

Housing Service, Place

**M&E Engineer - Electrical
Job Description and Person Specification**

October 2016

Job Description

Job Title:	M&E Engineer - Electrical
Service Area:	Housing
Function:	Asset Management Team
Team:	Building Services
Post number:	HO0230
Grade:	LBR11
Hours/weeks: <i>E.g. 36 hours/52.14 weeks</i>	36
Base location:	Orchard housing Office, 152 Broadmead Road, IG8 0AG
Reports to: <i>Job title</i>	Maintenance Services Manager
Responsible for: <i>Job titles of direct reports</i>	No direct line management but may be responsible for the supervision of trainee and work placement employees on occasion
Role purpose and role dimensions: <i>Overview of the job</i>	<p>To contribute as part of a team of technical staff to deliver M&E services to the housing stock.</p> <p>To ensure achievement of programme within agreed time, manpower and budget.</p> <p>To ensure statutory compliance of key electrical and mechanical services</p>
Key external contacts: <i>Organisations</i>	Contractor, other local authorities, housing associations, contractors, supply chain partners and suppliers/ MPs and local councillors, solicitors, HSE, Tenants , leaseholders,
Key internal contacts: <i>Job titles or groups of staff</i>	Internal Redbridge teams, legal, Head of Asset management, maintenance services manager, asset manager, housing services staff.
Financial dimensions: <i>Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.</i>	Up to £5m scheme or contract value
Key areas for decision making:	Good experience and knowledge of M&E services and applications, excellent knowledge of the statutory requirements and building regulations.
Other considerations: <i>E.g. working patterns</i>	May be required to attend occasional evening meetings

Key accountabilities and result areas:

Key elements:

Supervision and management of contractors and staff on site

Fulfil the role as advisor on technical issues relating to Electrical Engineering.

Maintain up to date knowledge of all relevant professional, trade and Council legislation that may affect your professional responsibilities.

Contribute to the Maintenance Service Manager's team.

Produce within an agreed programme as required and at the appropriate time, all documentation necessary for the efficient administration of all allocated projects within the scope of your individual professional responsibility ensuring all relevant research has been undertaken and evaluated. Provide information on all projects at the appropriate period to enable reports to be made to managers, Committees and Members.

Ensure project design and implementation complies with all aspect of Construction (Design and Management) Act, including risk assessments and asbestos identification.

To be responsible for the management of projects including developing and maintaining project timetables.

To ensure that project tasks are developed to time, investigate and remedy the cause of delay or difficulty as necessary.

Identify, monitor and deliver work programmes of the project groups work relating to your individual profession within the agreed timescales and budgets. Identify and develop in conjunction with the Maintenance Services Manager, methods and procedures to improve service delivery and quality of the work.

Ensure compliance with Standing Orders, contractual clauses and ensure industrial standards are established and achieved.

Co-ordination of staff project teams within other service areas to achieve the agreed project programme.

To promote and comply with health and safety within the workplace to ensure the safety of staff, clients and others.

Operate all relevant IT including specialist design and monitoring software systems required to efficiently produce documents, manage contracts and programmes. Originate ideas for computerised systems to be developed by others and maintain existing office data systems using standard software applications (e.g. Microsoft, Excel, Access, SBS). Manage computerised information produced on systems ensuring appropriate steps are taken to protect data integrity and that all users comply with the IT security policy. To create the criteria and standards for the implementation of new systems.

Participate in working parties, representing the service or as an individual.

Communicate with clients, residents, external contractors to ensure project specifications continue to achieve job requirements. Apply a corporate approach to all projects applying rigorous customer care to ensure scheme success. Formulate and make presentations to clients relating to projects within your control.

To ensure the Council's employee communication system is fully complied with, implemented and maintained in order that all employees receive appropriate information and that employee feedback is encouraged.

Suggest, develop and introduce new initiatives relating to good practice in conjunction with the Maintenance Services Manager ensuring compliance with staff conditions of service. Propose to Maintenance Services Manager procedures for improving staff performance.

To develop systems in conjunction with the Maintenance Services Manager in line with good practice. Including employee counselling and training support. To assist with the analysis of training needs for groups of staff and contribute to the development of the service training plan. 3

	<p>Co-operate with the implementation of all existing and future personnel policies introduced by the Council.</p> <p>Ensure the equalities procedures and philosophy of the Council is maintained and promoted within the work area.</p> <p>Promote staff harmony and co-operation. Positively support the changing culture within the Council, communicate and interact effectively with staff to reduce stress in the workplace. Maintain a professional approach to all clients, colleagues and the public utilising tact and diplomacy at all times.</p> <p>Assist with design and implementation of project management techniques.</p> <p>Produce and allocate contractor performance targets, monitor targets and take action to ensure they are achieved.</p> <p>Assist the Maintenance Services Manager with the production and monitoring of performance indicators.</p>
	<p>This will involve:</p> <p>To maintain management information systems and provide regular reports identifying trends and proposing solutions where problems are identified.</p> <p>Work in conjunction with the Maintenance Services Manager on the implementation of quality services and standards, monitor compliance and take rectifying action when required.</p> <p>Assist the Maintenance Services Manager with the monitoring of budget income data, trading accounts, Service Plan, publicity and marketing material.</p> <p>Assist in the development of Policy on the building assets.</p> <p>Be responsible for total project delivery, including site surveys, feasibility studies, preliminary design, calculations, estimates, contract documents, specification, drawings, risk assessment, budgetary control, monitoring of works on site, measurement and settlement of final accounts etc.</p> <p>To monitor the condition of the Borough's building portfolio and produce data for the asset management plan.</p> <p>To assist with preparation and implementation of Capital and Revenue Construction Programmes for approval by Cabinet and/or Area Committees.</p> <p>Assist in the identification and development of new business opportunities and initiatives within the government guidelines.</p> <p>To implement action plans in response to audit reports and ensure the required action is taken within the agreed timescales.</p> <p>Wear protective or corporate clothing where this is provided.</p> <p>Any other duties appropriate to this area of work and consistent with the level of post, as may from time to time be required.</p> <p>To provide cover for the work of other team members in their absence as required.</p>

General accountabilities and responsibilities	
Green Statement	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Council's commitment to making Redbridge a cleaner, greener place to live. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.
Data Protection/Confidentiality	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the Data Protection Act 1998 – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles. ▪ Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees' access to and use of the Council's databases and systems. Any breaches could result in disciplinary measures. ▪ Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory requirements.
Conduct and Whistleblowing	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistleblowing) are protected and may make them without fear of recrimination.
Safer Working	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. Where you work in such a post the Council will require a DBS Disclosure check and references will be taken up prior to interview.
Equalities	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the Council's strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.
Customer Care	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services.
Health and Safety	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Being responsible for your own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

To contribute as an effective and collaborative member of the team	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Taking responsibility for continuing self-development and participating in training and development activities. ▪ Participating in the ongoing development, implementation and monitoring of the service plans. ▪ Supporting and contributing to value for money, service efficiencies and improvements.
Flexibility	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and are broadly within your the grading level and competence.

Person Specification

Job Title:			
<i>Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = most important, 2 = least important</i>		A - I - T	Weighting
Minimum education/ qualifications:	<p>HND or degree level in Electrical and/or Electronic Engineering.</p> <p>Working knowledge of Mechanical Engineering.</p>		
Minimum experience/ knowledge/ skills:	<p>Experience and Knowledge</p> <p>Have experience of contributing to a project management team with policy issues.</p> <p>Be able to demonstrate the ability to programme, control and monitor a large number of projects simultaneously from inception to completion.</p> <p>Have detailed knowledge and experience of contract clauses and condition relevant to the construction professions.</p> <p>Have proven experience in construction engineering techniques and project supervision.</p> <p>Be computer literate and have an understanding of Microsoft software.</p> <p>Show knowledge and understanding of the application of Standing Orders of a local authority in relation to contracts.</p> <p>Be conversant with and practical capabilities to apply relevant legislation relating to health and safety, especially within construction industry, as the situation demands.</p>		

<p>Minimum competencies: Customer service</p>	<p>Is constantly mindful of equality and diversity issues in providing services and seeks to avoid unwitting discriminations. Provides services which have been designed to meet customer needs and expectations, and which conform to the highest professional standards, within a framework of accountability to stakeholders. Seeks regular feedback from customers about services provided and uses this to undertake recommend continuous improvement to service. Takes responsibility for implementing and managing general improvements.</p>		
<p>Communicating and influencing others</p>	<p>Demonstrate tact and diplomacy in dealing with sensitive issues relating to staff, members and the public. Co-operates and works well with others in the pursuit of team goals, sharing information and support others. Displays a sound understanding of equality issues, respecting and valuing individuals' diversity and the variety of their contributions. Be self-motivated and show the ability to motivate other staff without creating a stressful environment. Demonstrate the ability to communicate effectively and positively with the public, members and staff within the council. Have the skills to liaise with outside organizations i.e. external contractors, public Utilities, and Police etc. Demonstrate financial management skills in relation to project management.</p>		
<p>Working together</p>			
<p>Analysis and judgement</p>	<p>Self Awareness and Control Demonstrate awareness of own personal strengths and weaknesses understands the impact of these on others and takes action to modify own behaviours accordingly. Manages time and prioritises work in an effective and productive way. Produces comprehensive workplans and takes corrective action. Maintains high ethical standards both personally and professionally; shows integrity and reliability and trustworthy. Manages own stress, remain objective and stable in stressful situations and accepting criticism without becoming hostile or over-defensive.</p>		
<p>Planning, organising & achieving results</p>			
<p>Adaptability</p>	<p>Other job requirements: Be willing to receive further training as required. Seek continuous improvement to methods of work and personal improvement.</p>		

<p>Leadership and managing people <i>(for those with line management responsibility)</i></p>	<p>Managing and Developing People Prioritise work and allocate resources to support priorities. Shares information with staff in an open and timely way. Uses structured systems such as the performance review/staff development scheme for agreeing an individuals' development needs and provides appropriate development inputs and evaluates outcomes. Takes a personal involvement in staff development (such as coaching).</p> <p>Leadership Possesses the personal credibility to influence and direct the work of others, and to inspire loyalty. Champion new initiatives in support of strategic goals, encourage others, and to change, and negotiate and implements change successfully. Inspires staff with a "quality" approach towards everything we do, and a philosophy of continuous improvement.</p>		
<p>Strategic perspective <i>(for senior management posts)</i></p>			
<p>Special conditions:</p>			
<p>Signature of Employee:</p>	<p>Name:</p>	<p>Date:</p>	

GUIDANCE ON COMPLETING THE JOB DESCRIPTION AND PERSON SPECIFICATION

In drawing up or revising a job description and person specification managers should:

- a) agree or revise a list of key accountabilities and responsibilities with employee(s)
- b) draft a job description and person specification using the above templates
- c) agree the job description and person specification with employee (s)
- d) get the employee to sign and date the agreed job description and person specification

This would obviously not be appropriate where new post(s) are being created and this should be made clear on the job description by inserting 'New post' in the grade section.

Job descriptions and person specifications should be clear, precise and uncomplicated.

Job Description

Lengthy description should be avoided. It is not necessary to list every job activity that might possibly occur in the job. It is important to identify the key accountabilities and results, which illustrate the full scope of the post.

The job description should therefore:

- use the attached template
- describe each key area of accountability succinctly that will allow a natural introduction to the key elements and will provide clarity in understanding the purpose of the job
- describe each element in a short sentence or two with sufficient precision to enable the reader to understand what is done and why it is done
- avoid the "shopping list" syndrome, i.e. a lengthy list of tasks/functions
- use sentences that start with an action verb e.g. manage, plan, initiate, prepare and use the present tense e.g. monitors expenditure by checking monthly summaries of orders placed to ensure adherence to budget provision
- focus on the significant or key features of the job, distinguishing between the tasks the individual actually carries out and those that he/she has set others to carry out, thus distinguishing between direct responsibility and managerial responsibility
- avoid detail of how activities are undertaken as these should be covered by an appropriate office procedure
- express performance standards using qualitative and quantitative information
- be written in clear, concise language keeping words to a minimum, avoiding duplication and acronyms
- not use language which may be viewed as discriminatory e.g. man management

The template includes space for six key areas of accountability: additional ones can be inserted but it is unlikely that any job cannot be encompassed within twelve key areas.

Person Specification

The person specification should always be kept in the same document following on from the job description. It details the education, qualifications, experience, knowledge, skills, competencies and other requirements necessary to do the job. These requirements must have a demonstrable link to the job description and they must also be objective, and measurable.

The person specification should therefore:

- use the attached template
- only include education/qualifications that are essential where the individual would not be able to operate in their profession without them, making it clear that equivalent qualifications e.g. those obtained abroad will be considered
- be explicit in the types of experience that are required, recognising that these may be acquired other than in paid work
- only specify length of experience where this is required to meet e.g. registration standards – quality, not quantity is the key
- include the type of knowledge essential for the postholder to perform the job such as certain legislation, industry specific knowledge
- indicate the specific skills and abilities required e.g. people management skills, interpersonal skills, numerical skills
- specify the level of competency required for *all* staff in the six core competencies, plus the two further competencies for those who manage others, using the competency framework
- include, where necessary, up to a further four technical competencies, using the competency framework
- for posts with access to children and vulnerable adults include specific criteria relevant to this area e.g. ability to understand the difficulties and pressures associated with caring for children/vulnerable adults and to demonstrate appropriate coping mechanisms
- only include items under special conditions that cannot be included under other sections e.g. requirement to travel between sites
- show, for each of the criterion, how it is to be measured

Care needs to be taken to ensure that criteria are not unnecessarily restrictive, excluding some people from applying. For example if there is an occasional need to attend committee meeting in the evenings, careful consideration needs to be given as to whether this is an essential part of the job as it could otherwise be viewed as indirectly discriminatory towards women.