

**Manchester City Council
Role Profile**

**Mechanical Engineer, Grade 8
Capital Programmes & Procurement Service, Corporate Services
Directorate
Reports to: Engineering Team Leader
Job Family: Technical**

Key Role Descriptors:

The role holder will undertake a lead consultant role on complex technical, procedural, and legislative matters in a professional, customer focused, and specialist technical service.

The role holder will lead and have accountability for the delivery of a range of technical projects, initiatives or work packages that comply with relevant legislation and help achieve the Council's corporate aims and objectives

The role holder will use their technical knowledge and expertise to develop, design and implement customer-focused solutions. They will continually identify and champion opportunities to deliver improvement.

Key Role Accountabilities:

Lead an innovative, forward thinking technical consultancy function for the assigned service area, ensuring that solutions are delivered in line with customer and legislative requirements. Dependent on the service area, this may include software / information technology support, engineering, surveying, curating, or other specialist functions.

Lead on the delivery of work packages (using project management methodology where appropriate), ensuring compliance with organisational objectives, consistency in approach and compliance with appropriate internal and legislative guidelines.

Actively strive to achieve efficiencies in project, programme and maintenance service delivery and improvements in the quality of service.

Develop successful internal and external relationships and secure stakeholder commitment through negotiation and communications, both oral and written, to ensure work packages are delivered effectively and to customer requirements and agreed objectives. Work closely with contractors where required to ensure effective work package delivery.

Analyse and interpret legislation, presenting information and complex technical matters relating to the service area in a clear and concise manner to a range of stakeholders, orally and in writing. This will include identifying and addressing complex issues and making informed recommendations on action needed to support key corporate objectives.

Represent the City Council as an expert witness at enquiries, tribunals and hearings or similar proceedings where appropriate.

Roles at this level may be required to manage a range of assigned resources, which may be human, financial, or other, to ensure continuous improvement in service delivery. Staff management duties may be either through direct line management of a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers.

Dependent on the service area, the role holder may be required to work on a rota basis including out of hours as required to meet customer demand.

Demonstrate a personal commitment to continuous self-development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

Where the role holder is disabled, every effort will be made to supply all necessary aids, adaptations, or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

Role Portfolio:

Capital Programmes Division:

The division is responsible for the delivery of all Capital Programmes capital projects. It will design and deliver major and minor construction projects in the specified areas.

Team:

The role holder will work within the Minor Capital teams providing support and professional mechanical engineering services. The role holders will have a thorough knowledge of their professional specialism and the ability to apply this to knowledge in both business areas. They will also have a wider understanding of how the service delivery of the discrete business areas impact on the wider Capital Programmes delivery programme. They will understand and identify issues and dependencies to support the wider Capital Programmes and Procurement service delivery.

The Mechanical Engineer will apply an excellent understanding of construction technology, design, and specification principles. They will apply an understanding of the principles of design economics and cost planning along with the principles for procurement and tendering for small building projects and /or programmes to assess the condition of property assets, undertake feasibility studies and use that data to construct maintenance programmes.

Duties of the role specifically include: -

- The design and specification of Mechanical Building Services including heating, hot water, legionella mitigation, ventilation, air conditioning, gas, BMS etc. in accordance with current guidelines, standards, and regulations.
- Lead in the Project Management and delivery of medium sized Mechanical Building Service-related projects, ensuring they are delivered on time and within budget to the quality expectations of MCC (Manchester City Council).
- Support the Engineering Team Leader in the effective delivery of all Building Service-related projects.
- Assist managing external consultants in the delivery of projects, ensuring KPIs (Key Performance Indicators) are met, and quality is maintained.
- The proactive liaison with other services within MCC and across other disciplines within the Minor Works Design Team and wider Design and Construction Service.
- Provide specialist advice and guidance to internal / external customers, making technical / professional recommendations within the Mechanical discipline.
- Providing specialist advice and support within MCC and across other disciplines within the Minor Works Design Team and wider Design and Construction Service.
- Lead and / or support discussions related specifically to Mechanical Building Services.

- Supporting the Senior M&E Engineer and Team Leader in the delivery of all Building Services related projects.

Key Behaviours, Skills, and Technical Requirements

Our Manchester Behaviours

- We are proud and passionate about Manchester.
- We take time to listen and understand.
- We 'own it' and we're not afraid to try new things.
- We work together and trust each other.
- We show that we value our differences and treat people fairly.

Generic Skills

- **Project Management**
Ability to identify, access and manage risks to the success of the project.
- **Commercial Skills**
Skills to monitor contractor performance against pre-determined milestones and to identify when corrective action is needed.
- **Communication Skills**
Is able to effectively transfer key and complex information to all levels of staff, adapting the style of communication as necessary and ensuring that this information is understood.
- **Planning and Organising Skills**
Excellent time management skills, create own work schedule, prioritising and preparing in advance and setting realistic timescales for self and others.
- **Problem solving and decision making**
- Ability to think laterally and take into account the root cause of a problem and the client/organisation wide consequences of decisions.
- **People Skills**
Is able to inspire individuals to give their best to achieve a desired result and maintains effective relationships with individuals and the team, to ensure that the team is equipped to achieve objectives set according to overall business needs.
- **ICT skills:** Skills to use appropriate tools and techniques to ensure efficient service delivery and records management. Experience in using design software such as HEVACOMP and desirable knowledge and experience of BIM (Building Information Modelling). Experience with drafting performance specifications and use of CAD (Computer Aided Design) 2D/3D.

Technical Requirements (Role Specific)

- Mechanical Engineering or Building Services HND/HNC/ degree or have completed a recognised engineering apprenticeship with sufficient post qualification experience.
- Working towards attaining a formal professional qualification with a relevant engineering body such as the Chartered Institution of Civil

Engineering, Engineering Council or Chartered Institution of Building Services Engineer.

- Experience in Mechanical Building Services design and delivery, preferably within the public sector.