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| **Role title:** | Assistant Engineer | **Responsible to:** | Engineering and Contracts Manager |
| **Division:** | Operations | **Department:** | Corporate Services |
| **Direct Reports and Level:** | None | **Scope:** | UK |
| **Scale:** | No budget or people accountabilities |
| **Regulated Function(s) Held:** | No |
| **Evaluation Level** | Core 1 | **Role Family** | Business and Operational Services |

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| **Overall Role Purpose** |
| Reporting to the Engineering Manager the Assistant Engineer provides technical support for MPS workspaces, ensuring the safe, efficient, and compliant delivery of engineering and maintenance works through effective coordination and management of subcontractors on-site.  The Assistant Engineer supports the planning, monitoring, and documentation of works, contributing to the smooth delivery of projects and BAU operational activities. |

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| **Accountabilities (RACI)** | **Measures of Success/KPI’s** |
| * Coordinate day-to-day activities of subcontractors working on-site, ensuring work is delivered to specification, timescale, and budget. * Act as the main point of contact for contractors, communicating scope, safety requirements, and deliverables. * Support planning, including scheduling works, tracking progress, and managing documentation. * Assist with preparing work packages, technical briefs, permits, and risk assessments. * Monitor on-site performance, safety compliance, and quality standards through tracking and on-site inspections. * Escalate issues or non-conformances to Engineering Manager * Review and verify contractor documentation including RAMS (Risk Assessments & Method Statements), progress reports, and completion records. * Maintain accurate records of works, inspections, and contractor communications. * Liaise with internal teams (e.g., health & safety, procurement, finance) to support project delivery. * Contribute to continual improvement of contractor performance and engineering procedures. | * Stakeholder feedback * Organisation of sub-contractors * Compliance with H&S requirements and regulations * Risk and H&S documentation and record keeping |
| **FINANCIAL**   * Contribute to cost impact analysis versus performance of existing suppliers, including reactive and proactive spend and any value engineering * Feedback and monitor ongoing supplier performance to ensure best value to MPS from a costs and value perspective * Identify opportunities to optimise costs | * Statutory Compliance * Supplier cost vs performance * Quality of cost impact analysis |
| **Member**   * Seek opportunities to continuously improve ways of working and contribute to team, department and divisional continuous improvement projects aimed to drive operational efficiency. * Always deliver fair treatment and outcomes for Members and compliance with associated policies and standards set out by Council, its committees, and delegated authorities. | * Stakeholder feedback * Quality monitoring / outcomes testing scores / compliance testing and internal audit scores. |
| **People**   * Build and maintain positive relationships with a wide range of stakeholders and subcontractors taking a collaborative approach to ways of working and problem solving. * Take personal accountability for own training, competence, performance and comply with all governance, policy standards and processes. * Take an active role in promoting a more inclusive environment which aligns with our commitment to celebrate and promote diversity. | * Compliance with Training * One to one / performance review meetings * Colleague feedback * Performance ratings * PDP |
| **Risk**   * Maintain a strong culture of compliance across all subcontractors, Challenging/escalating if required to ensure processes are followed. * Contribute to an environment where all colleagues recognise the importance of adherence to policies and procedures, risk identification and management. * Identify and mitigate potential risks linked to partners (financial, compliance etc) before they become an issue | * Compliance with organisational Risk & Control policies and processes * Statutory compliance measures * Report third party risk |

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| **Responsibilities (RACI)** |
| * Contribute to Corporate Services performance reporting and performance metrics. * Assist in the development and maintenance of management reporting and actively identify and remove bottle necks to improve efficiency/costs * Undertaking other duties and tasks that from time to time may be allocated to the role holder that are appropriate to the level or role. * Display MPS Values * Keep up to date with evolving legislation and best practice; identify and recommend opportunities for the team to become more efficient and effective. |

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| **Key Governance Responsibilities** |
| * None |

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| **Leadership Framework Competencies** | **Level** |
| Fresh Thinking | Leading Self |
| Building Capability in Self and Others | Leading Self |
| Influencing Others | Leading Self |
| Collaborating for Results | Leading Self |
| Leading Self and Others | Leading Self |
| Commercial and Risk Thinking | Leading Self |

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|  | **Knowledge and Qualifications** | **Skills** | **Experience** |
| **Essential** | * Knowledge of general administration skills * IOSH Managing Safely or similar * A good understanding of The Health and Safety at   Work Act 1974   * Knowledge and application of Statutory compliance | * Proficient using Microsoft Office packages. * Able to communicate effectively. * Able to adapt to change * Organised, with strong attention to detail to spot errors that could cause rework / reputational damage. * Proactive management of workload to pre-empt requirements from stakeholders. * Management of Planned Preventative Maintenance | * Experience of working in an in operations support/office administration. * Experience of Health and Safety management in the workplace * Experience with collaborating internal and external stakeholders * Experience Workorder management systems |
| **Desirable** | * Understanding of the practical application of CDM * Electrical/Air con qualification. BS7671 Electrical 19 | * Willingness to work outside normal working hours to accommodate the needs of the business | * Experience of permitting * Experience of managing subcontractors |