JOB DESCRIPTION
Principal Engineer
Vacancy Ref: A3525

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Principal Engineer</th>
<th>Present Grade: 8P</th>
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<tbody>
<tr>
<td>Department/College:</td>
<td>Facilities</td>
<td></td>
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<tr>
<td>Directly responsible to:</td>
<td>Assistant Director of Estate Operations</td>
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<tr>
<td>Supervisory responsibility for:</td>
<td>Mechanical Engineer, Electrical Engineer</td>
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Other Contacts
Internal: Facilities and Professional Services colleagues. Estates Development and Operations teams, academics, University committees and other groups, University senior management, Health Safety and Compliance Team managers / officers.

External: Regulatory Bodies, architects, contractors and consultants as required

Facilities Estates Operations is responsible for the strategic and operational management of engineering infrastructure and built environment assets of the University, ensuring these are safe, compliant and well maintained in support of life cycle replacement and investment across the Estate.

The Role
Managing a multi-disciplinary team of professional engineers, he/she will collaborate and support the wider Facilities Leadership Team in the development and delivery of the Facilities vision and strategy.

Reporting to the Assistant Director Estate Operations, the Principal Engineer will take a lead role in ensuring statutory provision of a safe and compliant built estate that delivers high performing strategic and operational services. They will manage and coordinate engineering business continuity and emergency incident planning.

The post-holder will have comprehensive managerial experience and understanding of building engineering and extensive site infrastructure services, planned and condition based life-cycle maintenance and associated project management requirements.

Keep up to date with all current engineering design methods and standards as applicable to the role.

Main Duties and Responsibilities

**Health and Safety**
- Ensure statutory compliance is effective and relevant reports are prepared to provide assurance of the performance within the Engineering and Maintenance team to support the Assistant Director of Estate Operations and Facilities Safety and Compliance Manager.
- Provide operational leadership accountability across Estate campus engineering services.
- Manage and coordinate the appointment and performance of competent Responsible / Authorised Persons across the full scope of Facilities engineering services.
- Support Faculty and Facilities Safety and Compliance Team colleagues, and collaborate as a key member of the Statutory Work Equipment - Technical Advisory Group, sharing knowledge and best practice to ensure an aligned and coordinated approach to meeting statutory regulatory requirements.
- Coordinate and cooperate with the control of Contractors, Project Managers, Building Occupants / Users and Facilities Safety and Compliance Team to meet relevant legal standards and university arrangements.
- Liaise and cooperate, with external regulatory bodies such as Local Authority Building Control, Fire and Rescue Service, University Insurance representatives and the Health and Safety Executive.
• Actively promote and monitor the adoption of the Facilities Health and Safety Standards Handbook for Contractors.
• The post holder will be required to act, on occasion, as the Facilities internally appointed Principal Designer under the Construction (Design and Management) Regulation 2015 on construction projects up to a value of £1M.
• As required, lead and coordinate the Estate Operations engineering review and input to issued capital project RIBA design stage reports and CDM documentation such as pre-construction information, construction phase plans, risk assessments / method statements and health & safety files.
• Prepare an annual health and safety action plan and monitor its efficacy.

Planning, Organisation, Leadership and Decision Making
• To manage and develop the Estate Operations engineering team and engineering service providers ensuring effective coordination and planning.
• Prioritise and programme own workload and that of your direct reports, flexibly delivering work to project and customer requirements.
• In close cooperation with Principal Building Surveyor, and other senior Estates Colleagues, take the lead for coordinating infrastructure and engineering maintenance investment priorities as part of a risk ranked Maintenance Investment Programme (MIP).
• Accountability for the annual review of building / infrastructure engineering services condition and associated risk based appraisals to maintain a condition survey database and inform continued long-term maintenance investment.
• Key role in supporting the delivery of the University’s Sustainability Strategy, and Carbon Management Plan support the University Declared Climate Emergency programme.
• Survey, investigate, and prepare engineering reports and feasibility studies together with supporting documents and drawings as required.
• Development of designs, specifications, preparation of contract and tender documents, procurement and project management of building / infrastructure engineering projects. Prepare estimates, obtain and assess quotations, monitor works and undertake required contract administration duties.
• Understand complex engineering and construction data and suitably tailor its communication to a range of construction and non-construction professionals.
• Supporting / advising project designers on construction engineering installations to ensure consideration of operational practicalities and previous lessons learned applied. Provide coordinated engineering input into project post occupancy or handover evaluation workshops.
• Accountability for all engineering project commissioning and handover documentation to University procedures (FMAP 42) and identification, remediation and closure of all project related defects (snagging).
• Ensure the engineering content and relevance of project Operation and Maintenance Manuals meet University requirements and sign off for handover.
• Develop effective digital record keeping for all engineering services; maintain accurate, adequate and accessible records at all times.
• A member of the “Soft Landings aftercare team”, assist with scheduling of all required technical training, building familiarisation, user group meetings, trouble shooting, defects/snagging reporting, post occupancy evaluations and reviews.

Performance and Customer Service
• Provide professional engineering services to internal clients and stakeholders placing customer at the heart of service delivery to improve their project delivery experience in support of Facilities Division Customer Service Excellence Programme.
• Develop and maintain close working relationships with all colleagues across Facilities Directorate, Professional Services, our Customer’s generally, and with external organisations as appropriate.
• To develop and issue operational and strategic engineering services performance reports and benchmarking analysis as required.
• Set challenging team and individual direct report performance standards, and proactive reporting mechanisms to meet Facilities and service critical success factors and objectives.
• Attend and chair meetings where necessary, liaising with key departmental stakeholders and customers, contractors, consultants, project and University officers as required.
• Assist the Assistant Director of Estate Operations, and other Estates colleagues, to improve work process and procedures introducing ‘Lean’ ways of working to maximise operational efficiencies.
• Respond to changes in workload and changing priorities, carrying out the role in a flexible manner being responsive to unplanned or emergency situations requiring advice, or control of impact on critical operations or service delivery.
• Ensure continuing professional development by taking active steps to identify training and vocational opportunities personally and as part of annual team professional development reviews.

Financial
• Accountable budgetary oversight for approved engineering services capital projects, engineering services revenue budget cost centres and providing regular financial reports as required.
• Ensure proper and timely processing of payments to contractors, consultants and other suppliers.
• Identify and develop collaborative working opportunities to ensure future services delivered in the most cost effective way at best value.
• Manage procurement of external consultants, contractors and other service providers in accordance with the University’s financial regulations and in support of Procurement team colleagues.

General Duties
• Adhere to the University’s policies, rules and procedures including health and safety, equal opportunities, all other legislative responsibilities, governance, financial and procedural rules.
• To participate within the Estates Emergency call out procedure.
• Undertake other duties that may arise or as may be delegated form time to time, appropriate to the grade of this post.

The duties outlined above are not exhaustive and these may change as the needs of the department alter in line with current agenda’s. This job description will be subject to periodic review and amendment in accordance with the needs of the division.