**Manchester City Council**

**Role Profile**

**Senior Electrical Engineer, Grade 9**

**Capital Programmes and Procurement Service, Corporate Services Directorate**

**Reports to: Engineering Team Leader**

**Job Family: Technical**

**Key Role Descriptors:**

The role holder will have lead accountability across a significant or specialist area for the delivery of a range of major technical projects and work packages that achieve the Council’s corporate aims and objectives taking into account relevant statute and legislation.

The role holder will use extensive knowledge and expertise to develop, design and implement customer-focused technical solutions. They will continually identify and champion opportunities to deliver improvement in service provision, assigning resources appropriately to ensure delivery of objectives.

**Key Role Accountabilities:**

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

Accountable for the delivery of complex work packages (using project management methodology where appropriate) which deliver organisational objectives, deploying resources effectively and managing stakeholder and customer expectations throughout the lifecycle of the project.

Ensure that efficiencies in project, programme and maintenance service delivery are identified and exploited to provide improvements in the quality of service, with a consistent focus on improved quality, performance, and customer service.

Foster successful relationships, both internally and with partner organisations, and secure stakeholder commitment through strong and effective negotiation 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.

Effectively communicate significant complex technical issues including the analysis and interpretation of legislation to manage negotiations and People. Pride. Place. necessary processes. 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 Capital Programme Division reports to the Deputy Chief Executve and is responsible for developing and delivering approximately £200m pa of Major and Minor Capital Programmes across the City. It will design and deliver major and minor construction projects in the specified areas.

**Minor Works Team:**

The role holder will work within the Electrical Engineering function which sits within the Minor Works Team. The Minor Works Team is responsible for delivering construction, repair and refurbishment projects valued between £2k to £2m. The Team assists clients to review project requirements and develop programmes of work which achieve economies of scale from a cost, quality, and programme delivery perspective. It also provides a range of specialists from building surveying, mechanical and electrical design services, structural design, cost management, contract management, and Construction Design (CDM) compliance. The Team also offers Fire Risk Assessment and a Principal Designer service.

**The Role:**

The role of the Senior Electrical Engineer will involve undertaking detailed electrical surveys of a wide range of traditional and non-traditional properties, and subsequently preparing designs and drawings for remedial and refurbishment schemes (estates remodelling and environmental improvements) through the application of design and detailing software packages e.g., Cads, Hevacomp, AutoCAD. As part of a multi-disciplinary professional construction team, the role holder will also provide comprehensive cost-effective professional diagnostic, design, detailing, procurement, and contract administration services on a diverse range of commissions for all clients on new build, remodelling, repairs and maintenance, and refurbishment contracts.

**Senior Electrical Engineer – 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**

**Communication Skills:**

Ability to negotiate difficult agreements with wide impact; ability to influence or persuade internal or external stakeholders.

Writes convincingly and clearly, succinctly, and correctly, avoids the unnecessary use of jargon or complicated language; writes in a well-structured and logical way and structures information to meet the needs and understanding of the intended audience.

**Planning and Organising Skills:**

Excellent time management skills, creating own work schedules, prioritising, preparing in advance and setting realistic timescales for own self and others. Has the ability to visualise a sequence of actions needed to achieve a specific goal and how to estimate the resources required.

**Commercial Skills:**

Skills to develop and manage contracts with suppliers to meet key performance indicators and agreed targets.

**Commissioning skills**: Ability to use the skills and knowledge of partners to inform commissioning intentions in a wide area of activity.

**ICT skills**: Skills to use appropriate tools and techniques to ensure efficient service delivery and records management. Be proficient with AutoCAD, MS Office (especially MS Word and Excel). Able to use appropriate design software for electrical schemes providing all associated calculations required for a complete design package.

**Research and intelligence**: Ability to conduct research using a variety of techniques, to gather evidence and evaluate intelligence, recording in compliance with documented standards and legislation.

**Financial management**: Resource and financial management skills to develop effective planning, financial management and reporting frameworks. Manage allocated resources effectively, delivering business performance and value for money.

**People Skills:**

Ability to lead, manage and motivate staff to high levels of performance to implement change and maximise potential to achieve aims and objectives.

Ability to secure and direct resources to fulfil work requirements over a wide service area, motivating, guiding, and coaching others towards accomplishment of objectives and completion of tasks.

**Technical requirements (Role Specific)**

A thorough knowledge of construction related contracts (e.g., NEC3/4, JCT and PSPC), & CDM 2015.

A thorough understanding of applicable design standards including British Standards.

An understanding of the national policy context for local government specifically in relation to capital programmes.

To be able to establish technical requirements and drive the technical team to deliver the require outputs in terms of quality, cost, and programme.

Holds a higher-level qualification such as BSc MSc in an electrical engineering discipline.

Substantial demonstrable experience of working as an electrical engineer on construction projects building component design within a changing and operational environment.

Working towards or holds full membership of an appropriate professional body (e.g., MIEE, IMechE, MIET or MIStructE) and ideally registered or in the process of obtaining CEng/IEng.