



JOB DESCRIPTION

Supporting a thriving parliamentary democracy

CAMPAIGN TYPE:	Concurrent		
JOB TITLE:	Design Manager (Engineering)		
PAYBAND:	A2		
PAY RANGE:	£50,870 - £62,643		
TEAM:	Strategic Estates		
SECTION:	Restoration and Renewal Programme		
REPORTS TO:	Senior Design Lead (Engineering)		
NUMBER OF POSTS:	1	Hours (p/w):	Full Time 36
CONTRACT TYPE/DURATION:	Fixed term for 18 months (with the possibility of an extension or permanency)		
ISSUE DATE			
03/01/2019			
CLOSING DATE FOR APPLICATIONS			
28/01/2019 at 12:00pm			

BACKGROUND AND CONTEXT OF THE ROLE

Maintaining a thriving parliamentary democracy requires the contribution of a dedicated, politically impartial and diverse workforce who takes pride in supporting the democratic process (circa 2,500 in the House of Commons alone).

The Strategic Estates team, as custodians, take great pride in looking after and improving the buildings within the Parliamentary Estate. While we are part of the House of Commons service, we also provide services to the House of Lords. We carry out works on World Heritage sites which attract visitors from all over the world, making it a challenging stakeholder environment where conservation and the need to innovate and build for the future coincide.

Given the poor condition of the fabric and systems of the Palace, the Commissions of the House of Commons and House of Lords resolved in early 2018 that a major programme of restoration and renewal work must be carried out to protect and preserve the legacy of the Palace, ensuring it can continue to serve as home to the UK Parliament in the 21st century and beyond.

Work has begun to establish a new, two-tier governance model for the programme, similar to that which has been proven to work well on major projects such as the London 2012 Olympics and Crossrail. Within the Restoration and Renewal Programme, there is a Transition team which is examining the potential routes and options for delivering the programme and taking forward the work to establish a Sponsor Body and Delivery Authority.

The Sponsor Body will be a stand-alone organisation overseeing the work of the Delivery Authority. It will act as the single client accountable to Parliament, own the budget, business case and scope of the programme. 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.

JOB SUMMARY AND OBJECTIVES

The Team: The Palace and Decant sub-teams within the Restoration and Renewal Programme (R&R) Team manage a wide range of workstreams associated with the design, procurement and construction of buildings within the Parliamentary Estate and any temporary accommodation buildings. We are responsible for commissioning all project management, cost management, procurement, legal, design and other supporting workstreams and are the primary interface between Parliament and the recently appointed the cost and programme management consultants Jacobs, working closely with the BDP Design Team.

These sub-teams are managed by the Palace / Design Director currently assisted by two Leads for Architecture and Engineering respectively. At some point in the future, functions fulfilled by this team will be the responsibility of the Delivery Authority.

The Design Manager (Engineering) will assist the Senior Design Lead (Engineering) on several engineering infrastructure projects and associated workstreams under direction from the Palace / Design Director. These will include:

- Mechanical & Public health engineering services,
- Energy Centre design, energy efficiency, sustainability and the environment including BREEAM,
- Building Information Modelling (BIM),
- Acoustic engineering,
- Vertical transportation,
- Specialist building physics and energy modelling, and
- Fire system engineering.

KEY ACCOUNTABILITIES

The post-holder will coordinate the various user groups relevant to each design workstream within the Programme, working with a wide range of internal stakeholders and external consultants.

Working closely with the Senior Design Lead (Engineering), the post-holder will ensure that there is effective briefing and management of consultants to drive value for money, consistent quality and timely delivery of the various workstreams. They will work with colleagues on overlapping areas and ensure that a clear strategy is in place and understood for each engineering design element.

KEY RESPONSIBILITIES

- Pro-actively lead mechanical or public health design tasks and be the point of contact for internal and external stakeholders.
- Ensure that design task outcomes and requirements are adequately defined and that the needs of the users and all other stakeholders are fully and properly understood and accounted for.
- Ensure that design tasks remain within the agreed scope, timescales and approved funding and should the scope change and/or costs change significantly, seek revised approval.
- Liaise and communicate with all design task stakeholders throughout the life time of the project, including pro-actively anticipating and planning for possible variations.
- Ensure regular reporting on time, cost, and quality, including use of reporting systems.
- Ensure design tasks are procured and managed in accordance with House guidelines and procedures and incorporate environmental and sustainability initiatives into projects where possible.

- Apply regulations, legislation, codes of practice, and current design standards applicable.
- Brief and manage the necessary external consultants to enable design task delivery.
- Provide input and assist in the compilation of comprehensive reports to the Programme Board / Board sub-groups as appropriate, particularly highlighting key issues and risks and providing recommendations.
- Provide input and assist in the compilation of reports to Committees of either House or to Boards of the Authorities of either House and attend these as necessary.
- At completion, ensure that the mechanical design task and documentation are in accordance with the approved design and specifications and meets with the agreed standards.

Management responsibility

- This role has no line management responsibility

Stakeholder management

Internal:

- Design and Architecture teams across Parliament.
- Staff and Members of the House of Commons and House of Lords, to gather requirements, undertake surveys and feasibility studies.
- All internal stakeholders - The Restoration & Renewal Programme, Northern Estate Programme, Strategic Estates and Shadow Sponsor Body

External:

- Work with external consultants - Jacobs Project Managers and BDP Architects - contractors, suppliers, construction and conservation industry bodies, professional institutions, academic organisations and the media
- Westminster City Council, English Heritage, Government Departments, the Metropolitan Police, Security Service and Special Interest Groups.

QUALIFICATIONS AND KNOWLEDGE

Essential

- A degree in Mechanical Engineering, Building Services, Public Health or Hydraulic Engineering or related discipline.
- Chartered status, or an incorporated member working towards Chartered status, of a recognised and accredited engineering body, e.g. Chartered Institute of Building Services Engineers, Institute of Mechanical Engineers or Institute of Engineering and Technology. Where not Chartered, candidates with a degree will be expected to achieve Chartered status within three years of commencing their employment.

Desirable

- AutoCAD, MSP or Prince 2

SKILLS AND EXPERIENCE	APPLICATION FORM	TEST/ EXERCISE	INTERVIEW
Criterion 1 Demonstrable experience of working as a proactive 'informed client' or designer on large, complex construction or refurbishment projects comprising a significant proportion of building services engineering and with multiple stakeholders.	✓		✓
Criterion 2 Experience as a design delivery manager; or of mechanical engineering design of a large complex highly serviced building; e.g. hospital, data centre, laboratory complex, pharmaceuticals or food manufacturing line, etc. Experience of acting on behalf of the client or user, including as an on-site representative overseeing installation, monitoring design developments.	✓		✓
Criterion 3 Sound analytical skills with the ability to establish and articulate client situations and critically assess engineering systems, their controls, operation, maintenance and life cycles and draw conclusions relevant to the client requirements. Experience of ensuring the design process recognises current legislation, standards and codes of practice where appropriate.	✓		✓
Criterion 4 Demonstrable experience of managing consultants to ensure project delivery is to time, budget, and agreed quality standards, delivering at least the expected value for money.	✓		✓
Criterion 5 Demonstrable experience of working with internal and external contacts on a range of mechanical and public health engineering issues. An understanding of the differing needs of a range of professional groups and demonstrating the ability to appreciate and absorb expertise from a wide range of disciplines.	✓		✓
Criterion 6 Explains, and presents, complex design issues so that they are easy to understand, ensuring key project issues are understood by stakeholders. Good oral and written communication skills	✓		✓
Criterion 7 Ability to identify and build collaborative relationships with a wide variety of stakeholders, to appreciate and absorb expertise from a range of relevant disciplines and to guide stakeholders through complexity and uncertainty. Promotes a culture of diversity and inclusion.	✓		✓
Desirable Experience of refurbishment of Listed buildings. Knowledge of NEC3 contracts	✓		✓

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ADDITIONAL INFORMATION

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 three of the last five years they are not usually eligible for vetting (but we assess each case individually).

Hours

Net conditioned full-time working hours for staff of the House are usually 36 per week. This excludes daily meal breaks of one hour. The exact daily times of attendance will need to be agreed with relevant line manager.

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.

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.

For further information, candidates should refer to these websites – House of Commons careers at www.careers-houseofcommons.org and the UK Parliament at www.parliament.uk.

You can contact the Recruitment team at Recruitment@parliament.uk or by telephone on 020 7219 6011.