

JOB DESCRIPTION

POST TITLE:	Design Engineer (Mechanical or Electrical)
DEPARTMENT:	Estates Office
SUB-DEPARTMENT	Capital Programme Team
POST RESPONSIBLE TO:	Head of Building Services and Infrastructure, Estates
POST RESPONSIBLE FOR:	N/A

SALARY

CLOSING DATE:

Job Purpose

To deliver efficient and timely Building Services Engineering Design Services to the Estates Office supporting the delivery of the Estates Strategy and related business objectives for the University, ensuring all projects allocated are managed within current Estates and Financial procedures.

Duties and Responsibilities

1. Accept responsibility for provision of in-house Building Engineering Design Services into the Estates project organisation:
 - a) To provide a comprehensive professional engineering design service that includes feasibility advice, and design services from inception to completion of maintenance, refurbishment and new works projects for all aspects of facilities design.
 - b) In collaboration with the Commercial Manager provide early stage cost and design advice on numerous new build, refurbishment, major maintenance and infrastructure projects.
 - c) Contribute to feasibility studies based on briefings received from the Head of Building Services and Infrastructure or Project Manager. Producing concept through to detail design drawings. Provide high quality visual representation of proposals for use in the University's governance and business case process.
 - d) Prepare design reports, studies, presentations, concept drawings and other information at key points within the scheme development process in accordance with the requirements of current Estates and Financial Procedures. Meet the objective of supporting the University to make informed decisions on the basis of comprehensive and high quality design input.
 - e) Collaborate with both internal and external design teams to ensure that adequate consideration is given to University standards taking into account project budget

and programme constraints and value in relation to whole life cost of facilities and their components.

- f) In support of the Head of Building Services and Infrastructure, assist in the development of good practice guides and University design standards, challenge requirements and propose solutions to ensure value for money is achieved without restricting innovation, functionality or overall product quality.
2. Provide technical guidance to team and other Estates personnel and acting as a 'technical expert' for either Electrical or Mechanical Engineering Services Design. Including providing, where appropriate, peer review of engineering designs produced by consultants and/or internal team members.
 3. Accept delegated responsibility for management and delivery of capital and other projects while complying with current Estates and Financial Procedures.
 - a) The post holder will be expected, under the direction of the Head of Building Services and Infrastructure or a Team Leader to effectively deliver a number of projects. The projects will normally comprise several capital projects (£1million to £5million) in both preconstruction and construction phases at any one time. In addition the post holder will be expected to manage a number of lower value capital projects, maintenance schemes and development appraisals.
 - b) Establish a project plan from inception to completion taking into account all relevant statutory and Local Authority requirements, establish targets with respect to project delivery; monitor and report on progress against these targets.
 - c) Manage the preparation of briefs with client departments, managing the preparation of drawings and outline specifications, informed by the completion of land and building surveys and the preparation of reports, where appropriate, in order to brief external consultants or to gain appreciation of the user departmental requirements and the proposals. Including in association with the Environmental Sustainability Manager in the Estates Office, take into consideration any environmental issues with regard to the projects managed, identify and implement methodologies and procedures to manage and minimise the risks identified.
 - d) To prepare accurate project estimates and budget costs for schemes including building work, service installations, furniture and fittings, fees, VAT etc.
 - e) Establish a project team; with the support of the Head of Building Services and Infrastructure and Programme Manager lead the selection, appointment, instruction and management of external consultants and other project specific expertise including in-house design teams, for Estates projects.
 - f) Manage the decision-making process by carrying out all necessary liaison and negotiations with all parties involved ensuring value for money.
 - g) Manage composite project and programme budgets in close liaison with the Finance and Procurement departments to ensure all projects and programmes are delivered within approved budget parameters.
 - h) Liaising with the Purchasing Department during the procurement process, including furniture installation, generally using Purchasing Consortium supplied

equipment, this may be by separate trades, design and build, traditional, or management contracting.

- i) Carry out contract administration including site supervision, financial management and settlement of final accounts, liaising with external consultants where employed, reviewing all payment requests made or due in relation to the project. It is expected that the post holder will establish and maintain a robust change control process and be responsible for reporting movements in cost and scope at the appropriate level and seeking approvals as appropriate within the project governance framework.
- j) Where appropriate manage the University's internal Project Progressing Committee process for individual projects and to carry out timely and effective management reporting.
- k) Ensuring an audit trail is maintained, along with the production of record drawings of projects for integration into the Estates Office AutoCAD archive together with appropriate data for entry in the Estates asset register by the Asset Information Manager.
- l) Co-ordinate and disseminate information to all necessary parties, ensuring all Health and Safety at Work (HASAW) regulations are fully complied with (CDM, COSHH etc.)
- m) In collaboration with the Head of Building Services and Infrastructure and Programme Managers, ensure completion of the Post Project Review process is completed for all relevant capital and other major projects in accordance with HEFCE and HEQDF guidance.

PERSON SPECIFICATION

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DEPARTMENT: Capital Programme Team, Estates Office

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

REQUIREMENTS The post holder must be able to demonstrate:	ESSENTIAL (E) OR DESIRABLE (D) REQUIREMENTS (please indicate)	MEASURED BY: a) application form b) Test/Exercise c) Interview d) Presentation
A construction related degree or relevant technical qualification and an appropriate professional qualification.	E	a

High degree of competency in the use of construction and engineering contracts and their administration.	E	a, c
Extensive post qualification experience of managing projects, preferably in a multi-disciplinary environment.	E	a, c
High degree of competency in Construction legislation, as client and designer.	E	a, c
High degree of competency in building services and controls systems.	E	a, c
Excellent interpersonal and communications skills, with the ability to explain/present complex information, develop internal and external relations, motivate, develop and encourage performance in others and the ability to negotiate and persuade at a high level.	E	a, c
Commitment to continuing professional development.	E	a
The ability to form strong working relationships with the Estates team and with stakeholders.	E	c
Willingness to work flexibly, as and when required.	E	c
The ability to prioritise work under pressure.	E	c
Membership of an appropriate professional body or significant experience of project delivery and actively be working towards achieving one.	D	a
Working knowledge of the delivery of projects within a Higher Education environment.	D	a, c
High degree of competency in Construction procurement, with an engineering specialism, and project management.	D	a, c
High degree of competency in cost management, value management and value engineering.	D	c
Working knowledge of AutoCAD and Architectural Desktop/ Experience of IT based project planning and reporting systems (plus MS Office Suite).	D	a, c