

## Supporting a thriving Parliamentary democracy

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**Job Title:** Mechanical Engineer (Building Services)

**Salary:** Band A2 (£53,000 - £63,000 per annum)

**Team:** Design Authority

**Number of Posts:** 1

**Contract Type/Duration:** Permanent

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### Team Information

Parliament's Strategic Estates team (SE) 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. SE has an annual budget of several hundred £m, split between around 100 ongoing capital projects and operations, and has several multi-million refurbishment projects planned over the next decade to refurbish some historic buildings and replace ageing engineering infrastructure.

The Design Authority manages the lifecycle of the buildings together with providing advice and assurance to the Project Delivery and Maintenance groups. The Design Authority has a 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 and digital models for the buildings and infrastructures, and leads the Clerks of Works, CDM Safety Advisors and Building Services Consultant contracts. It is staffed mainly by Chartered professionals covering Conservation Architecture, Electrical, Mechanical, Public Health, Electronics, and Control Systems Engineering.

### Job Information

The Mechanical Engineer role is to support and deputise for the Lead Mechanical Engineer in the Design Authority, on the installation and replacement of mechanical, public health and specialist building services across the buildings on the Estate. The post holder will develop lifecycle strategies for these services, be responsible for their Parliamentary design guides and standards, and lead research into new and emerging technology areas. They will write briefs in their specialist area for their own and others' projects, and undertake specialist improvement projects and feasibility studies up to several £m. They will provide expert support to ongoing projects and programmes, initiate improvements and ensure lifecycle value for money.

## Key Relationships

- Project Leaders and other colleagues, predominantly Chartered Engineers
- Professional and Technical specialists, including the Conservation Architects; Fire Safety, Environment and Energy groups; Programme/ Planning/ Portfolio team; Estates property and legal department
- Stakeholders across both houses
- Restoration & Renewal and the Northern Estate Programme teams
- Maintenance and Operations Managers and Technical Officers
- Managers and Users across the House of Commons and House of Lords
- Procurement and Finance departments across both Houses
- Daily contact with external consultants, suppliers and contractors to appoint, manage and guide.
- Related statutory bodies
- Liaison with auditors, Westminster City Council staff (e.g. Environment Officers), Government offices, neighbours, Metropolitan Police Service and the Security Services, Members of the House of Lords and House of Commons

## Management Responsibilities

- Consultants including Engineers, Surveyors, Project Managers and Registered Conservation Architects
- Supporting the management of design frameworks and contracts
- B grade technical staff as required
- Contractors on own specialist projects

## Strategies and Systems

- Research, development and upkeep of long term strategies, policies and lifecycle plans for the diverse range of mechanical engineering and other services across the Parliamentary Estate buildings, including:
  - Heating systems, mostly using gas fired plant, heat exchangers and calorifiers
  - Mechanical ventilation and air conditioning from chilled water and refrigerant plant
  - Water treatment plant and distribution systems, including mains, fire mains, boosted, softened, bore-hole, chilled, domestic hot and cold, and low temperature hot water
  - Public health systems, including drainage and sewage ejectors
  - Steam generation and distribution, with a focus on conversion to LTHW
  - Control methodologies for the above systems delivered by standalone controllers, BMS/PLC systems and variable speed pumps

- Analyse and inspect the varied range of mechanical engineering infrastructures, both directly and through leading consultants, and prepare resulting lifecycle maintenance plans
- Review changes and modification proposals, and recommend sign-off where adaptations do not threaten the original design intent, service delivery or resilience
- Provide support to develop, guide and approve testing and commissioning methodologies
- Advising on maintenance planning, commissioning and testing.

### **Feasibility Studies**

- Brief, appoint, lead and manage external consultants to enable delivery of mechanical engineering infrastructure work, making sound judgements as the “informed client”
- Undertake feasibility and option studies from small scale up to several £m for expanding, replacing and future proofing the mechanical engineering infrastructures and use the results to provide objective advice to meet the needs of users
- Develop and produce project briefs, designs and specifications, and manage some mechanical building services and infrastructure based projects through to final delivery and commissioning, including budgets, being able to use their own expertise and having accountability for their own decisions without relying on external consultants
- Develop business cases in accordance with Treasury Green Book and Parliamentary processes, and provide specialist business case support to others on complex projects, to secure funding

### **Standards**

- Develop and keep up to date the building services Design Guide, being the principle source of expertise for the mechanical systems, advising designers, consultants and colleagues on their application
- Ensure compliance with current and new regulations, standards, legislation, and codes of practice to the design, installation and commissioning stages of own projects
- Incorporate accessibility and environmental sustainability into projects wherever possible
- Ensuring the advantages of Building Information Modelling are incorporated in relevant documents and at all project stages
- Influence colleagues to adhere to Parliamentary design standards, persuading rather than enforcing

## Technical Support

- Reviewing infrastructure design, installation, maintenance, operating and decommissioning methods, and recommending the authorisation of change proposals from consultants, contractors and colleagues ensuring they meet the estate-wide strategies, maintenance and user requirements.
- Assessing the engineering competency and capabilities of consultants and contractors, and evaluating tender proposals, whilst maintaining good relations
- Providing a proactive expert service during mechanical services and infrastructure faults, and where failures may be due to consultant or contractor error, preparing evidence and acting as an Expert Witness should a dispute follow
- Own and lead areas of complex projects with overall values up to £50M
- Support the Records Manager in reviewing O&M manuals and H&S files, and tracking defects
- Witness, record and sign off new or refurbished systems at handover

## General

- Represent the Parliamentary Design Authority on programmes/projects, and with other departments
- Work with limited guidance, communicate respectfully, and support equality, diversity and inclusion
- 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

## 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 offer a range of flexible working options and actively encourage applications from candidates expressing a wish to perform the role in a flexible working arrangement such as part-time working, job-share and compressed hours.

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

## Hybrid Working

Our mission is to support a thriving parliamentary democracy – and today more than ever, this means being ready to carry out our essential functions in Westminster and elsewhere. Since 2020 our workforce is involved in developing new, business-resilient capabilities for hybrid working. We support colleagues to deliver excellent services on the Parliamentary Estate and remotely, while the balance of location varies according to the requirements of each job role.

If you are selected for an interview, please discuss the working arrangements for this role with the interview panel.

## 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 contact 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.

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## Skills and Experience

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### Criterion 1 - Technical

- Represent the Parliamentary Design Authority on programmes/projects, and with other departments
- Work with limited guidance, communicate respectfully, and support equality, diversity and inclusion
- 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

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### Criterion 2 - Acting on behalf of client or user

Substantial experience of

- Experience as an onsite representative overseeing site installation, monitoring, testing and commissioning complex mechanical services and equipment

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### Criterion 3 – Working with People

- Influences the behaviours of stakeholders, contractors and colleagues to achieve objectives without damaging relationships
- Promotes and facilitates effective relationships between staff, managers, consultants, and contractors ensuring that everyone is treated with dignity, courtesy and respect

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### Criterion 4 - Communicating

- Effectively present and convey a range of technical information in clear, unambiguous language to lay audiences

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### Criteria 5 - Planning & Organising

- Effectively manages several complex activities at the same time
- Understanding of project delivery methodologies (eg RIBA Plans of Work)

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### Criteria 6 - Contracts

- Basic understanding of procurement; contract management, KPIs; standard contracts such as NEC3
  - Basic understanding of tender processes, contract management, finance, public procurement, listed building and safety regulations
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