

Role Profile

Part A - Grade & Structure Information

Job Family Code	9RT	Role Title	Building Services Engineer (Repairs & Condition Surveys)
Grade	PS9/SS10	Reports to (role title)	Building Repairs & Condition Surveys Team Leader
		Directorate	Orbis
JE Band	314-370	Service	Property
		Team	Maintenance Delivery Team
		Date Role Profile was created	Jan-18

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	Working within the Property Maintenance Delivery Team delivering reactive maintenance repairs and minor works utilising the various Orbis Maintenance Contracting arrangements as well as giving appropriate maintenance advice. To undertake condition surveys of the property portfolio to ensure that we optimise forward maintenance planning, inform the planned programme and understand the overall utilisation of buildings to drive up value. To liaise with Client Departments and establish a clear understanding of the site requirements, limitations and budgetary constraints for any planned works. The postholder will assist in the delivery of the BMO1 service to schools at ESCC.
Work Context	<p>There is a duty to reduce operating costs, whilst maintaining appropriate professional standards for design and associated implementation, including ensuring premises are safe and provide appropriate conditions for staff and visitors to work in.</p> <p>The post holder is expected to deal with Members, Senior Officers, Consultants and various clients as well as peers from other authorities on technical issues that affect the organisation and sovereign authority.</p> <p>The post holder will ensure appropriate systems and procedures in place are utilised to effectively manage and control the delivery of standards, inform budgets, forecast programming and planning. This post will form part of the wider Orbis Property team which provides Property related services across Orbis authorities. This role has a core base location of County Hall, Lewes, however meetings will occur at other sites to which you will be required to attend. In addition, our organisation supports flexible working and this can include working from home or from other partner offices both within and outside the County.</p> <p>The post will work with staff at all levels in Orbis Property and will be required to work in project teams with colleague from other specialist property areas. There may be a requirement to participate in 24/7 on call rota arrangements.</p>
Line management responsibility if applicable	None
Budget responsibility if applicable	No direct budget responsibility but will place orders for maintenance work

<p>Representative Accountabilities Typical accountabilities in roles at this level in this job family</p>	<p>Planning & Organising</p> <ul style="list-style-type: none"> • Deliver projects and/or audits within a defined area of work as directed to input to relevant strategies and contribute to the delivery of directorate objectives. <p>Policy and Compliance</p> <ul style="list-style-type: none"> • Input as required to the development of strategies and policies. • Provide guidance and support to stakeholders as required to ensure policy and specification compliance. <p>People & partnerships</p> <ul style="list-style-type: none"> • Deliver high quality technical advice/ services engaging a range of stakeholders. • Liaise, communicate and build relationships with other departments, customers, partner organisations, agencies and/or contractors to engage and consult on plans or projects as appropriate. • May manage a team to deliver standardised processes and ensure all officers are appropriately supervised, managed and trained. <p>Resources</p> <ul style="list-style-type: none"> • Ensure that work and projects are delivered within agreed resources and assist with budget/resource management in accordance with council policies and procedures. • May have delegated responsibility for a budget(s). <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Assess data and conduct analysis in a technical area, presenting results and putting forward recommendations to support decision making. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Appropriate technical qualification at Degree, HND or HNC level. • May require a specialist technical qualification or membership of an appropriate professional institution. • Sound understanding of subject matter, legislation, principles and practices relevant to the technical area. • Ability to apply project management principles and techniques to manage a range of projects through to completion. • Practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public. • Ability to work on own initiative, with solution focused problem solving skills. • Proven written and oral communication with the ability to engage and work in collaboration with others. • Comprehensive knowledge of computerised business systems.
<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<p>Educated to relevant HNC / HND or degree level and ideally working towards membership of CIBSE or IET, or with significant relevant experience</p> <p>DBS clearance is required.</p> <p>Regular travel to sites and around partner offices will be required. There may be a requirement to participate in 24/7 on call rota arrangements.</p>

Role Summary

Roles at this level are technical specialists professionally qualified in their specialist area. They will provide technical and regulatory guidance and advice to a range of stakeholders in order to assess and mitigate risk and monitor and ensure compliance with relevant requirements. They will have a fair degree of autonomy and work closely with a range of technical and non technical stakeholders. Forward planning could be for months ahead and the role will contribute to longer-term development.

Reason for Benchmarking - please complete the appropriate Business Case below		
Reason	Guidance for Business Case	Business Case
A - Creation of a new role	Please provide context to the creation of this new role.	
B - Creation of a new role as a result of a reorganisation	Provide context for the reorganisation. Please include sufficient detail to explain the extent of the reorganisation (team level, department level, etc) as well as the impact on the responsibilities associated with this profile. How has this work been carried out previously and why this is no longer appropriate or, if there are new tasks, why do they need to be undertaken?	This role is part of an Orbis Property restructure for Building maintenance and Facilities Management teams.
C - The profile has been reviewed to more accurately reflect the existing duties of the current role	Please explain how the responsibilities of this profile have changed and what the impact of this has been on the team/department. Please state the current grade/level of the role and why the changed responsibilities sit appropriately at the proposed level.	
Date new role profile has been agreed with the role holder(s) Reason C of the business case only		
OM Number of the position - Reason C of the business case. State all position numbers that are affected, if there is more than one position with the same role title and grade. Please note that all position holders have to agree.		
Current grade of the position - Reason C of the business case		
Manager's OM Number this role reports to - Reasons A,B, C above		

Requesting manager's details

Manager's name	Manager's role title	Date request submitted to HR

Approval Section

Requesting manager to confirm:		
1. Head of Service approval for the creation/amendment of the role 2. Senior Manager confirmation of the available budget Please note that it is your responsibility to obtain the appropriate authorisations before the job profile is submitted for job evaluation.		
Position	Name	Date of approval
Head of Service	JS	
Senior Manager	Claire Barrett	

To be completed and approved by an HR Advisor		
HR Advisor to confirm that the role is at a correct level within the particular Job Family		
Position	Name	Date confirmed benchmarking to JE Coordinator

HR Advisor/Senior Advisor		
------------------------------	--	--

To be completed by JE Coordinator

Reference Number	
------------------	--

Select Code

4RT

5RT

6RT

7RT

8RT

9RT

10RT

11RT

12RT

13RT

