**Job Profile Information: Contracts Manager – Mechanical & Electrical**

**This supplementary information for Contract Manager Planned Works (M&E) is for guidance and must be used in conjunction with the Job Capsule for**

**Level 4, Zone 2, Camden Way Category 4**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

To work as part of a team delivering the Council’s mechanical and electrical capital programme across a range of property types. The role involves establishing a programme for capital replacement of M&E assets, managing consultants to produce effective property- specific design and managing the delivery of the works via the Council’s appointed contractors*. It includes engagement/consultation with residents and TRAs, local members and regulatory bodies such as building control and planning*

**Example outcomes or objectives that this role will deliver:**

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| **Providing Expert Advice** |

Providing expert technical advice to staff across the organisation on a range of matters (for example procurement, building control and development of regeneration projects) to ensure the highest standards of design, construction and maintenance are achieved. Participating in organisation working and steering groups to contribute to the resolution of complex property related issues. Providing expertise in the diagnosis and resolution of complex problems to inform appropriate solutions. Interpreting and advising on contractual and other legal documentation to ensure compliance with contractual and other obligations. Working closely with other Council staff on consultation and engagement activities (for example estate regeneration schemes) to ensure these are carried out effectively.

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| **Managing Contracts** |

Managing contracts, carrying out inspections, audits and other spot checks to ensure work is carried out in line with relevant legislation and quality standards and meets specified requirements.

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| **Property Management** |

Ensure that other elements of the building are not compromised by the capital works –e.g. fire compartmentation. Managing a range of activities (for example investigations into accidents) for a portfolio of Council properties to ensure they are effectively managed and maintained to a high standard and health, safety and environmental issues are addressed.

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| **Inspecting, Testing and Measuring** |

Carrying out inspections of works to establish whether this is in line with specified requirements, quality standards and relevant legislation. Identifying issues (for example non-compliance with regulations) and making recommendations and/or instructions to ensure appropriate actions are taken.

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| **Specifying and Documenting Requirements** |

Designing and preparing work plans, financial appraisals and working practices including advice on construction problems to inform bids, consultation with stakeholders and development of policy and strategy.

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| **Managing Projects** |

Managing or supporting one or more projects, ensuring project team members and stakeholders are managed effectively in order that projects are delivered on time and in line with objectives.

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| **Process Improvement** |

Reviewing existing practices, processes and policies in line with changing requirements to identify and recommend changes in order to improve service delivery.

**Resident engagement**

Working closely with residents and members to establish their priorities and concerns; translating these through consultation into scheme delivery and ensuring that the outcomes in line with the Councils expectations in relation to health & safety, quality and value for money.

**People Management Responsibilities:**

*N/A*

**Relationships;**

Manage, maintain and develop relationships and ensure close partnership working with key stakeholders to contribute to shared understanding and engagement to further the Council’s objectives.

**Work Environment:**

*The work is both office and site based working in a typical construction environment and includes noisy and dusty operations. It will also include working from time to time at height and in confined spaces such as service ducts , boiler plant rooms etc.*

**Technical Knowledge and Experience:**

* Experience in mechanical and electrical systems
* Membership of a professional body e.g. CIBSE is preferable
* Proven track record in delivering M&E capital schemes
* Ability to criticise engineering design and propose alternative solutions
* Ability to build positive working relationships and work in partnership with key stakeholders
* Highly developed verbal and written communication skills
* Ability to see the ‘bigger picture’ as well as attention to detail
* Evidence of business acumen
* Budgetary and financial management awareness.

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1>

**Chart Structure**