



# ROLE PROFILE

<b>Role Title</b>	Senior Mechanical & Electrical Engineer & Deputy Team Leader - TPB6
<b>Business group and team</b>	Engineering & Operations – M&E Engineering
<b>Job Purpose Overview</b>	<p>Based in Hanslope Park, with regular overseas travel, the Senior M&amp;E Engineer will be responsible for leading on the design and management of a range of Mechanical &amp; Electrical projects, ranging from £100k up to £10m in value.</p> <p>Direct Line Management of the M&amp;E Engineering team located in Hanslope Park.</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 end-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.</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>
<b>Organisational position</b>	The successful applicant will report to the Head of Engineering (D7) through the Mechanical & Electrical Team Leader (TPB6)


## JOB RESPONSIBILITIES

*Main responsibilities, focusing on the required outputs:*

- Peer review of deliverables and approval for issue
- Responding to resource requests, client enquiries and other business development opportunities
- Providing welfare support and helping to develop the skills and service offerings of the team by ensuring that necessary training and qualifications are in place.
- Providing a point of contact for clients, Project Managers and other colleagues to raise issues and help oversee the quality and timeliness of reports and other deliverables.
- Deputising for the M&E Engineering Team Leader
- Responsible for leading on the design and management of a range of Mechanical & Electrical projects.
- 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.
- The job holder 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 & Structural Engineers is necessary to ensure that all aspects of construction and property maintenance are co-ordinated. Engagement with, and management of, overseas-based construction consultants and Clerks of Works is also an essential part of this role.
- Provide assistance to the FCDOS Customer Contact Centre in developing fee proposals for project-based work.
- Where possible, identify wider market opportunities to support business growth.
- Maintain an effective CPD, as well as developing existing and new skills. In view of the importance of having a dedicated M&E Engineer assigned to a project,
- Provide professional Mechanical & Electrical Engineering advice to customers and stakeholders.
- Liaise with customers and stakeholders at a senior level including Ambassadors, DHM's and High Commissioners at Post to ensure their requirements are understood and met.
- Liaise with the Regional Technical Leads / Technical Works Supervisors
- Work directly with FCDO security advisors to ensure their recommendations are integrated into project proposals.
- Provide regular reports on individual project progress, budgets and programmes for Project Management to customers, typically ESND, PAGs and Wider Market Customers
- Keep abreast of developments relating to professional and FCDO Services business developments.

KNOWLEDGE & KEY SKILLS		
<p><i>Essential:</i></p> <ul style="list-style-type: none"> <li>• Professional Engineering qualification</li> <li>• Chartered Engineer registered with the Engineering Council (CEng)</li> <li>• Corporate member of professional Engineering body i.e., Institution of Engineering &amp; Technology (MIET) or Chartered Institute of Building Services Engineers (MCIBSE)</li> <li>• Minimum 7 years post qualification experience in the field</li> <li>• Proven track record in leading design and construction teams through project management processes</li> <li>• Knowledge of current Health and Safety legislation as applied in a M&amp;E engineering context.</li> <li>• Good interpersonal and communication skills – both written and verbal</li> <li>• Good financial management skills</li> <li>• Knowledge and use of Software: AutoCAD etc., Microsoft suite: Word, Excel and Project</li> <li>• This role is not considered practical for job share.</li> </ul>		
<p><i>Desirable:</i></p> <ul style="list-style-type: none"> <li>• Knowledge and use of specialist software: IES, Amtech, Revit etc.</li> <li>• Understanding of FCDO Services financial and commercial processes</li> <li>• Understanding of the operation of the FCDO Estate</li> <li>• Appreciation of Embassy &amp; Residence security and fit-out requirements.</li> <li>• Experience of working overseas</li> <li>• Specialist design awareness of the secure environment within the FCDO Estate</li> </ul>		
CORE COMPETENCES		
<ul style="list-style-type: none"> <li>• Delivering at Pace</li> <li>• Making Effective Decisions</li> <li>• Managing a Quality Service</li> <li>• Collaborating and Partnering</li> </ul>		
CRITICAL SUCCESS FACTORS		
<p><i>Success measured and evidenced by:</i></p> <ul style="list-style-type: none"> <li>• Development of M&amp;E team skills and utilisation.</li> <li>• Projects delivered to time, cost and customer's Schedule of Requirements.</li> <li>• Completion of installations to satisfaction of end-user.</li> <li>• Standard documentation produced and maintained.</li> <li>• Overseas installation teams professionally supported at all times.</li> </ul>		
<b>Budget Responsibility?</b>	<b>If YES, how much:</b>	<b>If NO can they authorise payments?</b>
No	N/A	No
<b>Reports to: (Role Title and Grade)</b>	Team Leader - M&E Engineering (TPB6)	
<b>Direct Reports: (Number and grades of staff)</b>	2 x TPB4 / 2 x TPB5 / 1 x TPB6 + 1 x Higher Apprentice	