# **Senior Engineer JD**

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|  | *P**osition Title* | **Senior Engineer**  |  | *Department* | **Technical Service Team** |  |
|  | *Generic Job Title* | **Engineering Supervisor** |  | *Segment* | **Universities** |  |
|  | *Team Band* | **TBA** |  | *Location* | **University of Greenwich** |  |
|  | *Reports to* | **Engineering Lead**  |  | *Office / Unit name* | Greenwich  |  |
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|  | **Job Purpose*** The primary role will be to head up the student residential M&E team and to be an essential part of the hard services function who will supervise their team of engineers to ensure the best possible service is delivered to the University.
* To oversee the safe operation of all M&E building services and fabric work activity at client locations as required in the scope of work whether delivered in-house or via contracted services.
* The individual will require extensive knowledge and experience of building services systems and will be able to undertake and manage planned and reactive repairs works and lead the site team professionally with a high level of technical ability.
* Co-ordinate labour (direct and subcontract) to ensure delivery of the service inconjunction with the Command Centre (Helpdesk Function)
* To work closely with the Engineering Lead, campus supervisor and wider engineering team to ensure the provision of an efficient and repsonsive reactive maintenance service during operating hours of the site via the CAFM system (QFM).
* Undertake routine and ad-hoc audits of both planned and reactive works to ensure high standard of compliance and quality is delivered.
* Responsible for the operation of the Sodexo ‘Safe System of Work’ and to ensure this is followed and implemented and to adhere to the clients Permit to Work system (SOTERWEB).
* Work with the Engineer Lead and team to ensure that the campus PPM’s are completed in a timely and safe manner.
* Responsible for the upkeep, monitoring, assessment and reviewing of Risk Assessments and Safe Systems of Work in conjunction with the Sodexo Campus based Service Manager, H&S Manager and Compliance Managers.
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|  |  **Accountabilities or “What you have to do”*** Provide a technical and professional maintenance service.
* Ensure site Hard FM folders are being filled in correctly by subcontractors and the Sodexo engineering teams and kept compliant.
* Supervise employees within a service environment and maximise the performance of the team.
* Undertake training and development in appropriate disciplines as instructed by your manager, identify training needs of your direct reports, assist with the induction of new team members and to be involved in the recruitment process if vacancies arise within the team.
* Initiating appropriate actions to ensure agreed performance standards are maintained including if necessary, producing and implementing service improvement plans.
* Maintain formal and informal communications with Sodexo Service Delivery Manager/ QFM Helpdesk Team / Client staff members related to service levels and issues.
* Remain flexible with the ability to work under pressure whilst looking for continual improvements to service delivery.
* Responsible for ordering of parts and materials.
* Booking in of sub-contractors and quality checking of their works upon completion.
* Time management of the residency’s engineers including annual leave booking, overtime approvals, sicknes monitoring along with their conducting their apppriaslas and career development objectives.
* Fully aware of relevant Health and Safety and general legislative matters.
* Responsibility for ensuring compliance with all relevant Health and Safety legislation and site-specific health, safety and welfare policies, including but not limited to Safe systems of Working and Accident reporting.
* All accidents and unsafe situations must be reported immediately, and accidents recorded in accordance with Sodexo and client process.
* Any other ad-hoc duties as required within the scope of the role.
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|  | **Key Performance Indicators (KPIs) or “What it will look like when you are doing the job well”*** Planned and Reactive maintenance activities under your control are completed within contract timescale and the right standard
* Documents produced are legible, timely and to a good standard containing all required detail.
* H&S and Contract compliance performance reporting documents is kept up to date.
* Positive feedback from the Client and Sodexo management team and other key stakeholders.
* Accomplishes set goals - Demonstrates a constructive approach when faced with obstacles. Committed to delivering the tasks required. Resourceful and self-driven
* Analysis and Decision Making – Makes appropriate decisions. Speaks confidently and coherently. Is able to analyse problems and propose suitable solutions.
* Leadership – Takes responsibility when needed. Acts with initiative. Demonstrates energy and enthusiasm. Seeks opportunities to develop self.
* Working with others – Works effectively as part of a team. Shares ideas and information with the team. Responds helpfully and courteously to requests for information or help in a timely manner. Communicates effectively and is a good listener. Keeps an open mind when listening to the views or ideas of others. Makes a confident contribution in all situations.
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|  | **Knowledge, skills and experience*** (Prefered) IOSH Managing Safety
* HND or NVQ or equivalent in a relevant subject
* A minimum of 5 years practical experience in building services and plant engineering with formal qualifications and relevant experience within a defined discipline, e.g. electrical, mechanical or similar.
* Previous appointment as Authorised Person for one or more of the following disciplines, LV, Mechanical Services, Confined Spaces, Boiler and Pressure Systems or similar
* (Prefered) Understanding of Construction Design Management Regulations (CDM).
* (Prefered) Experience or Understanding of the requirements when working around Grade 1 & 2 Listed and World Heritage Listed properties, buildings and environments
* Excellent communications both written and verbal.
* Numerate and computer literate.
* Previous experience of man managing a team of engineers
* (Prefered) Membership of Institute of Leadership and Management
* (Optional) Emergency first aid qualification
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|  | Contextual or other information* Training will be required to undertake certain aspects of the role
* Flexibility will be required to support other clusters and changes within the overall contract
* Occassional travel will be required to attend other sites (via internal buses) for training, meetings, cross campus audits.
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|  | Dimensions  |  |
|  | *Financial* | £1 – 1.75m per annum |  |
| *Staff* | 6-8 team members  |
| *Other* | N/A |
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| Document owner | J Turner  |