

Supporting a thriving Parliamentary democracy

Job Title:	Senior Electrical Engineer (Building Services)
Salary:	£50,870 - £62,643 per annum (Band A2)
Team:	In House Services and Estates (IHSE)
Contract Type/Duration:	Permanent

Team Information

Parliament's Estates portfolio team manages all property and engineering infrastructure across the Parliamentary Estate. The Estate consists of around 14 main buildings ranging from the historic Palace of Westminster to the modern Portcullis House, is located within a UNESCO World Heritage site, and spans 4 conservation areas. Estates has an annual budget of over £70m, split between around 150 ongoing capital projects, and planning for several multi-million refurbishment projects over the next decade to refurbish some historic buildings and replace ageing engineering infrastructure.

The Design Authority manages the lifecycle of the engineering assets together with providing advice and assurance to the Project Delivery and Maintenance groups. The Design Authority is the core of expert in-house staff providing continuity, direction and support to colleagues, consultants and contractors, and represents the estate with key external bodies. It also manages the records, O&M manuals, H&S files and digital models for the engineering infrastructure, and leads the Clerks of Works, CDM Safety Advisors and Building Services Consultant contracts. It is staffed mainly by Chartered professionals covering Electrical, Mechanical, Public Health, Electronics, Control and Audio/Broadcast Engineering

Job Information

Working within the Design Authority, this post will focus on the provision of subject matter expertise for electrical engineering and provide team leadership and long-term assurance and benefits to Parliament. The post holder will work closely with complementary posts and will concentrate on core delivery over the short to medium term.

Due to the essential association with the wider organisation of both Houses, the post holder is expected to foster a culture of achieving business excellence, high customer service and professional standards, compliance with statutory regulations and legislation, as well as providing best practice support and guidance.

Responsibilities

- Be the senior lead for electrical engineering representing the wider design authority.
- Lead and develop the long-term strategies and lifecycle plans for the diverse range of electrical engineering and other services across the Parliamentary Estate buildings, including:
 - a. High-voltage (11kV) supplies, transformers, switchgear, earthing, CHP plant, metering SCADA control and monitoring systems, and resilient distribution networks.
 - b. Low-voltage (3-phase and single 230V) supplies, switchgear, distribution boards and UPS systems.
 - c. Lifts (people and goods) and escalators.
 - d. Historic and office lighting equipment and automated controllers.
- Analyse and inspect the varied range of electrical engineering infrastructures, both directly and through leading consultants.
- Make recommendations that address the key issues and risks posed by the infrastructures to the objectives and business of Parliament, whilst forecasting the long term financial and operational impacts.
- Proactively anticipate possible variations in demand or circumstance, recommending solutions and encouraging stakeholders to consider and plan for such variations.
- Evaluate and sign-off changes and modification proposals, to ensure adaptations do not threaten the original design intent, service delivery or resilience.
- Develop, guide and approve testing and commissioning methodologies.
- Advising on maintenance planning, and compliance testing such as for earthing performance.
- Witness, record and sign off new or refurbished systems at handover.

Feasibility Studies

- Lead the electrical aspects of the 25-year Estate-wide "Engineering Infrastructure and Resilience Strategy" including Energy Centres.
- Brief, appoint, and manage external consultants to enable delivery of electrical engineering and building services infrastructure work streams, and act as the "informed client" representative.
- Undertake feasibility and option studies for expanding, replacing and future proofing the electrical engineering and building services infrastructures above to meet the needs of Parliament, and write briefs for the recommended options to define the outcomes.
- Develop and produce their own project briefs, designs and specifications, and manage electrical building services and infrastructure biased projects through to final delivery and commissioning, being able to use their own expertise without relying on external consultants and occasionally undertake specialist improvement projects.
- Develop business cases on complex projects in accordance with Treasury Green Book and Parliamentary processes, to secure funding for delivery.

Standards

- Develop and continually update the Parliamentary building services design guide, and specific system standards, and advise designers, consultants and stakeholders on their application.
- Manage compliance with current and new regulations, standards, legislation, and codes of practice to the design, installation and commissioning stages of projects and maintenance activities.
- Incorporate accessibility and environmental sustainability into projects wherever possible.

Technical Support

- The post holder acts within the electrical engineering/building services field, providing professional support and technical advice to colleagues including other members of the Design Authority, Project Delivery and Maintenance departments, clients and stakeholders.
- Evaluating infrastructure design, installation, maintenance, operating and decommissioning methods, and authorising change proposals from consultants, contractors and colleagues ensuring they meet the estate-wide strategies, maintenance and user requirements.
- Assessing and evaluating the engineering competency and capabilities of consultants and contractors.
- Providing a proactive expert service during electrical building services and infrastructure faults, and where failures may be due to consultant or contractor error, retaining evidence and acting as an Expert Witness should a dispute follow.
- Act as the statutory Authorising Engineer/Designated Person on HV and high risk (e.g. dual fed) LV systems, and be responsible for the establishment, and monitoring the implementation of, the 'Safe Systems of Work' in the related field.
- Support the Records Manager in reviewing O&M manuals, recording and tracking all design reviews, approvals, defects and handover processes.

General

- Represent the other engineering fields of the Design Authority on programmes and projects.
- On occasion, deputise for the Principal Electrical Engineer.
- Provide content for relevant FOI requests, Written and Oral Parliamentary Questions.
- Understand and apply tendering processes particularly Public Sector Procurement rules; KPIs; industry contracts such as NEC3; and project delivery methodologies such as the RIBA Plans of Work.

The post holder will report to the Principal Electrical Engineer and will act with their authority in commissioning and overseeing work.

Security

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level or higher, as described in the job description. All successful candidates are required to pass these checks before an offer can be confirmed.

You should be aware that if you have resided outside of the UK for a total of more than two of the last five years, you are not eligible to receive security clearance to work on the Parliamentary Estate.

[Click here](#) for further information.

Hours

We welcome applications from candidates who wish to work part-time or as part of a job share. If you are selected for interview please inform the panel of the days/hours you are available to work, alternatively you can inform the recruitment team at any stage of the process.

Full time working hours are 36 per week excluding meal breaks.

Workplace Adjustments

As an inclusive employer, the House of Commons supports individuals in need of workplace adjustments. The workplace adjustment process prevents, reduces or removes problems you might face at work. Adjustments can be requested to help with obstacles relating to mental health, and physical or non-physical requirements. You can request a workplace adjustment if you have a disability or suffer from a difficulty or disadvantage in your workplace.

Application and Selection Process

Further details will be provided if you are successful at the initial application stage.

We may ask you to complete a test, presentation or other assessment as a part of your recruitment process.

If you are invited to interview, we will ask you a combination of competency questions and role specific questions solely based on the criteria below. Any presentation or test requirements will be clearly communicated to you well in advance of your interview.

As a Disability Confident Leader, it is important that we are able to make appropriate arrangements or adjustments where necessary in order to create a full and equal participation in the selection process. If you require any reasonable adjustments, please reach out to the recruitment team to see how we can meet your needs.

Our Values

The House Service is proud of our organisational values, which will deliver our strategy. We are looking for people who can bring these values to life:

Inclusive: We value everyone equally; We respect each other; We all have a voice.

Courageous: We try new things; We own our actions and decisions; We learn from our mistakes.

Trusted: We trust each other to do a good job; We are impartial; We build confidence in Parliament with our integrity.

Collaborative: We share our knowledge and experience; We work towards a shared vision; We know we work better in a partnership.

Skills and Experience

Criterion 1

Chartered Electrical Engineer and Member of IET or equivalent with experience with consultants and with client-side experience. Demonstrable management skills and projects delivery awareness and demonstrable competence of operating in a complex stakeholder environment.

Criterion 2

Applies a range of analytical techniques to understand complex issues and risks particularly in electrical building services, making strategic decisions leading to workable solutions or mitigations. Basic understanding of tender processes, contract management, finance, public procurement, listed building and safety regulations.

Criterion 3

Promotes and facilitates effective relationships between staff, managers, consultants and contractors ensuring that everyone is treated with dignity, courtesy and respect
Ensures engagement of Members, Peers and other key stakeholders in decision making processes and organisational change.

Criterion 4

Work with a wide variety of stakeholders (including political ones), contractors and colleagues to achieve objectives and manage change, without damaging relationships.

Criterion 5

Ability to identify, build and maintain collaborative and effective working relationships with a wide variety of stakeholders. Good interpersonal and communication skills, both written and oral, with proven ability to influence and persuade using a range of techniques at all levels across a complex organization.

Criterion 6

Practical IT skills, including capability to work with BIM. Competent in operating inside the CDM Regulations and a good understanding of environmental and sustainability issues and their application. Experience as onsite representative for clients or users, overseeing installation, testing and commissioning of electrical building services infrastructures, managing high level risks and uncertainties.
