

## Senior Building Services Manager

<b>Generic title</b>	Senior Manager - 1
<b>General Description</b>	<p>Under the direction of a Director, this Senior Manager will manage a significant function within a business unit, a large number of managers or a significant income stream. Managed activity will be of a larger scope and complexity.</p> <p>In operations they will manage large scale or complicated multidisciplinary construction schemes or 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. The will play a major role in delivering the company's value set and philosophy.</p> <p>In commercial they may lead on supply chain management, take responsibility for a line of business or all aspects of pre-construction in their area.</p>

## Competencies

<b>Achieving Results</b>	<p>Capacity to set goals for self and others</p> <p>Proactively identifies and pursues new stretching targets and opportunities</p> <p>High levels of personal drive and commitment</p> <p>Adds value beyond doing the job</p> <p>Focuses well on personal development</p>
<b>Analytical thinking and decision making</b>	<p>Rational and systematic analysis of situation to enable decisions on more varied issues</p> <p>Questioning the evidence to evaluate issues</p>
<b>Communication</b>	<p>Ability to adapt one's style to the message and audience so people understand what you want</p> <p>Connect with people in all levels of the business</p>
<b>Dealing with change</b>	<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>
<b>Teamwork</b>	<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>
<b>Leadership</b>	<p>Demonstrate clear and visible leadership, with capacity to absorb responsibility and accountability whilst providing sensitive direction to others</p> <p>Remain effective when the situation is unclear, complicated or pressurised</p>
<b>Managing resources</b>	<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>
<b>Negotiation</b>	<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>
<b>People Development</b>	<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

<b>Summary of role</b>	Responsible for the management of all mechanical and electrical (M&E)
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	installations including technical input throughout the design and construction phases, planning and programming of work, value engineering, selection of subcontractors, technical input with procurement, quality control, commissioning and handover ensuring that the elements of projects are successfully delivered.
<b>Responsibilities and accountabilities</b>	<p>Provide comprehensive professional advice with regard to building services risk and opportunity, design and construction issues</p> <p>Interrogate and assess design and value engineering ensuring that the most cost effective and buildable solutions are achieved</p> <p>Provide support and advice for the on-site teams to ensure the smooth running and delivery of the M&amp;E elements of projects</p> <p>Champion process improvements to the bidding, procurement, design and construction procedures regarding services integration and procurement of statutory supplies</p> <p>Manage and coordinate safely the overall design and delivery process bringing innovation, continuous improvement benefits, sustainability and life cycle benefits to the project</p> <p>Assist the bid manager with the evaluation of the tender documentation including identification of risk and opportunity, coordination issues, and value and cost engineering</p> <p>Review all relevant pre-qualification enquiry information and assist with any documents and presentations</p> <p>Identify any variance from the employers requirements and include these within the tender contractors proposals</p> <p>Assist the bid team to establish provision of temporary services for construction</p> <p>Integrate the M&amp;E design process with functional bid and operational team members (at appropriate stages) incorporating mentoring and training of functional and non-functional team members and achieving/bettering commercial targets</p> <p>Ensure completion and compliance of building services procedures and integration of design management department procedures</p> <p>Ensure appropriate design resource, skill sets and structure</p> <p>Ensure sustainability drivers and leadership is fully included</p> <p>Act as a main point of contact for customers for building services and provide advice on engineering services issues, renewable technology solutions and sustainability matters</p> <p>Ensure customer information and key drivers are cascaded to the design team</p> <p>Advise the customer on design change implications</p> <p>Ensure designers delivering to Employer's Requirements and sustainability targets</p> <p>Provide interface with customer if appropriate as defined in the project structure</p> <p>Ensure 'added value' benefits are communicated to the customer and advise on alternative building engineering design solutions where appropriate</p> <p>Set-up and agree design management regime with the building services design team</p> <p>Establish an agreed scope of services for designers, subcontractors and suppliers and ensure adherence to the design brief/scope of service and develop a comprehensive scope of service for key stages of project</p> <p>Programme and manage all design reviews and co-ordination meetings.</p> <p>Ensure fully coordinated design strategy is in place and work closely with other discipline lead designers to deliver coordinated design solutions</p> <p>Ensure that fully coordinated design programmes are produced that integrate with the agreed project programme and that the programmes are regularly monitored for progress and updated as required in relation to specific building services requirements</p> <p>Prepare technical reports for presentation to regarding building services and associated activities</p> <p>Provide advice on statutory services and obtain firm quotations for new services into sites</p>

	<p>Attend customer presentations to cover all aspects of building services design options including cost benefit and best value analyses</p> <p>Provide general advice and improvement of building engineering services knowledge and Regulatory changes to senior managers</p> <p>Provide onsite coordination of service installation and design development with supply chain/consultants including chairing of M&amp;E design team meetings</p> <p>Work closely with construction teams to integrate building services solutions with overall building design and advising potential implications/solutions</p> <p>Identify potential M&amp;E consultant (if required) and building services subcontractors based on cost and experience of the project being tendered for</p> <p>Carry out appraisal of subcontractors quotations and challenge where required</p> <p>Advise the project team and make recommendations for the selection and appointment of building services subcontractors</p> <p>Instigate improvements to service levels with supply chain companies to enhance our bids</p> <p>Monitor, manage and review supply chain partners and subcontractors service delivery and customer interface</p> <p>Agree quality plans with supply chains and undertaking quality inspections including reporting on installations and witness testing of completed installations</p> <p>Complete and own commissioning programmes and undertaking end user briefings and training</p> <p>Agree and review health and safety file documentation prior to customer submission</p> <p>Provide assistance to the planner in producing a full construction/services programme, showing long lead items, design and commissioning aspects of the project</p> <p>Attend the tender handover/review and commissioning meetings</p> <p>Assist in the collating of queries/RFIs and pursue resolution from the design team consultants</p> <p>Ensure that Morgan Sindall's Perfect Delivery philosophy is implemented throughout the project</p> <p>Verify and control and document the demonstration techniques from the subcontractors to the customer's representatives of the services installation</p>
<b>Qualifications, training and technical knowledge</b>	<p>Qualification in Mechanical and/or Electrical disciplines (desirable)</p> <p>Degree qualified and relevant professional qualification/ accreditation (preferred)</p> <p>In-depth knowledge of the M&amp;E elements of construction projects from tender including an understanding of renewable technologies, current regulations and market levels</p> <p>In-depth knowledge of renewable technologies, energy usage, EPC ratings and BREEAM</p> <p>Experience of working for a principal/main contractor or large, reputable subcontractor on multi million pound design and build refurbishment construction projects</p> <p>Management and supervision of M&amp;E subcontractors</p> <p>Particular sector experience in Commercial, Leisure, Health, Retail, Leisure, Education, Commercial and Industrial projects on both refurbishment and new build</p> <p>Detailed knowledge of M&amp;E coordination with knowledge of M&amp;E design management</p> <p>Practical working knowledge of contracts and contract documentation</p> <p>Knowledge of construction materials, methods and technology</p> <p>Good understanding of health and safety legislation and its practical implementation</p>
<b>Attributes and skills</b>	<p>Self-driven, results orientated with a positive outlook</p> <p>Good management skills, with the ability to motivate employees to achieve high standard of compliance</p> <p>Excellent organisational, planning and time management skills; able to manage</p>

	<p>projects simultaneously without 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 business case to senior stakeholders</p>
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