

Building Engineering Services Manager

Salary: Band 13 - £52,582 - £59,106 p.a.

37 hours per week flexi-time

Who are we looking for?

We are looking for a professionally-qualified person to manage the Building Engineering Services Team with extensive knowledge of Building Engineering services, construction knowledge, providing internal/external consultancy services and associated relevant industry experience.

Candidates must be degree qualified (ideally chartered) enthusiastic and good communicators with extensive management experience of Building Engineering Services design, managing construction contracts, staff resources, professional fee income and budgets.

What is the role?

You will be based mainly at the Civic Offices/home managing a team of professional Electrical and Mechanical design/maintenance engineers, Lift Engineers and supporting the Head of Building Engineering Services Manager by:

Managing and developing the Building Engineering Services Team to ensure the Housing, Neighbourhood and Building Services (H.N.B) meets the demands of the whole of Portsmouth City Council's stock portfolio effectively utilising the staff and budget resources available together with external clients.

Designing, procuring and managing external contracts or consultants using a variety of contracts, to ensure that the service is delivered to meet the demands received in accordance with the scope of the service within the available budgets.

Overall responsibility for developing, mentoring the Building Engineering team including graduates apprentices and trainees.

Responsibility to ensure compliance with all property and construction related statutory legislation, associated Policy's, processes and guidance including health and safety regulations. Specifically, Building Regulations, Planning Law, Fire Safety Reform Order, Health & Safety at Work and the Construction Design & Management Regulations 2015. Working with all H.N.B section heads and their teams to deliver the service and resolve issues that impact on their teams.

Working with corporate colleagues supporting the delivery of the Building Engineering services Team including HR, IT, procurement, legal services, finance and accountancy, education, leisure as well as other local authorities and outside agencies.

Identifying opportunities for further consultancy service developments, growth and seeking potential income streams, both corporately with other PCC directorates and with external agencies or organisations.

You will support and deputise as appropriate for the Head of Building Engineering Services.

Who is the person?

1. Have extensive Building Engineering services and construction industry experience and have an appropriate degree, be a member of an professional institute and preferably be a Chartered Engineer or working towards.
2. Preferably have experience of managing, leading a team and professional fee income management.
3. Have a good knowledge of and be able to provide advice and lead others regarding M&E design/maintenance, related legislation, contract law and guidance. Specifically Building Engineering services related acts and regulations, planning law, party wall act, fire safety, procurement legislation, JCT and NEC contracts.
4. Have a good knowledge and experience of preparing design concepts, feasibility studies and option appraisals for a varied range of corporate clients, departments and external organisations and associated professional fee charges.
5. Have a good knowledge, be able to apply, advise and lead others regarding construction related health & safety legislation including the CDM regulations and the asbestos at work regulations.
6. Have experience of leading, recruiting, preparing professional fee bids and developing teams to carry out all aspects of their roles and meet the demands for the Building Engineering service provision and external clients.
7. Have good knowledge and experience to apply cost control and financial management techniques for project budgets up to £5 million, and applying government financial rules and PCC standing orders, exercising financial control and ensuring value for money.
8. Have relevant experience of using all Microsoft packages; in particular be able to demonstrate practical IT skills using Excel spreadsheets to analyse data, project management databases and as well as the ability to use various software packages such as AutoCAD, as part of undertaking the role.
9. Have knowledge and experience of public procurement rules and procedures and leading the procurement and management of external consultants or contractors for capital projects

10. Have experience of managing and negotiating with external consultants and contractors delivering a design on substantial capital projects, individual contract values can be up to £5 million.
11. Be organised and methodical when managing resources available, including allocating workloads to technical and non-technical staff, to provide the service whilst managing the associated income.
12. Experience of communicating with senior staff within services, other departments, external organisations, contractor organisations, councillors and undertaking presentations and leading meetings as appropriate.
13. Have a full driving licence and provide a car for work, as you will be visiting sites across Portsmouth /South Coast so will need to travel effectively between them and occasionally assist with emergencies.

If you have any questions, or would like an informal discussion about the role, please call Luke Pearson, Head of Building Engineering Services, on 07740 974627

Closing date: 1ST February 2021

Applications received after this may not be considered

Interview process: w/c 8th February 2021

When completing the application form, please thoroughly tailor your application to the 'Who is the Person' points with the use of examples from your experience. This is really important or you are likely not to be shortlisted. Please only submit a CV to show your employment history, not your suitability for the role.

Please ensure you check your spam/junk e-mail folders as sometimes e-mails may go there.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.