

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Hard Services (M&amp;E) Manager</b>
<b>Department/Office:</b>	<b>NCG Professional Services - Estates</b>
<b>Reports to:</b>	<b>Head of Estates - South</b>
<b>Level/Grade:</b>	<b>Management LC6</b>
<b>Direct Reports:</b>	<b>Yes</b>
<b>College:</b>	<b>London Colleges</b>

### **Summary of main purpose of role:**

To monitor and manage the day to day mechanical and electrical maintenance operations of the College estate, including all aspects of remedial repairs, planned preventative maintenance and statutory and legislative maintenance. To work as part of a team to manage minor capital projects and provide professional and technical advice and assistance in relation to M&E.

### **Key Responsibilities:**

1. In this role you will be responsible for overseeing the mechanical and electrical maintenance to ensure the estate remains fit for purpose. You'll collaborate with the wider M&E maintenance team, helpdesk and academic staff, oversee contractors, schedule PPMs and help to maintain the asset register. At times you'll also get hands-on with the M&E maintenance (within the remit of your technical qualifications).
2. Water Hygiene Management – The post holder will form part of the Water Safety Group and will support the Head of Estates to lead in the delivery of an effective water management scheme.
3. Act as primary point of contact for the management and operation of building management systems in each of the colleges.
4. Identify and prioritise any backlog maintenance and prepare budget costs and timeframes to inform the development of the annual estates business plan.

5. Act as M&E project manager on minor building fabrics capital projects and / or support the college technical managers working on capital projects. This includes defining the project brief, monitoring, reviewing and co-ordinating project design, work on site and programme and, when required, selecting and appointment of consultants. You will also be required to enforce the terms of the contract, processing payments and validating invoices for payment and ensuring that projects meet the needs of the business within agreed timeframes.
6. Manage and appoint contractors, issuing site inductions, permits to work and verifying RAMs.
7. Be part of the Estates Emergency Evacuation Team.
8. To carry out financial management of all delegated areas of budgetary responsibility in line with established Estates procedures. Provide effective reporting to the Head of Estates with regard to the status of equipment and infrastructure and associated costs and risk to business continuity.
9. As part of the Estates management team, to be responsible for and contribute to the provision of a customer first ethos within all areas of operational activities and ensure that effective relationships are maintained with internal and external clients.
10. Support the Head of Estates in the implementation of operational plans, corporate objectives, the accommodation strategy and College developments to achieve full compliance. Identifying and reporting on backlog maintenance issues.
11. Provide professional and technical advice and guidance on mechanical and electrical engineering matters including the interpretation and implementation of existing and new legislation, regulation and codes of practices etc.
12. Plan and manage the implementation of property maintenance in line with appropriate best practice.
13. Maintain asset lists for new buildings and planned maintenance schedules, using these to obtain costs for service contracts.
14. Ensure compliance with UK legislation.

15. To monitor and allocate maintenance calls via the College Helpdesk
16. Work in conjunction with colleagues to introduce best practice and savings to the College in reduction of energy costs and to provide professional guidance to evaluate and enable an energy plan including the use of a BMS for monitoring and reporting.

**Standard Responsibilities for all positions in NCG:**

- Participate in any staff review/performance management processes involving the identifying and meeting of training needs for self and others.
- Take appropriate responsibility to ensure the health and safety of self and others.
- Pursue the achievement and integration of equal opportunities throughout all activities.
- Undertake any other tasks and responsibilities appropriate to the level of this post.
- Comply with all NCG policies and procedures.
- NCG is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share and promote this commitment.

## Person Specification

	Essential	Desirable	Method of assessment
<b>Qualifications/ Training:</b>			
Minimum of 2 years' experience working in a significant role within building fabric maintenance and/or a recognised qualification.	✓		Application Form/Interview
Evidence of updating of skills and training.	✓		Application Form
Diploma or Equivalent in Building or Building Services	✓		Application Form
Degree in Building or Building Service		✓	
Certificate in Health & Safety NEBOSH	✓		
<b>Experience:</b>			
Ability to demonstrate experience of managing budgets. Preparing and reviewing budgets and cost estimation.	✓		Interview
Experience in the use of computerised systems.	✓		Application Form/Interview
Experience of managing staff.	✓		Application Form/Interview
<b>Skills and Knowledge:</b>			
Managing competing tasks often with competing deadlines.	✓		Interview
Good communication skills and be able to communicate effectively with all members of college staff, students, general public and representatives of public and private organisations.	✓		Interview
Able to interpret complex reports and data and produce reports.	✓		Application Form

	Essential	Desirable	Method of assessment
Possess a strong understanding of applicable legislation, regulations, ACOPS, policies etc	✓		Interview
Be familiar with the operation of a BMS facility.		✓	Interview
Experience managing a CAFM system		✓	Interview
Have a good knowledge of H&S law and procedures relevant to the mechanical engineering discipline.	✓		Interview
Principles and practices of project management.	✓		Application Form/Interview
<b>Attributes / Other Requirements:</b>			
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff to share this commitment.	✓		Interview
Ability to work under pressure and achieve deadlines	✓		Interview
Able to take control of complex or difficult processes and resolve conflict.	✓		Interview
Be prepared to work flexibly to meet the needs and demands of the post.	✓		Interview
Able to obtain a satisfactory EDBS clearance.	✓		DBS Form
Hold a current UK driving license		✓	Application Form