



HOUSE OF COMMONS

# JOB DESCRIPTION



*Supporting a thriving parliamentary democracy*

<b>Job title:</b>	<b>Asset Engineer</b>
<b>Campaign Type:</b>	<b>Concurrent</b>
<b>Payband:</b>	<b>A2</b>
<b>Pay range:</b>	<b>£50,870 - £62,643 per annum</b>
<b>Allowances:</b>	<b>N/A</b>
<b>Team:</b>	<b>Strategic Estates</b>
<b>Section:</b>	<b>Property, Planning and Design</b>
<b>Reports to:</b>	<b>Head of Programming and Planning</b>
<b>Number of posts:</b>	<b>1</b>
<b>Hours:</b>	<b>36 hours, full time</b>
<b>Contract type/ duration:</b>	<b>Permanent</b>
<b>Issue date:</b>	<b>19/12/18</b>
<b>Closing date:</b>	<b>13/02/19 12:00pm</b>

## The House of Commons

The House of Commons and the iconic Palace of Westminster are key elements of the UK Parliaments. Around 2,500 staff work behind the scenes at the House of Commons, supporting the democratic process in many different ways. We are politically impartial and take great pride in the vision and values which guide our work.

It takes a huge range of skills and experience to keep the House of Commons running, and we all contribute to supporting a thriving parliamentary democracy.

## Team information

The Programme and Planning Office works with the Design Authority (the estate-wide central architectural and engineering team) to manage the lifecycle of the building and engineering assets together with the Project Delivery and Maintenance teams. The post of Asset Engineer has been created to lead the development and upkeep of lifecycle refurbishment and maintenance schemes on buildings and engineering systems, to optimise their whole life cost and performance.

## Job introduction

This role focuses on planning refurbishments, maintaining the high level asset register, and creating initial building fabric and infrastructure maintenance schedules on project handover. The post holder will work with Parliament's conservation architects, engineers, property and maintenance teams, and evaluate BIM models and O&M manuals, to establish refurbishment, maintenance and lifecycle replacement/disposal requirements.

This role would be suitable for candidates with experience in lifecycle and/or maintenance planning, including those from a regulated environment or within an organisation working to PAS55/ISO55000, BS8544, BS15686 and/or SFG20 standard for building maintenance.

## **Key stakeholder relationships**

### **Internal:**

- Parliamentary Maintenance Service Team (PMS): Maintenance and Operations Managers, PMS Soft Landings Manager and Technical Officers – weekly
- Professionals within the various Programme and Portfolio Offices – daily
- Chartered Engineers, Architects, Building and Quantity Surveyors – daily
- Senior Project Leaders and Project Leaders – weekly
- Other professional and technical specialists including the Property (legal), Accommodation, Fire, Environment, Energy, Security, Broadcasting and ICT teams – weekly
- Senior Managers, Users and other Stakeholders across both Houses – daily
- Restoration & Renewal and the Northern Estate Programme Directors and teams – daily
- Procurement and Finance departments across both Houses – weekly
- “Senior Responsible Officers” on programmes and projects – as required

### **External:**

- Consultants, suppliers and contractors to appoint, manage and guide – weekly
- Liaison with auditors, Government offices, neighbours, Metropolitan Police Service and the Security Services, Members of the House of Lords and House of Commons – as required

## **Management responsibility**

- One Member of staff (B1H1 Asset Planner)
- Consultants including Chartered Engineers and Conservation Architects, Chartered Surveyors, Consultant Project Managers
- Technical staff if required
- Contractors on own specialist projects

## **Location**

This post will be located on the Parliamentary Estate, Westminster, London.

## **Security**

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level unless otherwise specified. All successful candidates are required to pass these checks before an offer can be confirmed.

Applicants should be aware that if they have resided outside of the UK for a total of more than two of the last five years they are not usually eligible for vetting (but we assess each case individually).

## **Hours**

Consideration will be given to 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.

## **For further information:**

Candidates should refer to the House of Commons careers website [www.careers-houseofcommons.org](http://www.careers-houseofcommons.org) or contact [Recruitment@parliament.uk](mailto:Recruitment@parliament.uk) or 020 7219 6011.

## **Application and selection process**

We will conduct a sift based on the criteria set out in the skills and experience section and successful candidates will be invited to attend a competency based interview.

## **Key responsibilities**

The post holder must be able to use their own expertise to undertake the following duties

- Lead and develop costed and coordinated lifecycle schedules for minor and major refurbishments of buildings and engineering systems in conjunction with the PMS Soft Landings Manager, architects, engineers, property and programme teams
- Upkeep of 25 year refurbishment plan including financial data on the Estates project system (currently EPM based on MS Project Server)
- Analyse the buildings Quadrennial Inspections to identify and transfer the recommended actions into refurbishment or maintenance activities
- Create refurbishment and preventative maintenance schedules resulting from capital projects in conjunction with the PMS Soft Landings Manager, overseeing the transfer of these schedules onto the 25 year plan, EPM and CAFM/IWMS maintenance systems at the end of projects
- Proactively anticipate possible risks and variations in circumstance, recommending solutions and encouraging stakeholders to consider and plan for such variations, whilst forecasting the long term financial and operational impacts
- Make recommendations to establish and maintain a common, master building and engineering asset register system in conjunction with the IWMS/CAFM and BIM/CDE project teams
- Proactively ensure that interdependencies between refurbishment plans are highlighted at the earliest stages and assist others to manage them
- Identify where separate activities could be combined into single business cases incorporating all refurbishment activities over a relevant, defined period
- Initiate and oversee option development by the architects, engineers and/or project leaders to use in business cases, including briefing and appointing external consultants to undertake feasibility studies
- Develop aspects of business cases on complex projects in accordance with Treasury Green Book and Parliamentary processes, demonstrating the requirement of scopes of work to secure funding for delivery
- Work with the maintenance team to implement a system to measure and understand the cost and performance of assets for continual improvement by refurbishment or maintenance
- Support the SFG20 industry standard maintenance scheduling pilot and the BIM implementation
- Ensure that project Employer Information Requirements identify the data requirements for asset information and lifecycle replacement plans
- Oversee the transfer of new or updated assets into Parliament's computerised asset register system at the end of projects

## **General**

- Incorporate accessibility and environmental sustainability into projects wherever possible, encouraging diversity and inclusion in all activities
- On occasion, represent other fields within Strategic Estates, and/or deputise for the team manager

- Provide content for relevant FOI requests, Written and Oral Parliamentary Questions as required
- Apply tendering processes in line with public sector procurement rules; develop and use KPIs and NEC3 contract; work with project delivery methodologies such as the RIBA Plans of Work

### **Qualifications:**

The following qualifications are required for this role:

#### **Essential**

- Degree or equivalent qualification in relevant discipline such as asset management, architecture or engineering

#### **Desirable**

- Chartered status, or working towards

SKILLS AND EXPERIENCE	APPLICATION FORM	TEST / EXERCISE	INTERVIEW
<b>CRITERIA 1</b> <b>Technical</b> <ul style="list-style-type: none"> <li>Post qualification experience in an asset management role establishing refurbishment and/or maintenance systems and/or plans, with a record of successful completion</li> <li>Knowledge and practical experience of lifecycle management and costing methodologies such as PAS55, BS8544 and/or BS15686</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 2</b> <b>Analysing &amp; Decision Making</b> <ul style="list-style-type: none"> <li>Applies a range of analytical techniques to understand complex issues and risks in building or equipment refurbishment and/or maintenance services, making strategic decisions leading to workable programmes</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 3</b> <b>Working with People</b> <ul style="list-style-type: none"> <li>Promotes and facilitates effective relationships between staff, managers, consultants and contractors ensuring that everyone is treated with dignity, courtesy and respect</li> <li>Ensures engagement of key stakeholders in decision making processes and organisational change</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 4</b> <b>Influencing &amp; Persuading</b> <ul style="list-style-type: none"> <li>Influences the behaviours of wide variety of stakeholders (including political ones), contractors and colleagues to achieve objectives and manage change, without damaging relationships</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 5</b> <b>Communicating</b> <ul style="list-style-type: none"> <li>Effectively present and convey a range of technical information in clear, unambiguous language to lay audiences.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 6</b> <b>Planning &amp; Organising</b> <ul style="list-style-type: none"> <li>Effectively manages several complex activities at the same time</li> <li>Experience of project delivery methodologies (eg RIBA Plans of Work)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>DESIRABLE</b>			
Basic understanding of tender processes, contract management, finance, public procurement, listed building and safety regulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience of historic buildings and campus-wide infrastructures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>