

Building Services Manager – Level 2

Generic title	Manager – 1
General Description	<p>A construction, commercial, project, technical manager or functional manager with considerable experience who performs a specific discipline over a wide range of complexities or large geographic area.</p> <p>They will manage their own workload within the context of a wider project or company objective. They will take significant decisions within their discipline with direction from a senior manager. They are accountable for their own work and their team's performance and its impact on their area or project.</p> <p>In operations they will manage all aspects of a mid-sized project, site of single function (e.g., M&E or Special Works) on a larger scheme or area office.</p> <p>In commercial they will manage all aspects of estimating, design procurement or supply chain for a site, project, or office.</p>

Competencies

Achieving Results	<p>Sets clear and appropriate goals that consider the bigger picture.</p> <p>Drives well to achieve consistent results.</p> <p>Deliver a quality performance consistently</p>
Analytical thinking and decision making	<p>Rational and systematic analysis of situation to enable decisions on more varied issues.</p> <p>Questioning the evidence to evaluate issues</p>
Communication	<p>Ability to choose most appropriate style of communication.</p> <p>Able to listen actively by which we mean hearing and interpreting what is said.</p> <p>Demonstrating sound questioning techniques</p>
Dealing with change	<p>Sees potential of new ideas and situations</p> <p>Take a pragmatic approach to change.</p> <p>Considers impact of change on others as well as self</p> <p>Ability to explain the effects to colleagues</p>
Teamwork	<p>Develop inter-team collaboration inside and outside company.</p> <p>Understand the role of a team and how it delivers the objectives.</p> <p>Can adapt to different types of teams in most situations.</p> <p>Take a cohesive and encouraging approach to team working</p>
Leadership	<p>Ability to take control of situations with one's sphere of influence.</p> <p>Assume responsibility – organising and guiding where necessary</p>
Managing resources	<p>Create a plan for a familiar project or process.</p> <p>Interpret a plan and decide what resources are required.</p> <p>Bring resources together and ensure they are efficiently deployed.</p> <p>Able to call upon and manage diverse skills and methods to deliver results</p>
Negotiation	<p>Understand the others point of view.</p> <p>Make an objective and structure case with pros and cons.</p> <p>Understand the need to give and take.</p> <p>Understand and defend a position</p>
People Development	<p>Can work well within tested frameworks of development to identify other's needs.</p> <p>Use personal experience to build skills in other people.</p> <p>Use informal and formal performance reviews to target needs for development.</p> <p>Understand and recognise people's current career needs.</p> <p>Coach and give feedback.</p> <p>Build development plans with others</p>

Role definition

Summary of role	<p>Support the pre-construction and project delivery teams with all aspects of the Building Services design, installation, commissioning, and validation.</p> <p>Manage the various Building Services related sub-contractors through their contractor design portion (CDP) design development, site installation and commissioning, and ensure all works are fully coordinated and delivered in accordance with the contract programme, client requirements and relevant technical and legislative standards.</p>
Responsibilities and accountabilities	<p>Manage and set targets for ensuring delivery of building services design and installation to the agreed timescales.</p> <p>Ensure that the design and installation of Building Services is fully coordinated, buildable, cost effective and complies with Morgan Sindall's contractual obligations.</p> <p>Promote and achieve our Perfect Delivery philosophy throughout the project and team.</p> <p>Provide all necessary construction Building Services support including the management of services design and its integration in whole design.</p> <p>Manage the building services design and installation process to meet the agreed programme.</p> <p>Work closely with the Morgan Sindall project manager, design manager and commercial team and provide technical support to site management in relation to the Building Services installation.</p> <p>Assess customer documentation and requirements and ensure that it is being fully integrated into the design (inc. CDP's) and installation.</p> <p>Continuously monitor the services design and manage the information flow between the subcontractors and the consultants.</p> <p>Ensure high standards of health and safety, safe by design, quality and customer satisfactory.</p> <p>Maintain awareness of current Morgan Sindall health, safety, environmental and quality (SHEQ) requirements and changes.</p> <p>Ensure effective communication to all parties.</p> <p>Influence and support teams to innovate and achieve optimum solutions.</p> <p>Offer solutions to site-related challenges.</p> <p>Promote and present a professional Morgan Sindall image to the client in all dealings.</p> <p>Ensure the customers feedback and comments are acknowledged, prioritised and actioned.</p> <p>Work closely with whole of design team and specialist suppliers offering the CDP.</p> <p>Work as part of a team to ensure all company procedures and quality standards are achieved as documented by Morgan Sindall.</p> <p>Facilitate and lead building services design, Progress Meetings and Technical Workshops.</p>
Qualifications, training, and technical knowledge	<p>Qualification in Mechanical and/or Electrical disciplines (desirable)</p> <p>Degree qualified and relevant professional qualification / accreditation (preferred)</p> <p>Previous experience with a Tier 1 contractor with experience across pre-construction, project delivery and commissioning.</p> <p>Sound design and technical knowledge including latest technical and legislative regulations.</p> <p>Full understanding of detailed Building Services procedures, good level of technical and professional expertise.</p> <p>Ability to produce Building Services design, installation and commissioning programmes, plan and prioritise daily diary, to ensure all targets are met.</p> <p>Able to identify customers' needs and meet those needs and expectation to the highest level of customer service in an enthusiastic and responsive manner. Establishes and maintains rapport with potential and existing customers.</p> <p>Good level of understanding of current design drivers LEIP, Passivhaus.</p>

ROLE DEFINITION

	<p>Clear understanding of renewable technologies and suitability in design. Able to use Word/Excel/CAD/Team Plan/Power Point</p>
<p>Attributes and skills</p>	<p>Ability to work in a team environment contributing across a business unit or area. Good management skills with the ability to motivate employees to achieve high standards of compliance. Excellent organisational, planning and time management skills; able to manage projects simultaneously with compromising on standards and quality. Sound knowledge of the construction industry. Ability to ensure standards and specifications are met. Ability to work with senior management to set project and operational targets. Excellent negotiation and diplomacy skills and the ability to make a sound business case to senior stakeholder.</p>