



Job description

Details of the job

Post title:	Technical Services Manager
Salary grade:	Grade K
Hours:	37
Location:	One Angel Sq, Northampton
Reports to:	Strategic Estates Manager
Service area:	Property Services

Overall purpose of the post

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

- To provide operational and financial management of the Asset Management Plans (AMP"s) and for developing and maintaining a fully costed Forward Maintenance Register (FMR) that enables the prioritisation of planned maintenance with outturn cost certainty in the longer-term (10-years+) and which maintains asset valuations and fitness for purpose.
- To provide operational and financial management of the contract management of all hard facilities services, such as: water systems, combustible fuels heating systems, fixed and portable electrical systems, lighting systems, fire detection and suppression, lifts, access control, building fabric, etc, to ensure the health and safety of users through compliance with all building Statutory Instruments and to protect the organisation from Corporate Manslaughter litigation.

Principal responsibilities

1. To perform the duties of the **Responsible Person** (as defined in various Statutory Instruments relating to building services) responsible for ensuring that all assets are registered, maintained and inspected in accordance with all applicable Statutory and Mandatory requirements, and to develop a management system to automate the regular reporting of the Councils overall compliance position.
2. To provide high level technical advice and auditing services as part of Northamptonshire County Council **Safety Advisory Group** and to assess various sites around the county against the Safety at Sports Ground Act. To provide recommendations and reports to be acted upon by the Safety Advisory Group.
3. To develop a resourcing strategy that combines the in-house Technical Services Officers with external specialist surveyors to complete a 3-year ongoing programme of **Asset Management Plans** and use this data to develop life-cycle cost plans and a Forward Maintenance Register.

4. To develop excellent stakeholder relationships with service group users, suppliers, partners and other customers to ensure that NCC objectives are delivered and customer division expectations are managed to a high standard.
5. To prepare specifications (works and maintenance), develop small works projects, review and comment on contractor design proposals, undertake technical audits and defects analysis to achieve best use of assets and value for money.
6. Provide professional management and direction to the technical services team, motivating and supporting them, continuously monitoring their performance through the Council's PADP process and regular supervision, to ensure the delivery of a reliable, front line, customer focussed service.
7. To provide a high level of technical / professional advice to all Property Asset Management colleagues and service users at all levels within the organisation to ensure that properties are fit for purpose, and compliant with statutory regulations.
8. To develop, formulate and implement a revenue budget forecast plan aligned to NCC governance rules and procedures for approving expenditure, and to maximise value for money within available budget.
9. To prepare management information and reports for the Strategic Asset Manager / Head of PAM as required and act a designated authority for approving appropriate expenditure.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

PERSON SPECIFICATION

Post Title:	Technical Services Manager
Grade	Grade K
Service Area:	Property Services

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	<ul style="list-style-type: none"> Higher level nationally recognised Health & Safety qualification – eg NEBOSH Mechanical or Electrical building services engineering qualification – eg .HNC/HND, BEng or better Certificate in Management. 	<ul style="list-style-type: none"> Legionella Control “Certificate of Competence” from the British Institute of Occupational Hygienists (or similar)
Experience and Knowledge	<ul style="list-style-type: none"> Exceptional knowledge of all property related statutory instruments and a demonstrable competence to fulfil the role of Responsible Person as defined in said instruments. Experience of working in either the electrical or mechanical trade sector. Experience of managing and motivating a team. Experience of Project Management. Experience of procuring and managing external contractors to ensure high quality service provision. Experience of operating within financial constraints and procuring services within best value principles. 	<ul style="list-style-type: none"> Significant experience in a senior management role.
	<ul style="list-style-type: none"> Substantial experience of working within a busy environment – preferably client and division provision base. 	

<p>Ability and Skills</p>	<ul style="list-style-type: none"> • Ability and competency to undertake works to either electrical or mechanical installations. • Proven ability to manage a range of conflicting work demands and pressures. • Demonstrate effective interpersonal skills. • Excellent communication skills, both written and verbal, with the ability to communicate effectively with a wide range of stakeholders (internal and external), across all levels; and also write clear and concise management reports. • Proven IT skills and demonstrable experience of using property specific computer programmes such as „Archibus“. 	<ul style="list-style-type: none"> • The ability to represent the division/Council at local forums.
<p>Equal Opportunities</p>	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs.</p>	