

JOB DESCRIPTION



Supporting a thriving parliamentary democracy

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| Job title: | PMST NEP/R&R Technical Engagement Manager |
| Campaign Type: | Concurrent |
| Payband: | A2 |
| Pay range: | £50,870 - £62,643 |
| Team: | In House Services Team |
| Section: | Parliamentary Maintenance Services Team |
| Reports to: | Director of Parliamentary Maintenance |
| Number of posts: | 1 |
| Hours: | 36 Hours per week |
| Contract type/ duration: | Fixed term 2 years with a possibility of extension |
| Issue date: | 8 October 2019 |
| Closing date: | 30 October 2019 at 23:55 |

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

In-House Services (IHS) provides high quality facilities and services to Members and their staff, and to staff of the House of Commons, supporting them to carry out their work in a clean, comfortable, safe and efficient environment.

Parliamentary Maintenance Services Team (PMST), within In House Services (IHS), consists of approximately 115 in house staff and a large number of contractors who maintain the Parliamentary estates (Commons & Lords) buildings, engineering systems and furnishings in order to ensure a fully functioning, safe working environment, equipped for the demands of the 21st century. Consisting of buildings that range from the historic Palace of Westminster to the modern Portcullis House, it's located within a UNESCO World Heritage site and spans four conservation areas and is about to embark on a multi billion pound redevelopment programme.

Job introduction and Context of the Role

The Northern Estate Programme (NEP) is refurbishing the Northern Estate's historic buildings and creating a temporary home for the House of Commons during the restoration and renewal of the Palace of Westminster. This follows the decision of both Houses of Parliament in 2018 to fully vacate the Palace of Westminster while essential work to restore and renew the building takes place, with the House of Commons to move to the Northern Estate.

The Restoration & Renewal Programme (R&R) has been established to tackle the significant work that needs to be done to preserve the Palace of Westminster and ensure it can continue to serve as home for the UK Parliament in the 21st century.

The Vision for the Palace of Westminster R&R Programme is to 'transform the Houses of Parliament to be fit for the future as the working home for our Parliamentary democracy, welcoming to all and a celebration of our rich heritage.

Work has begun to establish a two-tier governance model which has been proven to work well on major projects. The Sponsor Body (now in shadow form) and Delivery Authority, will be set up following the passage of legislation as a statutory body and company limited by guarantee respectively.

The Sponsor Body will be a stand-alone organisation, overseeing the work of the Delivery Authority, acting as the single client accountable to Parliament. The Delivery Authority will be accountable for delivering the Sponsor Body's requirements to budget and timescale and have the management capacity and expertise required for a programme of this scale and complexity.

This Senior management position within PMST will be responsible to the Director of Parliamentary Maintenance will be the key interface between PMST, the Sponsor Body, the Delivery Authority and Strategic Estates, ensuring full engagement with NEP and R&R is maintained throughout the design; development; construction; commissioning; handover; maintenance and operating phases.

It will ensure PMST requirements are fully considered during the design stages of the various elements of the projects and the future strategic requirements of PMST are developed to ensure smooth transition from handover to operating and maintenance of buildings and assets.

To represent the PMST team at Board and Committee meetings when required.

Key stakeholder relationships

Director of PMST and Senior PMST Management Team
The Sponsor Body, the Delivery Authority and Strategic Estates
In House Services Management Board
The Parliamentary Design Authority
Parliamentary Safety Team
Senior managers across the House
Health & Safety Executive
Members and Members Staff
House of Lords Facilities
House of Lords departments

Management responsibility

B1H1

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 eligible for vetting.

Please visit: <https://www.parliament.uk/documents/PSD-Security-Vetting-booklet.pdf> for further information.

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

<https://www.parliament.uk/about/working/jobs/> or contact 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

- To represent PMST during all phases of the NEP and R&R programmes working collaboratively with the Sponsor Bodies; Strategic Estates (SE) and the Design Authority (DA) providing technical input where necessary and ensuring maintenance requirements and accommodation needs are considered and met which ensure that assets and buildings are maintainable upon handover.
- To provide technical advice and support to the PMST and sub contracted services for assets and building systems as they are handed over for maintenance and operation.
- To lead on the development and delivery of plans for maintaining of buildings and assets as they are commissioned and handed over from the NEP/R&R programmes by In House PMST staff and Sub Contracted services.
- To ensure that appropriate Risk Assessments and Method Statements are in place for maintenance of assets and buildings as they are commissioned and handed over from the NEP/R&R programmes.
- To engage with all stakeholders involved within the NEP/R&R programme and customers to ensure their requirements are considered and met where appropriate within the PMST service delivery.
- To review and analyse technical reports and documents and make recommendations where appropriate.
- To act as the PMST lead during commissioning and witnessing of assets and systems as they are completed as part of the NEP and R&R programmes.
- To review asset databases for the NEP and R&R programmes and ensure appropriate planned and statutory maintenance regimes are in place at time of hand over.

- To review and comment on Operation and Maintenance manuals as they are supplied as part of the NEP and R&R programmes.
- To ensure that PMST Management and staff have the appropriate resources; knowledge and skills to maintain assets and systems as part of the NEP and R&R programmes as they are commissioned and handed over for operating and maintenance.
- To Monitor, coach, support, motivate and develop team members to enable them to deliver to the best of their ability.
- To attend PMST and I-HS management meetings to provide regular updates on the NEP and R&R programmes.
- Manage benefits definition, realisation and assessment
- Research future technology; industry trends; best practice and innovations that would benefit the organisation.
- To carry out other duties in line with the relevant pay band.

The House Service are 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 through our integrity
- **Collaborative:** We share our knowledge and experience; We work towards a shared vision; We know we work better in a partnership

Qualifications:

The following qualifications are required for this role:

Essential

Mechanical, Electrical or Building Services Degree

Desirable

1. Health and Safety Qualification (NEBOSH/IOSH)
2. Project or Programme Management Qualification
3. Working knowledge of BIM; SFG20 and Government Soft Landings methodologies

| SKILLS AND EXPERIENCE | APPLICATION FORM | TEST/ EXERCISE | INTERVIEW |
|--|-------------------------------------|--------------------------|-------------------------------------|
| CRITERIA 1 Experience of successfully leading business critical change projects including communication strategies, stakeholder impact assessments and related plans within a highly complex stakeholder environment. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| CRITERIA 2 Engages with and understands customer requirements and uses these to develop technical solutions or interventions to improve performance and achieve organisational outcomes. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| CRITERIA 3 Excellent interpersonal skills, able to communicate technical information clearly and build effective working relationships with diverse stakeholders to achieve shared goals, promoting and facilitating effective relationships between staff, managers and ensuring that everyone is, at all times, treated with dignity, courtesy and respect | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| CRITERIA 4 Analyses complex technical information, identifying key issues and using critical thinking to identify risks/ impacts and mitigations in proposing options. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| CRITERIA 5 Manages short and long-term demands, adapt plans in the light of changing circumstances, with an understanding of modern project, programme and portfolio methodologies and some experience in their use. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| CRITERIA 6 Experience of communicating messages tailored to different audiences and writing reports for committees and/or boards to tight deadlines | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |