



Job Description

Regeneration and Community Services Directorate

Post Title	Senior Engineer (Design - Mechanical Building Services)		
Post Number		Grade	8
Base	Civic Centre	Hours	37
Car User Allowance	Approved Casual	Disclosure	None
Contact	Simon Jennings	Updated	November 2019
Politically restricted	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes *		

* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990.

Principal Job Purpose

Responsible to: Assistant Team Manager (Building Services)

Responsible for: Delivering mechanical services for major architectural capital and refurbishment projects within the Authority and other joint working Partners.

Principal Accountabilities

1. Develop the Department's expertise in the design, contract preparation and installation supervision of mechanical projects for capital and minor building works.
2. Liaise and communicate with the construction team on site and Design Team to ensure projects are effectively delivered.
3. Liaise and communicate with external clients from other Authorities with regard to mechanical projects for capital and minor building works.
4. Carry out STAT testing related projects.
5. Implement the Division's responsibilities for Health & Safety.

6. Motivate, encourage the development of staff.
7. Assist in the preparation of Departmental & Corporate Plans and Policies.
8. Undertake any other duties that may be required.
9. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
10. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

Person Specification – Non Managerial

1. Qualifications & experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Qualifications/relevant experience					
A minimum of HNC or equivalent qualification in Mechanical Engineering discipline	E	x			
A degree in Mechanical Engineering and Chartered Engineer status plus full membership of an appropriate professional body	D	x			
Extensive knowledge and experience of Mechanical Building Services design, detailing and contract management	E	x	x		
Able to undertake duties of a physical nature as specified and be capable of dealing with site issues including inspections, people face to face or over the phone.	E	x	x		
Experience of working in a local authority environment.	D	x			
Experience of running non-domestic mechanical projects on site and through to completion.	D		x		
Experience of dealing with all aspects of mechanical design and installation in a non-domestic context	E	x	x		
Other experience:-					
Direct experience of the requirements and processes of BREEAM accreditation	D		x		
Knowledge/Skills:-					
Candidates should be able to work on their own initiative within a busy office environment and have the ability to work on numerous jobs concurrently in order to meet project deadlines.	E		x		
Excellent IT skills, proficiency with e-mail and office software, ability to use CAD software.	E	x	x		
Proficiency with REVIT / AUTOCAD / Vectorworks CAD software	D	x	x		
Ability to produce clear, concise, professional and comprehensive project documentation	E		x		
Candidates must be able to demonstrate design flair and an ability to work on their own initiative	E		x		

2. Welsh Language Requirements (please select one of the following)	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Welsh language skills are desirable (level 0 in all Welsh Language Levels above).	Desirable	x			

	Level 0	Level 1 Entry	Level 2 Foundation	Level 3 Intermediate	Level 4 Advanced	Level 5 Proficiency
Listening/Speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading/Understanding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please see "[Welsh Language Skills Guidelines](#)" on the Blaenau Gwent website for further information on the above levels.

3. Special Requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Candidates should be capable of dealing with people face to face or over the phone.	E	X	X		
Candidates to be enthusiastic with good communication and interpersonal skills and be able to work closely with colleagues and team members.	E	X	X		
Ability to show initiative and develop skills through training.	E	X	X		
Driving licence and access to vehicle for work purposes.	E	X	X		

4. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Delivering the service	Plans ahead, organises work in advance				✓
	Involves line manager/colleagues in setting and meeting targets				✓
	Reorganises work when necessary				✓
	Sees tasks through to completion whenever possible				✓
	Seeks help if workload becomes unmanageable				✓
	Uses initiative to report issues that arise that impact on others				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Improvement & Change	Is prepared to try new things & feed back results				✓
	Understands that changes are needed if things are to be improved				✓
	Finds new and creative ways of doing things better				✓
	Actively seeks to develop own skills and knowledge				✓
	Learns from mistakes & welcomes constructive feedback				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Providing Excellent Customer Service	Recognises the importance of high standards of customer service				✓
	Is committed to providing an excellent service to the all the citizens of Blaenau Gwent				✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓
	Has a professional attitude that sets an example to colleagues				✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Team Working	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions				✓
	Asks for help when necessary				✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating	Adapts content and style to help others understand				✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others				✓
	Checks others have understood & seeks advice when necessary				✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation				✓