Post Title: Senior District Heating Network Engineer

Grade: J - Proposed

# Job Purpose

To actively and effectively promote the Council’s vision, values, aims, objectives and priorities, putting our citizens first through the delivery of best value services.

Lead the maintenance of the District Heating Network, encompassing primary and secondary pipelines and associated infrastructure assets. Establish and execute safety protocols, monitoring, and inspection regimes. Ensure the annual delivery of all planned maintenance work and manage reactive maintenance in response to incidents and service failures, including overseeing the emergency callout response for the network maintenance team. Effective risk management of the Heat Station and its operational assets is crucial to ensure quality service aligned with the business plan and operational priorities.

# Service Leadership Expectations

As a service leader you will be expected to demonstrate our core behaviours, built around

four central themes:

* **Leading People**: by building high performing teams, empowering and motivating others and being a role model for the organisation and its values.
* **Equality Diversity & Inclusion**: by creating a culture of respect and inclusivity in the services we provide and embedded within our workforce.. Ensuring Equality, Diversity and Inclusion, are fully considered in all our decisions and we give due regard to advancing equality.
* **Change & Innovation**: by driving change and a culture of continuous improvement, exploring new and innovative ways to design and deliver our services.
* **Collaboration**: by working across boundaries, building relationships and creating joined up services to deliver the best outcomes for the people of our city.

# Specific Duties

1. Actively promote and embed Equality, Diversity and Inclusion through all actions and in accordance with the organisation's EDI Strategy and objectives.
2. Contribute to our corporate responsibility in relation to climate change by acting and limiting the carbon impact of activities within your role and championing this work.
3. To lead on the installation and maintenance of assets including Heat Meters in commercial, domestic and private properties and to ensure they obtain or retain accreditation to all appropriate regulatory standards.
4. To lead on electrical, mechanical or C&I works on Nottingham City Councils’ District Heating Scheme including the network, heat stations and associated plant and equipment.
5. To demonstrate strong people management skills and accountability for recruitment, development, attendance management and performance management of colleagues in line with current legislation, the competency framework, council policy and procedures.
6. To supervise and manage improvement programmes and any required design modifications to Sub Stations and Plant rooms.
7. Responsible for the management of new and updated Operations & Maintenance documentation, in relation to the District Heating Network, including the secure storage and backing up of these documents in the relevant technical library.
8. To actively support the implementation and maintenance of documented Quality and Environmental Management Systems; ISO 9001, ISO 14001 and ISO 18001.
9. Deliver planned maintenance annually and coordinate reactive maintenance efficiently.
10. Manage emergency callout responses for network maintenance.
11. Drive continuous improvement in planned maintenance practices.
12. Responsible for effective risk management across the Network and at the Heat Station and related assets.
13. Execute high-quality electrical, mechanical, controls and instrumentation, energy, or infrastructure works city-wide, particularly at London Road Heat Station and throughout the District Heating Network.
14. Manage all other delivery sites (Plant Rooms, DPC Cupboards etc) as needed to support the service.
15. Responsible for the end-to-end delivery of projects including estimating, overseeing works, budgets and managing client expectations.
16. Responsible for organising work schedules and work allocation based on the daily number of work orders. Estimating project costs and enforcing health and safety regulations.
17. Order and manage resources (staffing, plant and materials) within your control and ensure that all works carried out are completed on time and to budget.
18. Certify that all works meet accreditation standards.
19. Conduct specialised electrical, mechanical, controls and instrumentation, energy, or infrastructure works.
20. To operate and maintain a range of hand tools, light power tools, plant and equipment in a safe and effective manner. Carry out daily inspections to ensure they are fit for purpose and report and deal with any defects that are reported to you.
21. Operate within Health & Safety Legislation, lead supervised staff on correct working practices and deliver guidance as and when required e.g. toolbox talks.

**Numbers and grades of any staff supervised by the post holder:**

**5 –**

**1 x Lead Mechanical Engineer**

**3 x Senior Service Technician**

**1 x Technician Level 3**

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

**This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.**

**Produced by David Nicoll, Customer Service & Transformation Manager**

**Date 01/08/2024**

## Person Specification:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Area of responsibility | **REQUIREMENT** | | | MEASUREMENT | | |
| A | **AC** | D |
| **Vision, Strategy and Delivery** | Experience as a service leader in a complex organisation, with experience of;   * Delivering against outcomes and creating clear objectives * Creating a culture of continuous improvement * Commercially aware with strong analytical skills * Awareness of key issues in your market and for the city of Nottingham | | | 🗸 | 🗸 |  |
| **Leading**  **People** | Evidence of successfully leading teams, with experience of;   * Motivating people and creating high performing services * Empowering others to take decisions * Successfully managing wellbeing and resilience * Ability to plan for the future, with effective workforce planning skills | | | 🗸 | 🗸 |  |
| **Change and Innovation** | Able to lead service through change, with experience of   * Evidence of leading change programmes, bringing others on the journey with you. * Identifying and delivering innovative service delivery models * Able to create a culture of continuous improvement | | | 🗸 | 🗸 |  |
| **Collaboration** | A collaborative leader, with evidence of   * successfully in partnership across different sectors and fostering / harnessing partnerships. * Able to develop a culture of collaboration. * Political acumen and able to develop productive relationships with senior figures within an organisation | | | 🗸 | 🗸 |  |
| **Equality, Diversity and Inclusion** | A strong focus on ability and personal commitment to equality, diversity and inclusion, with evidence of:   * Delivery of inclusive services, understanding the challenges faced and how they can be overcome. * Evidence of developing people and services/teams recognise, respect and value individual needs to achieve a culture of inclusivity. * Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham’s people. | | | 🗸 | 🗸 |  |
|  | Ability to demonstrate effective leadership skills, inspire, motivate and lead by personal example. To have clear track record of successful team development, developing others by creating a culture of innovation and achievement. | | | 🗸 | 🗸 |  |
|  | Ability to set the direction of service change, leading on the network maintenance inspection regime, maintenance regimes and emergency response services. | | | 🗸 | 🗸 |  |
| **Technical Skills and Knowledge** | Ability to introduce innovative and entrepreneurial practices that improve service delivery and support achieving efficiency projects and in turn savings. | | | 🗸 | 🗸 |  |
| Working knowledge of asset management software including: Scada, Pirana and corporate asset management systems. | | | 🗸 | 🗸 |  |
| Successful track record of delivering service improvements in an engineering environment, effective project management and cross service collaboration. | | | 🗸 | 🗸 |  |
| Evidence of establishing a performance management culture, including service planning, target setting, performance appraisals and the management of different staff groups. | | | 🗸 | 🗸 |  |
| Ability to undertake the recruitment, development, attendance management, and performance management of employees in line with current legislation, council policy and procedures. | | | 🗸 | 🗸 |  |
| Ability to creatively manage finance and other resources to deliver priorities efficiently and to react to corporate and service challenges quickly – demonstrating clear competency in budget management. | | | 🗸 | 🗸 |  |
| Ability to undertake monthly team 121’s, annual appraisals and deliver regular toolbox talks. | | | 🗸 | 🗸 |  |
| Experience and working knowledge of Health & Safety Legislations and other appropriate regulations. | | | 🗸 | 🗸 |  |
|  | Experience of working alone and under minimal supervision. | | | 🗸 | 🗸 |  |
|  | Willingness to work flexibly, with the ability to prioritise own workload. | | | 🗸 | 🗸 |  |
|  | Experience of managing projects and contractors. | | | 🗸 | 🗸 |  |
|  | Willingness to be part of the on call out of hours emergency response rota for which an additional payment is made. | | | 🗸 | 🗸 |  |
|  | Experience of working under pressure, in particular in response to incidents and working successfully as part of a team to achieve positive outcomes. | | | 🗸 | 🗸 |  |
| **Qualification requirement** | Hold a minimum Level 3 qualification in Electrical, Mechanical Engineering or Controls and Instrumentation Engineering or similar and have significant relevant experience.  Must hold a full current UK driving licence. | | | 🗸 | 🗸 | 🗸 |
| **A - Application** | **AC – Assessment Centre** | **D - Documentary Evidence** |