

Job Summary

Job Title:	Project Delivery Engineer
Grade:	Grade 8
Salary:	£49,559 to £55,755 per annum, pro-rata if part-time
Department:	Estates and Campus Services
Hours/Contract:	Full-time or job share, Permanent
Job Family:	Management and Administration
Job Reference:	11145

Role Purpose:

The Delivery Engineer role will provide engineering support to the Project Delivery team and be the key interface with Asset Management and Compliance. The role will act as the Project Delivery team's business partner for Maintenance and BMS teams and will be responsible for the M&E Clerk of Works service for the University whether carrying out these duties or appointing and managing consultants in periods of significant increased demand. They will maintain engineering knowledge across a broad range of M&E disciplines and will advise on compliance and installation best practice during projects and manage and update the University's suite of design guides.

Main Duties and Responsibilities

- Act as Delivery Engineer for all mechanical and electrical elements related to projects being delivered by the Project Delivery team. Proactively engage with both internal and external members of a Project team to resolve design issues and find pragmatic solutions to maintain programme momentum during the detailed design and on-site phases of the project.
- Work closely with the Project Manager and Design Engineer to ensure the mechanical and electrical design consultants deliver against the agreed schedule of service in the final design and delivery phases of the project. Hold and record regular performance reviews with design consultants alongside the Project Manager to drive continuous improvement in performance and efficiency.
- Working closely with the Projects Design Engineer act as Business partner for the Maintenance Team, engaging with Asset managers at key stages in each project (RIBA 2 and 4), feeding Asset managers comments and requirements back to the Project Design Team. Ensuring the design consultant consider relevant comments and agreeing any necessary derogations compared to design guidance.
- Be responsible for the M&E Clerk of Works process on projects. Responsible for assessing the needs of the project in respect to supervision. Agree a standard format of reporting with the Project Manager and hold regular onsite reviews with Principal Contractor and Mechanical and Electrical subcontractors. Build relationships with key framework contractors and hold regular

Job Summary

performance reviews with the Project Manager to drive continuous improvement in performance and efficiency.

- Oversee the witnessing of the commissioning process of projects. Setting out measurable expectations to ensure parties within the project are aware of roles and responsibilities. Ensure M&E consultants engaged by the University fulfil their requirements during this phase of the project. Provide regular feedback to the Project Manager on progress.
- Be available to provide proactive engineering support to the Project Manager during the 12 months defect period of projects to enable prompt close out of issues.
- Manage and maintain the suite of design guides for the University reporting back to the Head of Maintenance & Engineering. Arrange periodic review meetings with key stakeholders either annually, on change of legislation or when improvement has been identified.
- Maintain through continuous professional development a high level of professional knowledge and understanding of current and impending legislation concerned with mechanical and electrical asset management.
- Maintain constructive relationships with students, academic staff, other staff, and the wider working communities within university areas, via proactive communication and liaison in respect to project work.
- Participate in projects, safety committees working parties and carry out any other duties as may be reasonably required by line management.

Internal and External Relationships

Deputy Director of Estates, Assistant Director of Estates – Projects and Planning, Head of Maintenance & Engineering, Senior Building Services Engineers, Building Services Engineers, other Asset Maintenance Managers, reactive maintenance team, external contractors, academic and administrative colleagues on daily basis to ensure maintenance work and projects progress.

Internal/ external design teams on regular basis to ensure that design requirements are met within plans for new projects.



Local Authority/ other statutory bodies to ensure compliance on ad hoc basis.

Planning and Organising

The role will require the management and discipline of time against a programme of projects. The candidate will need to review the level of input required against the programme and use their time effectively.

The candidate will need to ensure they proactively manage other members of the team both internally and externally to ensure they deliver their role but others also deliver on their responsibilities.

The candidate will be required to provide subject matter expert engineering advice and influencing others more senior.

Contribute to the development and implementation of engineering design guidance and best practice to ensure they meet departmental requirements in short and longer term. The guidance should be pragmatic, compliant and achievable.

Qualifications, Knowledge and Experience

Essential

- Significant experience of the management and delivery of mechanical and/ or electrical asset installations. *
- Able to demonstrate delivery of both new build and refurbishment settings including highly serviced buildings e.g. laboratories or engineering settings.*
- Hold a good understanding in the review and assessment of consultant and contractor design drawings and specifications particularly in respect to mechanical and electrical installations and applying this understanding when reviewing the quality of installation. *
- Experience and knowledge of the Clerk of Works process. Demonstrating robust report systems in respect to the observations from site visits and engagement. *
- Knowledge of current regulations as applicable to mechanical and electrical design.

Desirable

Educated to a degree level

- Knowledge of decision making and liaison with other members of the team regarding managing budget in the context of change control.
- Experience of working in Higher Education or Public Sector
- IOSH or NEBOSH Health and Safety Qualification

Skills, Abilities and Competencies

Essential

- Strong customer focus
- Contract management experience
- High level of planning and organisational skills – project management experience
- Strong negotiating skills and influencing skills
- Strong written and oral communication skills
- Self-motivated and tenacious, able to manage their own workload and achieve results
- The post holder must be able to visit areas of the University Estate that are dirty, dusty, difficulty to access or in high/exposed locations.
- IT literate

****Criteria to be used in shortlisting candidates for interview***

Additional Information

The post holder is required to attend all parts of the University Estate so it is desirable to own a vehicle and be prepared to use it on University business.

This job may require out of hours response by telephone or visit during an emergency or pre-planned maintenance work.

Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

University Values



Job Summary

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.