

Building Services Manager

Generic title	Senior Manager - 2
General Description	<p>People at this level will manage a function, a number of managers or an income stream.</p> <p>In operations they will manage multidisciplinary construction projects or medium sized sites and their associated activities from conception through to completion, delivering work that meets project requirements, customer satisfaction and in accordance with Morgan Sindall standards. They will play a major role in ensuring Health, Safety and Environmental Policies are delivered.</p> <p>In commercial they will manage contracts and may lead on a framework, project, special works or design.</p>

Competencies

Achieving Results	<p>Sets clear and appropriate goals that consider the bigger picture</p> <p>Drives well to achieve consistent results</p> <p>Deliver a quality performance consistently</p>
Analytical thinking and decision making	<p>Rational and systematic analysis of situation to enable decisions on more varied issues</p> <p>Questioning the evidence to evaluate issues</p>
Communication	<p>Ability to choose most appropriate style of communication</p> <p>Able to listen actively by which we mean hearing and interpreting what is said</p> <p>Demonstrating sound questioning techniques</p>
Dealing with change	<p>See potential of new ideas and situations</p> <p>Takes a pragmatic approach to change</p> <p>Considers impact of change on others as well as self</p> <p>Ability to explain the effects to colleagues</p>
Teamwork	<p>Develop inter-team collaboration inside and outside company</p> <p>Understand the role of a team and how it delivers the objectives</p> <p>Can adapt to different types of teams in most situations</p> <p>Takes a cohesive and encouraging approach to team working</p>
Leadership	<p>Ability to take control of situations with one's sphere of influence</p> <p>Assume responsibility - organising and guiding where necessary</p>
Managing resources	<p>Create a resource plan for an unfamiliar or potentially complex project</p> <p>Manage others to implement effective planning, problem-solving and decision making</p> <p>Understand the resource implications on the business plan</p>
Negotiation	<p>Understand the other's point of view</p> <p>Make an objective and structured case with pros and cons</p> <p>Understand the need to give and take</p> <p>Understand and defend a position</p>
People Development	<p>Grow a team that is aligned with the business objectives</p> <p>Understand strengths and weaknesses of team members and work with them to good effect</p> <p>Understand ambition and manager expectations</p> <p>Use of a wide range of development tools</p>

Role definition

Summary of role	<p>Manage the various mechanical and electrical (M&E) related subcontractors through their contractor design portion (COP) design development, site installation and commissioning, and ensure all works are fully coordinated and delivered in accordance with the contract programme.</p>
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Responsibilities and accountabilities	<p>Manage and set targets for ensuring delivery of building services design and installation to the agreed timescales</p> <p>Ensure that the design and installation of M&E services is fully coordinated, buildable, cost effective and complies with Morgan Sindall's contractual obligations</p> <p>Promote and achieve our Perfect Delivery philosophy throughout the project and team</p> <p>Provide all necessary construction mechanical and electrical support including the management of services design and its integration in whole design</p> <p>Manage the building services design and installation process to meet the agreed programme</p> <p>Work closely with the Morgan Sindall project manager, design manager and commercial team and provide support to site management in relation to coordination of M&E installations</p> <p>Assess customer documentation and requirements and ensure that it is being fully integrated into the COP and installation</p> <p>Continuously monitor the services design and manage the information flow between the subcontractors and the consultants</p> <p>Ensure high standards of health and safety, safe by design, quality and customer satisfactory</p> <p>Maintain awareness of current Morgan Sindall health and safety requirements and changes</p> <p>Ensure effective communication to all parties</p> <p>Influence and support teams to innovate and achieve optimum solutions</p> <p>Offer solutions to site-related difficulties</p> <p>Promote and present a professional Morgan Sindall image to the client in all dealings</p> <p>Ensure the customers feedback and comments are acknowledged, prioritised and actioned</p> <p>Work closely with whole of design team and specialist suppliers offering the COP</p> <p>Continually review suppliers' performance and share information</p> <p>Work as part of a team to ensure all company procedures and quality standards are achieved as documented by Morgan Sindall</p> <p>Facilitate and lead building services design and progress meetings and workshops</p>
Qualifications, training and technical knowledge	<p>Qualification in Mechanical and/or Electrical disciplines (desirable)</p> <p>Degree qualified and relevant professional qualification/ accreditation (preferred)</p> <p>Previous experience with a Tier 1 contractor with some experience in pre-construction</p> <p>Good design and technical knowledge including latest regulations (Breeam)</p> <p>Full understanding of detailed M&E procedures, Good level of technical and professional expertise</p> <p>Ability to produce M&E design, installation and commissioning programmes, plan and prioritise daily diary, to ensure all targets are met</p> <p>Able to identify customers' needs and meet those needs and expectation to the highest level of customer service in an enthusiastic and responsive manner.</p> <p>Establishes and maintains rapport with potential and existing customers</p> <p>Good level of understanding of Breeam</p> <p>Clear understanding of renewable technologies and suitability in design</p> <p>Able to use Word/Excel/CAD/Team Plan/Power Point</p>
Attributes and skills	<p>Ability to work in a team environment contributing across a business unit or area</p> <p>Good management skills with the ability to motivate employees to achieve high standards of compliance</p> <p>Excellent organisational, planning and time management skills; able to manage projects simultaneously with compromising on standards and quality</p> <p>Sound knowledge of the construction industry</p> <p>Ability to ensure standards and specifications are met</p> <p>Ability to work with senior management to set project and operational targets</p> <p>Excellent negotiation and diplomacy skills and the ability to make a sound</p>

	business case to senior stakeholders
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