

Job description

Job title: Principle Lift Engineer

- Grade: PO4/PO5 (additional market supplement of £5,000)
- Reports to: Group Leader Electrical Team
- Direct reports: None
- Your team: Capital Programme Delivery – Engineering
- Service area: Housing Property Services
- Directorate: Homes and Neighbourhoods

Special requirements of the post

Workstyle: Roaming (Medium presence, two days a week)

Colleagues whose activities are a mix of remotely and periodic onsite work and/or meetings with third parties and businesses, going on site visits, and occasional resident engagement

This post requires a DBS check at the appropriate level (Basic)

This is a safety critical post and will be subject to the council's drug and alcohol policy

This post is subject to the council's declaration of interest procedure

Our mission

Islington is a place rich with diversity and culture. As a council our sense of purpose couldn't be clearer: we serve. It's in the logo. We are committed to challenging inequality in the borough and as one of the largest employers we know that to look after the place and the planet, we have to look after our people. **Together we can change the future.**

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out 'CARE', which is what we think public service is all about.

Overview of the role

To provide a professional lift engineering service, specifying and designing new electrical systems, inspecting works, fault finding, undertaking procurement, acting as contract administrator and project manager for electrical projects undertaken by the council.

Key responsibilities

1. Work in conjunction with the Group Leader / senior manager to identify, develop and enhance the asset management data-base relating to lifts and to prepare annual packages of work to ensure all lifts are maintained in good working order.
2. Develop appropriate design briefs, feasibility reports, specifications and tender documentation to facilitate the procurement of new packages of work.
3. Work closely with Islington's procurement team to procure and appoint contractors in the most efficient manner.
4. Take overall responsibility for all pre-contract technical surveys, tender design work and ongoing relevant maintenance requirements which may include liaising with other Council departments, repairs team, end users and other stakeholders.
5. Ensure that adequate monitoring is provided to oversee and coordinate the work of consultants, where appropriate.
6. Prepare reports for senior management team, committees, area forums, working parties, client organisations, tenant associations, and external agencies. Attend meetings as necessary to present reports.
7. Ensure excellent communication, consultation is maintained with all stakeholders through preparing briefings, correspondence, attendance at meetings etc.
8. Ensure the highest standard of design, budget control and contract management is maintained on all projects carried out by the team, paying particular attention to Health and Safety, Accessibility, Energy Efficiency, Sustainability and Maintenance.
9. Identify future projects in consultation with the Group Leader. Ensure that adequate staff resources are available to complete and manage projects within the programme, cost and fee allocation.
10. Provide advice and guidance as appropriate to other team members concerning procurement, design criteria and preparation of schemes, specifications, maintenance requirements, estimates, selection of materials and equipment, project and contract management.
11. Ensure all work is carried out in accordance with current standards and statutory regulations. Assume role of Contract Administrator/Employers Agent where required.
12. Liaise with government departments, consultants, statutory bodies and other relevant

organisations where required.

13. Ensure that adequate investigation, continued professional development and practical research is carried out concerning new techniques, systems and solutions in lift engineering services.
14. Assist and contribute to the implementation of lift engineering processes and procedures of the engineering department. Ensure that the Lifts section as a whole is working efficiently and where required to take necessary corrective measures.
15. Provide advice on the appraisal, selection, appointment and performance of contractors and sub-contractors and appropriate forms of contract.
16. Lead on all aspects of large and complex lift projects and/or maintenance contracts including the co-ordination of work by other lift staff. Take responsibility for supervising and checking the work of other staff within the team who are working on these projects and/or maintenance contracts.
17. Project / work supervision responsibilities:
 - Prepare on-going programmes of resource and fee income.
 - Undertake all day-to-day management of lift staff within the team.
 - Ensure that the service is provided in a cost-effective and competitive manner.
 - Assist, as directed, on recruitment, training and development, welfare and safety
 - Ensure adherence to Statutory Regulations, Contract Law and Islington Councils Standing Orders and initiate corrective action if necessary.
 - Assist the Group Leader in monitoring and controlling the team's budgets.
 - When supervising others ensure that they carry out their duties to meet Health and Safety requirements and regulations, including CDM regulations, both within the Council premises and on site.
18. Please note your salary will comprise of a basic annual salary and an additional market supplement of **£5,000** which will be paid in monthly instalments on top of your basic salary. The Market Supplement is reviewed each year considering market factors and vacancy and is subject to change.
19. Perform any other reasonable, minor and non-recurring duties, appropriate to the post as many be directed.

ADDITIONAL:

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- To carry out duties and responsibilities in accordance with the council's commitment to customer service excellence and ensure compliance with the customer care

standards.

- To be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way duties are carried out.
- To ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- To carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.
- At all times to carry out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).

GENERIC DUTIES:

- Ensure services are provided in accordance with Islington Council's commitment to "Best Value" and high-quality service provision to service users.
- Ensure compliance with Health and Safety legislation, including CDM regulations, and Islington Council's Health and Safety policies.
- Use and assist others to use information technology systems to carry out duties in the most efficient and effective manner.
- Undertake continuing professional development, relevant training, seminars, supervision sessions and other events.
- At all times carrying out responsibilities and duties in accordance with all relevant legislation, codes of practice and Council policies and procedures.
- At all times to carry out responsibilities and duties within the framework of Islington Council's Dignity for all Policy.
- Perform any other reasonable, minor and non-recurring duties, appropriate to the post as many be directed.
- Please note your salary will include an additional market supplement of £7,000 which will be paid in monthly instalments on top of your basic salary. The Market Supplement is reviewed each year considering market factors and vacancy rates and is subject to change.

Compliance

Ensure adherence to legal, regulatory, and policy requirements under GDPR, Health and Safety, Employee Code of Conduct and in your area of expertise by identifying opportunities and risks, and escalating issues as necessary.

Person specification

Your application form needs to demonstrate how you fulfil the role's requirements. It is essential to address the criteria, as this will be used to evaluate your suitability for the position.

Essential Criteria

Essential criteria	Criteria description	Assessed by
E1	Chartered Institute of Building Services Engineers or equivalent with a minimum of 6 years post qualification experience in designing and maintaining lifts. OR An NVQ level 3 (or equivalent) in building services or suitably related subject with a minimum of 6 years post qualification experience designing and maintaining lifts.	Application

Skills

Essential criteria	Criteria description	Assessed by
E2	Ability to prepare programmes of work and project-manage, to plan and deliver projects on time and within budget, monitoring and controlling costs at all stages.	Application/Interview
E3	Ability to undertake lift engineering design work for the installation of new lift cars and associated equipment.	Application/Interview/Test

Essential criteria	Criteria description	Assessed by
E4	Excellent technical knowledge and experience to prepare refurbishment and maintenance specifications for passenger lifts.	Application/Interview/Test
E5	Excellent knowledge of building services statutory regulations, codes of practice and British standards.	Interview/Test
E6	Possess a good and up to date working knowledge of building services forms of contract.	Interview
E7	Ability to write technical reports.	Test
E8	Ability to creatively solve service engineering design and maintenance related technical problems.	Application/Interview/Test
E9	Possess good commercial acumen to ensure procurement of works achieves excellent value for money.	Application/Interview
E10	Ability to assist in the development, planning and implementation of policies for the engineering team.	Application/Interview
E11	Take responsibility for ensuring the Lifts Asset Management Data base is accurate and kept up to date.	Interview
E12	Ability to assist with staff recruitment, training and development for the team.	Interview
E13	Ability to organise and coordinate the workload and resources of a team of engineering services staff efficiently, including planning and monitoring workloads.	Interview

Essential criteria	Criteria description	Assessed by
E14	Ability to appoint, brief, direct and liaise with and monitor consultants.	Interview
E15	Ability to advise on the appraisal, selection, appointment and monitoring of contractors and sub-contractors.	Application/Interview
E16	Ability to attend site and attend evening meetings.	Interview
E17	Ability to adhere to the Council's Dignity for All policy.	Application/Interview
E18	This role will require you to obtain an standard / basic satisfactory clearance from the Disclosure and Barring Service	Application

Our accreditations



Our accreditations include Disability Confident Leader, The Mayor's Good Work Standard, London Living Wage Employer, Stonewall Diversity Champion, and Employer with Heart.