



ROLE PROFILE

Role Title	Mechanical & Electrical Engineer – TPB5
Business group and team	Engineering & Operations – Engineering Department
Job Purpose Overview	<p>Based in either London or Hanslope Park, with regular overseas travel, the M&E Engineer will be responsible for leading on the design and management of a range of Mechanical & Electrical projects/services, ranging from £10k up to £1m in value.</p> <p>They may also be required to lead a multi-disciplinary team (in-house and external consultants) from inception through design, tendering, on-site supervision and completion. The job holder will engage customers, stakeholders and end-users at each stage of the process, ensuring that delivery of the product meets the brief.</p> <p>A flexible working approach is also necessary, as there is often a need to react, sometimes at short notice, to the changing needs and events that impact on the FCDO's overseas estate and wider market customers.</p> <p>The role provides opportunities to work on some iconic and unique buildings and to experience the engineering industry in a broad range of cultures. The role requires a willingness to continually develop your own skills and that of the team. To develop and drive continuous improvement in CDM, design processes, FCDO Services installation standards, technical assurance and accreditation.</p>
Organisational position	The successful applicant will report to the Head of Engineering (D7) through the Mechanical & Electrical Team Leader (TPB6) London or Deputy Team Leader (TPB6) Hanslope Park

JOB RESPONSIBILITIES				
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Main responsibilities, focusing on the required outputs:

- Responsible for leading on the building services design and management of a range of Mechanical & Electrical projects from RIBA stage 0 to 7.
- Understanding, capturing and defining the client's requirements and objectives is an important skill for this role.
- Undertaking peer reviews on designs developed by other engineers within the team and external to the organisation.
- Customer liaison. Engage with Clients and Project Sponsors to develop their Brief and Project Requirements, providing specialist knowledge as appropriate.
- Good awareness of budget and resource management is essential in the job. Prepare and manage cost budgets relating to provision of services and the timely delivery of projects within project fee budgets.
- A willingness to travel overseas, sometimes at short notice to various worldwide locations.
- The jobholder may also be required to act as Project Manager on individual projects with overall responsibility for design and supervision. Experience of contract administration would be of benefit.
- Close liaison with our in-house Architects, Surveyors, and Structural Engineers etc. is necessary to ensure that all aspects of design, construction and property maintenance are co-ordinated.
- Engagement with and management of, overseas-based design consultants and Clerks of Works is also an essential part of this role.
- Provide assistance in developing fee proposals for project-based work.
- Where possible, identify wider market opportunities to support business growth.
- Maintain effective CPD, as well as developing existing and new skills.
- Provide professional Mechanical & Electrical Engineering advice to customers and stakeholders.
- Liaise with customers and stakeholders at a senior level including Ambassadors, High Commissioners and DHM's at Post to ensure their requirements are understood and met.
- Liaise with the overseas Regional Technical Leads / Technical Works Supervisors.
- Provide regular reports on individual project progress, budgets and programmes for Project Management and customers, typically ESND, PAGs and Wider Market Customers.
- Keep abreast of developments relating to professional and FCDO Services business developments.

KNOWLEDGE & KEY SKILLS*Essential:*

- Level 5 qualification in a mechanical and/or electrical discipline.
- Experience with mechanical and/or electrical design (RIBA 0 to 4).
- Knowledge of UK technical standards.
- Knowledge of mechanical / electrical work as appropriate to discipline.
- Knowledge of current Health & Safety legislation as applied in M&E and building context.
- Good interpersonal and communication skills – both written and verbal.
- Knowledge and use of Software: AutoCAD etc., Microsoft suite: Word, Excel and Project.

Desirable:

- Degree level qualification in mechanical or electrical discipline.
- Working towards professional registration of IET or similar, i.e., CIBSE, IMechE.
- Electrical testing and inspection knowledge/qualification.
- Experience in electrical safety systems such as fire alarms & emergency lighting.
- Experience of electrical installations to BS7671
- Experience with mechanical services installations
- Knowledge and use of specialist software: IES, Amtech, Napit etc.

CORE COMPETENCES

- Making Effective Decisions

- Delivering at Pace
- Managing a Quality Service

CRITICAL SUCCESS FACTORS

Success measured and evidenced by:

- Projects delivered to time, cost and customer's Schedule of Requirements.
- Completion of designs to satisfaction of end-user and customer.
- Quality standard documentation produced and maintained.
- Overseas & UK teams professionally supported at all times.

Budget Responsibility?	If YES, how much:	If NO can they authorise payments?
No	N/A	No
Reports to: (Role Title and Grade)	Team Leader - M&E Engineering (TPB6)	
Direct Reports: (Number and grades of staff)	None	