ensuring that suitable and sufficient risk assessments are in place for activities within your area of control and for ensuring appropriate health and safety training is in place.
* Support staff to demonstrate their commitment to equality, diversity and anti-discriminatory behaviour. This role includes making time available for staff to undertake mandatory equality and diversity training.
* Raise awareness amongst staff and support staff to fulfil their responsibilities to comply with University regulations, policies and procedures.

**COMPETENCY SPECIFICATION**

To fulfil your role, you will need certain knowledge, skills and competencies. The following competency specification provides a framework within which your performance will be assessed. The interview assessment may include, for example, testing on IT skills.

**The Competencies set out below are essential and are core requirements** needed to perform the role and any candidate who fails the requirement will not be taken forward for further assessment or to interview.

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| **Competency** | **Identified by** |
| **Knowledge and Experience** |  |
| A relevant degree or equivalent qualification and/or substantive experience and membership of a recognised construction/engineering professional body.  Proven track record to manage projects within budget, on time and to the required standard.  Has proven management experience understanding and applying the principles and processes of project management as commonly expressed by APM, Prince2 etc.  Can demonstrate the ability to effectively manage health and safety issues across a range of functions within the job specification. Takes personal responsibility for leading by example and ensures a robust framework of risk management policies and procedures are in place to protect both individual members of staff and University liabilities.  Has an active approach to continuing professional development/undertaking training as appropriate for personal and professional development.  An excellent knowledge of practical construction methodology in addition to a strong track record in managing technical information on projects.  An understanding of the application of Soft Landings principles and utilisation of Building Information Management to achieve a focus on Smart Buildings. | **Application/Interview**  **Application/Interview**  **Application/Interview**  **Application/Interview**  **Application/Interview**  **Application/Interview**  **Application/Interview** |
| **Communication (Oral & Written)**  Can demonstrate the ability to provide information in a suitable format so that the others’ needs are met and adjusts the level of content to help others understand. | **Application/Interview** |
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| **Teamwork and Motivation**  Can demonstrate the ability to have responsibility for a service/function. Clarifies the requirements of the tasks to meet the overall goals and objectives. Monitors progress and takes appropriate action to deal with difficulties and conflict. Identifies development and training needs of the team, monitors performance and gives feedback. | **Application/Interview** |
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| **Liaison and Networking**  Can demonstrate the ability to work across the University and/or externally to build and strengthen working relationships. Actively pursues a shared interest and works jointly to influence events and decisions. | **Application/Interview** |
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| **Service Delivery**  Can demonstrate the ability to adapt the service and systems to meet the needs of the customer and identify ways of improving standards. Takes action to resolve issues and complaints. Collates feedback and views from customers and keeps up to date with changing needs to inform service development/adjustments. | **Application/Interview** |
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| **Decision Making**  Can demonstrate the ability to consider the impact on the Faculty/Service. Knows where a decision is beyond their responsibility and refers to others. | **Application/Interview** |
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| **Planning and Organisation**  Can demonstrate the ability to agree objectives and requirements for the team or area of operation. Monitors overall progress of project or area of operation and ensures corrective action is taken. | **Application/Interview** |
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| **Initiative and Problem Solving**  Can demonstrate the ability to investigate problems to identify their cause, takes action to prevent recurrence of problems and considers possible solutions to identify those which offer wider benefits. | **Application/Interview** |
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| **Analysis/Reporting**  Can demonstrate the ability to select appropriate methods for data gathering and analysis. Gathers data thoroughly and accurately and subjects it to rigorous analysis. Obtains additional data if required. | **Application/Interview** |
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| **Work Environment**  Can demonstrate the ability to work with others to improve safe working practice and the environment. Ensures that follow up action is taken to remove identified hazards or risks. | **Application/Interview** |