

## Mechanical and Electrical Manager

<b>Responsible to:</b>	Head of Asset Investment and Programmes
<b>Work Location:</b>	You will be required to work on-site and from offices within the group with some home working.
<b>Hours of Work:</b>	35 hours per week, generally worked within office hours, Monday to Friday, with occasional evening work.
<b>Salary range:</b>	£50k to £57k per annum.
<b>Working with:</b>	All areas within the organisation.
<b>Responsible for:</b>	None

### Job purpose

This key role will help ensure the Group continues to meet its obligations for mechanical and electrical standards as part of its building safety obligations and keep residents safe.

- To develop and deliver mechanical and electrical works programmes as part of the Group 5 Year Investment Delivery Plan.
- To manage procurement, contract management and delivery of all mechanical and electrical programmes as required, either through direct management of contractors or through specialist consultants
- As part of delivery of works, ensure all building safety compliance, statutory and regulatory obligations are picked up and addressed.
- To ensure the Group's asset management and compliance databases in relation to mechanical and electrical programmes are maintained and ad hoc property surveys are undertaken and recorded.
- To manage all mechanical and electrical servicing and inspection programmes and follow-up works, ensuring effective contract management and administration, quality assurance of both works and certification including a sample check and post-inspection programme.
- To manage all mechanical and electrical contractors and contracts ensuring best practice in contract management and a clear procurement strategy in place going forward.

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- To provide advice and assistance to the Head of Property and or Property Managers on mechanical and electrical matters as may arise from cyclical or responsive maintenance works.
- To work as part of the Property and Places Team to ensure the service provides a high-quality property management service that meets all statutory and regulatory obligations and achieves high levels of resident satisfaction.
- To prepare reports, programme and cash-flow forecasts for internal meetings, and work with the Head of asset Investment and Programmes to support the preparation of reports for Board Committees and Board commensurate with the duties and responsibilities of the role.
- To be an ambassador for The Group and demonstrate the values of the organisation both internally and to external stakeholders.

### **Staff Management**

- None

### **Finance and Budgetary Management**

- Manage mechanical and electrical safety planned and major works budgets as required.
- Work as part of the Planned and Cyclical Team to help set and manage budgets for the planned and cyclical programmes whilst at all times ensuring value for money for the Group.
- Prepare, maintain and present any regular financial reporting e.g. programme trackers to management team meetings as required.

### **General – Line Managers**

- Ensure compliance with all relevant legislation including Safeguarding, Confidentiality, Data Protection and Health and Safety guidelines and policies. Oversee all information provided to statutory agencies and the police.

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- Assist in the collation of statistics and data for the purpose of reporting to the Senior Management Team, Board of Directors, and other external stakeholders or funders.

### General – All Staff

- Able to proficiently use IT systems, including working with databases, Microsoft office, email, internet.
- Attend all relevant training and development programmes.
- Attend all relevant cross departmental, and Corporate Office meetings as and when required.
- Undertake any other duties as requested by line manager.

This role may be required to occasionally work unsocial hours (early mornings and late evenings) and the occasional weekend. This role may also be required to deputise for the Planned and Cyclical Manager.

*Because of the evolving nature and changing demands of our business this job description may be subject to change. You may, on occasions, be required to undertake additional or other duties within the context of this job description, and according to the needs of the charity.*

### Person Specification/Key Competences

<b>KNOWLEDGE AND QUALIFICATIONS</b>	
<b>Essential</b>	<b>Desirable</b>
Recognised professional qualification in engineering	Membership of IMech, IET, IEng or equivalent
At least 5 years’ experience of commissioning and delivering mechanical and electrical (M&E) programmes in a residential setting.	Experience of managing and delivering M&E programmes in a social / affordable housing setting or similar.
Strong working knowledge of all relevant legislation and regulatory requirements applicable to the role, including the Building Safety Act 2022, Fire Safety Act 2021, RSH Safety and Quality Standard.	Managing asbestos training / qualification IOSH Managing Safely
Practitioner knowledge in mechanical and electrical safety legislation as applicable to this role.	
Evidence of CPD.	

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<b>EXPERIENCE</b>	
<b>Essential</b>	<b>Desirable</b>
Experienced M&E professional, with a track record of developing and delivering major works and cyclical programmes across M&E.	
Strong commercial acumen and well-honed contract management skills.  Experience of managing a range of contract forms commonly used across the sector e.g. JCT, NEC.	Experience of dynamic purchasing
At least 5 years' experience of managing major projects and budgets, ensuring value for money.	
Experience of leading multi-disciplinary teams and also of managing people in a matrix management structure.	
Demonstrable track record in working as part of a broader leadership team to deliver results	
Evidence of being able to manage at different organisational scales, be flexible and adapt	
<b>ABILITIES AND SKILLS</b>	
<b>Essential</b>	<b>Desirable</b>
Ability to lead on a programme of works ensuring that they contribute to the development of the organisation as a whole	
Excellent interpersonal skills, with effective collaborative/consultative approach to working with colleagues at all levels.	
Capable networker and relationship manager, both internally and externally	
Strong presenter, persuader and influencer with the ability to communicate ideas and proposals, both verbally and in writing in a compelling manner to colleagues, Trustees and external stakeholders	
Ability to motivate and develop others	

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Excellent IT skills as a user of systems required for this role.	
Ability to organise and prioritise own work	
Credible in a management position, confident in working with the Planned and Cyclical Programme Manager, as well as senior external figures	
Assertive yet diplomatic	
Highly organised and pragmatic	
<b>Additional Requirements</b>	
<b>Essential</b>	<b>Desirable</b>
Able to work unsocial hours, including evenings, weekends, and public holidays if required on occasions	
Able to travel to different YMCA sites	
Full UK Driving licence and own vehicle	
An understanding, respect for and empathy with YMCA St Paul's Group Vision, Mission & Values, including its Christian ethos	
Commitment to YMCA St Paul Group Equal Opportunities and Diversity Policies	

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## Mechanical and Electrical Manager

### Terms and Conditions

#### **Hours of Work**

A minimum of 35 hours per week, worked as required by the scope of the job. This will involve occasional evening work.

#### **Location**

You will be required to work on-site and from offices within the group with some home working

#### **Annual Leave**

25 days per year, plus public holidays

#### **Car Allowance**

Casual Car Allowance is payable

#### **Conditions of Appointment**

Subject to satisfactory references, medical clearance, DBS check and verification of ability to work in the United Kingdom.

Possession of a current valid driving licence and appropriately insured transport is a requirement for the post.

#### **Probation Period**

Subject to satisfactory review the contract will be confirmed after six months.

#### **Continuity of Service**

For those already employed within the YMCA Federation continuity of service will be recognised.

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### **Notice Period**

One week during the probationary period and then a minimum of two calendar months.

### **Pension**

Subject to certain criteria set by Government, you will be auto-enrolled into our chosen workplace pension scheme. The default position on Auto-Enrolment will be for your contributions to be made on a Salary Exchange basis, but you will have the option to opt-out of this arrangement. In respect of these Salary Exchange arrangements, you agree that your gross pay will be reduced by an amount equal to your Salary Exchange contributions.

### **Other Benefits**

- Free use of the Health and Fitness facilities
- Rewards discount scheme
- Discounted health cash plan (provided through Simply Health)
- Life Assurance
- Cycle to Work scheme
- staff discount in restaurants

Further details are available at: [YMCA St Paul's Group Careers](#)