**Job Profile - Mechanical & Electrical PPM Manager**

**Job Title: Mechanical & Electrical PPM Manager**

**Job Grade: Level 4, Zone 2**

**Salary Range: £41,952 - £48,663**

**About Camden**

‘Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we’re not just home to UK’s fast-growing economy. We’re home to the most important conversations happening today. And we’re making radical social change a reality, so that nobody gets left behind. Here’s where you can help decide a better future for us all. To ensure that Camden’s Mechanical and Electrical Planned Preventative Maintenance (PPM) and gas servicing schedules to its housing stock are delivered to the highest standards of quality and health and safety through inspection and then implementing improvements to service delivery and technical standards. Manage relationship with overlapping PPM with FM requirements.

**About the role**

Ensure PPM and Gas Servicing programs are delivered within contractual guidelines, statutory requirements and they achieve targets set as part of the Council’s internal compliance regime. Record inspection and certification results on the computer system appropriately to monitor contractor performance, capture areas in need of improvement and reduce risks.

Through independent inspections ensure that problems with service delivery and quality are identified and remedied. Deliver continuous improvement by recommendations and implementation through liaison with the delivery teams, contractors, and all relevant stakeholders. To identify trends and issues that need to be raised at contract performance meetings related to statutory compliance, cost, quality, and health and safety.

Work constructively with partnering and measured term contractors and staff in the division to develop solutions where issues with M&E installations have been identified.

**About you**

* Experience of being either a Gas / Electrical Supervisor / Quality Control Inspector.
* Experience of gas servicing statutory compliance and contracted programme delivery.
* Experience of delivery of Mechanical and Electrical Services repairs and/or PPM works on time to high quality standards within budget in a housing environment.
* Experience of liaison/management with residents, contractors and a range of stakeholders in relation to mechanical and electrical services within a construction environment.
* Experience of ensuring that Mechanical and Electrical Services in works are carried out in compliance with building regulations, health and safety, leasehold issues, party wall and landlords statutory obligations.
* Experience of specifying/identifying works, monitoring and checking works on completion.
* Experience of resolving disputes within a construction environment especially in relation to contractors and residents

**Work Environment:**

* Responsive M&E repairs is a high volume, fast moving environment and can involve high pressure on a regular basis. Flexibility, adaptability and the need to make decisions quickly is vital as priorities frequently change and information is updated in real time. You will be expected to visit properties on a frequent basis either pre, during or post completion.
* Our service to our residents operates over extended weekday working hours, typically 8 AM to 6 PM Monday to Friday and 8 AM to 1 PM Saturdays. You will be required to work flexibly to manage and support service delivery between these hours, this may include changes to working times / patterns in order to deliver an effective service.

**People Management Responsibilities:**

No direct line management but responsible for consultants and sub-contractors engaged to carry out the works by the Council.

**Relationships:**

* Provide support and guidance to housing management teams when technically challenging situations occur.
* Work in partnership with other repairs management teams to deliver an efficient repairs service borough wide.
* Back Office Staff

**Over to you**

We’re ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we’re supporting people, and we’ll redefine what a career can be. If that sounds good to you, we’d love to talk

**Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](http://camdocs.camden.gov.uk/HPRMWebDrawer/Record/8081811/file/document?inline).

**Diversity & Inclusion**

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and other ethnic groups, those who identify as LGBT+, neurodiverse and disabled people. Click [Diversity and Inclusion](https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page2) for more information on our commitment.

**Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn’t.

At Camden we are proud to be one of Hire Me My Way’s inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

**Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,