

JOB PURPOSE

Reporting to Associate/Director level and working across the Technical Management and Engineering Consultancy areas of the business, you are responsible for the operational delivery of related product and service offerings together with their ongoing development and enhancement.

JOB ROLE

The role requires the Senior Engineer to be a consummate professional and strong team player with a proven ability to think creatively and operate tactically and efficiently.

The Senior Engineer is also involved in the following:

- Internal team communications.
- Delivery and quality.
- Administration and co-ordination.
- Business development (certain elements).

MAIN RESPONSIBILITIES

1.00 Technical/Quality/Engineering:

- 1.01 Ensure that all relevant quality standards are adhered to within the Team and across operations.
- 1.02 Undertake condition surveys/technical appraisals; lifecycle analysis/planned maintenance programmes; feasibility studies/option appraisals; due diligence surveys; dilapidation surveys; landlord approvals/licence to alter and produce schedules of engineering assets, as required.
- 1.03 Undertake tendering exercises for maintenance contracts and auditing performance of the appointed contractors.
- 1.04 Attend contractor performance review meetings as required, take minutes and ensure all actions are completed ahead of subsequent meetings to ensure they remain effective and productive.
- 1.05 Provide advice on technical issues pertaining to buildings that are not performing to design and/or Client expectations.
- 1.06 Advise the Client on matters concerning Health & Safety and statutory compliance.
- 1.07 Procure and monitor CapEx works on behalf of the Client.
- 1.08 Provide technical advice/support on other engineering issues subject to relevant training/qualification i.e. Air Conditioning Inspections, etc.

2.00 Management:

- 2.01 Provide positive and effective management and demonstrate exemplary conduct for other members of the Team.
- 2.02 Plan and programme the works on jobs/accounts and meet all relevant deadlines.
- 2.03 Liaise and co-ordinate effectively with support services to achieve a consistent high level of performance.
- 2.04 Assist in the development of key accounts in which you are involved.
- 2.05 Review resource levels monthly in conjunction with your Manager.

3.00 Financial

- 3.1 Assist in regular billing forecasts for all your jobs/accounts.
- 3.2 In the third week of each month, produce a billing schedule of that month's invoicing.

4.00 Business Development:

- 4.01 Assist 'Key Account Manager' associated with Clients – Asset Managers; Property/Building Managers/Facilities Managers.
- 4.02 Maintain regular contact and build strong relationships with Clients and their representatives.
- 4.03 Assist in developing and progressing sales opportunities with existing and new clients.

5.00 Meetings:

- 5.01 Attend Team meetings as required and ensure all action items from previous meetings have been progressed.

WORKING RELATIONSHIPS:

- Ability to work with all areas of the Company and effective cross-functionality communication are essential.

Knowledge, Skills and Experience Required:

- Experience of working at a senior level across a wide sector of clients and projects.
- Good negotiation, communication, influencing and written skills.
- Integrity and commitment to quality service.
- Ability to work under pressure and to deadline.
- Creative and resourceful problem-solving skills.
- Personable, approachable and flexible.

Performance Measures and Objectives:

- Success in contributing towards the Team targets.
- Successful delivery of services under your control.
- Communication across the team.
- Monthly reporting.

Progression Route requirements to next level of Associate:

Finance: - Ability to manage income and demonstrate understanding of the influences that affect profitability.

Engineering/Technical: - Proven ability to become an expert in a relevant identified field and act as Team Leader.

Business Development: - Good level of Client referrals and repeat business, good level of after sales care, demonstrate an ambition to increase the Company and professional profile within the industry.

Client Satisfaction: - Effective delivery, positive client feedback, successful job turnaround, in-sales care, meeting attendance, quality/standards, resolutions, responsive.

This description reflects the core activities of the role and is not intended to be all-encompassing. Additional duties within the Company may be required and as such a flexible working approach is necessary.

See yourself as one of the IFE team? Email your CV and a cover letter in one document to info@intrinsic-fe.com