



Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Mechanical Engineer	Grade: PO5 – PO6
Section: Design Service	Directorate: Resident Services
Responsible to following manager: Principal Engineer	Responsible for following staff: Graduate/Apprentice
Post Number/s: RWHPR014	Last review date:

Working for the Richmond & Wandsworth Better Service Partnership

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.



Job Purpose

- Fully Qualified or working toward Design qualification.
- Designing, implementing projects
- Using software and equipment for computer-aided design and other professional complex technical software.
- Establishing and enforcing construction, manufacturing and installation standards.
- Calculating and monitoring project costs and delivery timelines.
- Providing quality assurance for ongoing projects
- Collaborating with clients and other professionals.
- Writing regular reports, giving presentations and meeting with clients and management.

Specific Duties and Responsibilities

- Control project from start to finish to ensure high quality, innovative and functional design.
- Carry out the role of Principal Designer for all your projects.
- Take the “brief” to identify clients’ needs and put together feasibility reports and design proposals
- Develop ideas keeping in mind client’s needs, building’s usage and environmental impact.
- Undertake a desktop assessment of any key planning requirements or other potential constraints which will affect the Mechanical Design (e.g. listed building, conservation area etc) and advise the Client/Project Coordinator accordingly.
- Attend Planning Application meetings, Community Engagement sessions and the like.
- Carry out site inspection, investigate building defects and advise / implement appropriate action.
- Prepare reports in accordance with industry standards and best practice and give professional / technical Mechanical engineering advice.
- Compile project Presentations, drawings, blueprints, specifications, and construction documents as well as proficiency with AutoCAD.
- Keep within budgets and timelines reporting regularly to Client / Project coordinator.
- Ensure compliance with all applicable Building Regulations, British Standards, Legislation, Statutory Requirements etc.
- Undertake value engineering exercises and ensure the Electrical Designs are compatible with the Client’s budget.
- Make on site visits to check on project status and report on project
- Cooperate and liaise with construction professionals
- Follow industry trends and advancements
- Adjust designs and plans to meet the client's needs.



- Advise the Client/Project Coordinator if additional specialist consultancies are required to complete the Services such as fire risk assessors, acoustic engineers, structural engineers etc.
- Promote and ensure adherence to Sustainability and Health and Safety policies
- Motivate and mentor a graduate/apprentice as required.
- Undertake continual professional development
- Carry out other duties and responsibilities, as required, and as requested by members of the management team.

Linked Grade Progression criteria:

Note 1: Linked Grade progression is not automatic and is dependent on the level of responsibility, complexity of the role, skills, experience and the need of the Service.

Note 2: To be considered for any progression you must be doing the following:

- Demonstrate a high level of client satisfaction, proactive, diligent, meeting deadlines and have a quick response time to queries.
- Meeting the relevant performance and income KPI's
- Demonstrate a high level of compliance with the service policies and procedures

Progression to PO6

- Post holder would be expected to perform the full duties of the post competently.
- Regularly deputising for line manager when required.
- Regularly leading complex team projects both from a technical and delivery perspective.
- The post holder should have developed the personal and professional qualities necessary to provide input to the overall management of the Service and to make recommendations to senior managers.

Client relationship management

- Ensure client satisfaction at each stage of the project.
- Submitting report of the project on a regular basis to the client and team.
- Keeping the client up to date at every step of the project, getting their approval for the next stage.
- Passionate, driven, motivated, proactive, kind and honest.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.

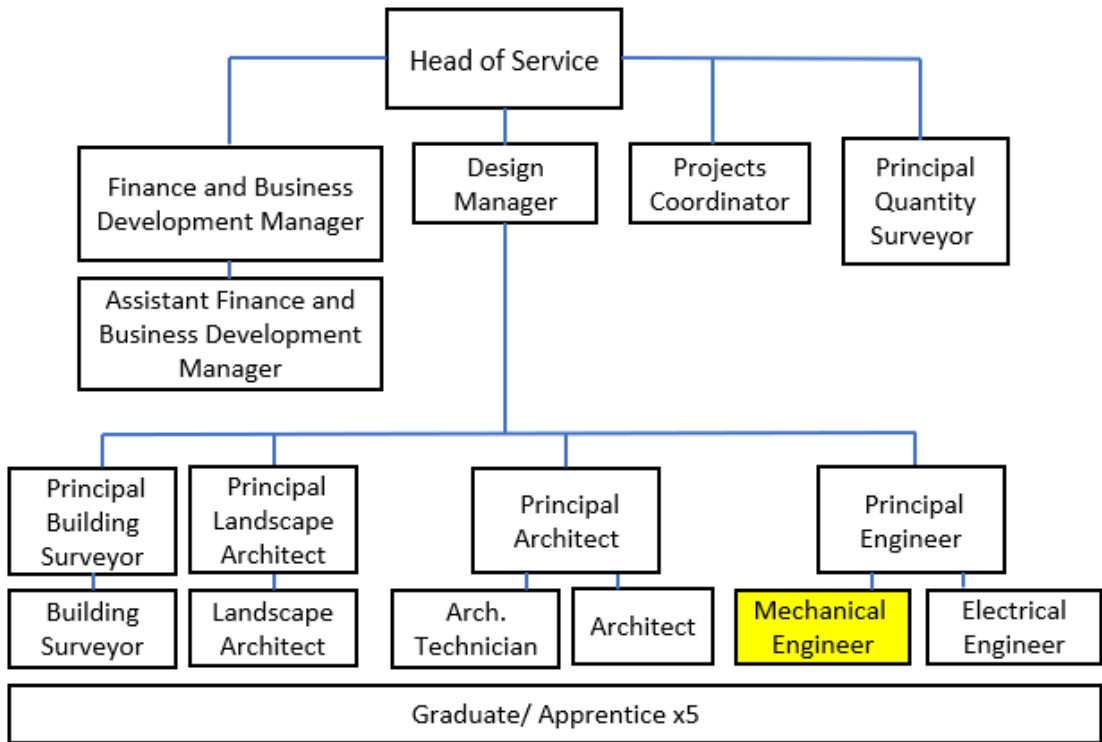


- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Additional Information

- Attendance at evening meetings required.
- The Service operates as a consultancy. Critical to its success is achieving high levels of customer care and customer satisfaction.
- The Service is in direct competition with the private sector and therefore needs to attract and retain creative, innovative, knowledgeable and experienced professional staff to be able to perform in a demanding environment.

Team structure



Person Specification

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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Experience in Public Sector projects ideally working within a local government environment	✓		A/I
Detailed knowledge of Local planning		✓	A/I
Detailed knowledge of building codes and Standards	✓		A/I
Detailed knowledge of JCT contracts	✓		A/I
Experience	Essential	Desirable	Assessed
Experience of flexible working; reacting to changing and urgent priorities in a working environment	✓		A/I

Experience of having to set and deliver defined standards and targets and report accordingly	✓		A/I
Experience of negotiating effectively with individuals and organisations to achieve positive commercial outcome		✓	A/I
Experience of leading on several complex projects at any one time		✓	A/I
Knowledge of Project management software programs, Microsoft Office and AutoCAD, Revit, Adobe Creative Suite, etc.		✓	A/I
Skills	Essential	Desirable	Assessed
Excellent communication skills with the ability to communicate both verbally and in writing, with colleagues, staff within the organisation, clients, residents, agencies, Councillors, Committees, contractors, and consultants.	✓		A/I
Forward thinking and interested in developing smart ways of working with teams to realise client and operational objectives	✓		A/I
Excellent AutoCAD skills		✓	A/I
Strong organisational skills with the ability to multi-task and a positive and 'can do' approach	✓		A/I
Ability to develop others through training and mentoring		✓	A/I
Qualifications	Essential	Desirable	Assessed
Uk Registered fully qualified Mechanical engineer.	✓		A/C

A – Application form / CV

I – Interview

T – Test

C - Certificate