



JOB DESCRIPTION

POST:	Mechanical Manager
DEPARTMENT:	Investment & Compliance
REPORTING TO:	Compliance Manager
RESPONSIBLE FOR:	n/a
GRADE:	6

ORGANISATIONAL CONTEXT:

This role sits in the Compliance Team within the Investment and Compliance Department and contributes towards ensuring compliance with all legislative and best practice requirements across Babergh and Mid Suffolk District Councils (BMSDC).

MAIN JOB PURPOSE:

To deliver a high performing service across BMSDCs housing assets that meets statutory, regulatory, and best practice requirements.
To ensure that contracts are delivered in-accordance with contractual requirements and undertake agreed corrective action when required.

DUTIES AND RESPONSIBILITIES:

- Lead on the operational delivery of the mechanical service across BMSDCs housing assets.
- Ensure that contractors deliver the service in-accordance with contractual requirements.
- Ensure annual gas, oil and solid fuel servicing is undertaken to domestic and commercial assets.
- Ensure domestic detector testing & servicing is undertaken in-accordance with BMSDCs obligations.
- Ensure detector renewals are undertaken when required
- Liaise with contractors and monitor their day-to-day activities to ensure compliance with servicing schedules, target dates etc.
- Liaise with the Investment team and other service areas to ensure capital investment works are programmed in.
- Ensure service is delivered within budget.
- Assist in the setting of budgets.
- Liaise with internal and external compliance auditors.
- Undertake pre and post inspections on specific works of repair and maintenance to mechanical plant & equipment

- Work closely with the transformation team in the implementation and delivery of service excellence
- Assist in the delivery of a high performing customer centric service that delivers high levels of customer satisfaction.
- Assist in the procurement of new contracts when necessary.
- Contribute to the operational delivery of the compliance and health & safety service.
- Contribute to compliance and health & safety strategies.
- Contribute to and comply with all relevant policies and procedures.
- Respond to customer complaints in-accordance with the complaints policy.
- Liaise with other service areas within BMSDC to ensure all required information is provided to enable the service to be delivered.
- Act as a point of contact and liaise as required with customers, colleagues and external stakeholders.
- Assist in ensuring that relevant compliance dashboards are up to date, including producing performance reports when required.
- Keep abreast with all organisational changes and business developments.
- Assist in the training of new and existing staff members when required, in-accordance with capability requirements.
- Ensure residents have a voice in shaping the services delivered by the team.
- Attend Health & Safety groups as required.
- Undertake any other duties as requested.

Additional information

- a) Does this job require a DBS check? **Yes/No**
- b) This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery or other activities to support the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity. **Yes/No**
- c) The post is designated as being politically restricted in accordance with the term of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the postholder from having any active political role either in or outside the workplace, and automatically disqualifying them from standing for or holding elected office. **Yes/No**

This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.

PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

REQUIREMENTS The postholder must be able to demonstrate:	MEASURED BY: A Application form I Interview T/P Test/Presentation
EDUCATION/TRAINING <i>(Academic, vocational/professional and other training)</i>	
HNC in mechanical engineering or Building Construction / Building Surveying or a related subject. Membership of Institution of Engineering & Technology (MIET or TMIET) or equivalent approved body (Desirable) IOSH general certificate. A full valid driving licence.	A
KNOWLEDGE & EXPERIENCE <i>(e.g. report writing, office experience, Microsoft office)</i>	
Relevant post qualification experience of working in a mechanical service / repair environment within social housing or a related sector. Good working knowledge of Microsoft office. A good understanding of building construction and building regulations. A good working knowledge of all relevant health and safety legislation, guidance, and best practice. Experience of procuring new contracts in-accordance with statutory and regulatory requirements and effectively mobilising new contractors.	A / I
SKILLS/ATTRIBUTES <i>(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)</i>	
Excellent contract management skills, including undertaking corrective action to remedy breaches. Excellent project management skills including the ability to monitor and deliver programmes of work. Ability to explain complex technical information and guidance to non-technical colleagues and all stakeholders in plain English. Able to analyse complex data and produce reports. Methodical and organised approach to planning, implementation and record keeping. Able to work effectively within a multi-disciplined team. Able to communicate effectively at all levels in a manner relevant to the audience. Able to build effective relationships with internal and external customers. Able to operate independently representing a specialist area. Able to prioritise conflicting demands when under pressure. Able to consider and show respect for the views and opinions of others. Willingness to undertake training to meet changing needs.	

BEHAVIOURS

Behaviours will be tested at interview against the Council's values (further detail below)

Empowering, valuing and developing our people
 Valuing our customers
 Being open and honest
 Taking ownership
 Being ambitious

I/TP

EQUALITY AND DIVERSITY

Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).

AI



Our Values
 ...we believe in



OUR CUSTOMERS

BEING AMBITIOUS

TAKING OWNERSHIP

BEING OPEN and HONEST

OUR PEOPLE



We empower, value and develop our people to work together as one dynamic and efficient team.

We care about delivering high quality, customer-focused outcomes with our communities and partners.

We are open, transparent and truthful.

We take pride in our work and take responsibility for our actions.

We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.