

Project Associate

London

Purpose of Job:

Reporting to the respective business unit Associate, the Project Associate will support the development of the business unit business plan and lead its implementation together with other Associates.

This role is key to the continued successful development of the business unit. As a Project Associate, you will provide the team with technical advice, leadership and guidance, based on your strong knowledge and experience within the industry.

Not only will your support and advice be based on your excellent knowledge of industry standards, guidance and best practice, your understanding and practical experience of how buildings are designed, operated and used will deliver pragmatic solutions to our clients' challenges.

You will work collaboratively with other Project Associates, Associates and Partners in the business unit to continuously improve the technical knowledge and competencies of other members of the partnership. Sharing knowledge is key in enabling our engineers and consultants to provide the very best solutions.

A champion for innovation and technology, researching the latest products, platforms and solutions, you will be a lead consultant in Building Services Engineering and Building Performance solutions. We believe that our practical experience in the operation and management of buildings sets us apart from all other consultants. It is by drawing on this experience that we are able to know what is required to optimise building performance and therefore, what data is required from our buildings and how that data needs to be analysed to provide the information our clients' need to operate their buildings most efficiently.

You will form an integral part of our multi-disciplinary engineering consultancy team. You will have a high degree of autonomy and be required to remain proactive and versatile, as the work undertaken is extremely diverse in both scope and the type of clients we work with. You will be highly organised with excellent attention to detail and excellent report writing and communications skills. A well-developed ability to liaise collaboratively and harmoniously with clients and colleagues is essential.

An excellent working knowledge on the following services is vital:

- + Heating systems
- + Cooling systems
- + HV systems
- + LV systems
- + Lighting systems
- + Power distribution systems
- + Ventilation systems
- + Control systems
- + Domestic Water systems
- + Fire systems
- + Air conditioning systems
- + Water Hygiene of Closed and Domestic Systems
- + Compliance – Statutory / Regulatory / Codes / Building Regulations

Duties and Responsibilities:

- + Liaison with clients and implement agreed marketing skills.
- + Technical investigations and root cause analysis.
- + Design reviews and defects analysis.

- + Writing technical reports and specifications.
- + Fault finding and problem solving.
- + Interpreting engineering reports, drawings, layouts and other visual aids.
- + Developing engineering solutions.
- + Technical project management.
- + Interrogation the performance of engineering systems and assets to identify solutions to improve performance, reduce energy consumption and carbon emissions.
- + Interrogation of control systems to identify system performance issues and optimisation opportunities.
- + Produce Planned Preventative Maintenance (PPM) plans.
- + Produce engineering life cycle and forward capital cost plans.
- + Undertake engineering maintenance contract monitoring and auditing.
- + Conduct on site engineering services inspections and reporting for due diligence and dilapidations.
- + Undertake maintenance procurement to include asset collection and preparation and review of tender documentation.
- + Working as part of a team to meet project briefs and programme requirements.
- + Lead a M&E team in the co-ordination and delivery of individual projects, including attendance at meetings, internal programming, project reviews etc.
- + Manage client and other team relationships.
- + Understand client needs to interpret and confirm project briefs.
- + Provide assistance and support to other members of the engineering team within the office.
- + Undertake constructive peer reviews of other projects.
- + Demonstrate a wide knowledge and relevant experience of mechanical and electrical systems across a range of sectors and the ability to report on both mechanical and electrical disciplines during meetings, etc.
- + Manage and mentor engineers.
- + Act as the 'Subject Matter Expert' within the team in your specialist areas of competence.
- + Understanding our Integrated Management Systems (IMS) and QA procedures and see that these are adhered to at all steps for all projects.
- + Commit to supporting the company's strategic sustainability policies and the internal environmental programme objectives.
- + Be accountable for the operational and financial management of projects to ensure they are delivered on time and within budget.
- + Attend networking and business development events as required to promote the business.

Training Programme requirements:

- + Commit to goals and objectives of a career development programme including attendance of in-house and external technical and non-technical training
- + Commit to achieving or maintaining Chartered Engineer status through relevant professional institution
- + Support the development of team members and undertake the mentoring of members of the engineering team
- + Familiarise and learn about sustainable low energy initiatives and to share this with other members of your team and wider within the Partnership

Person Specification:

	Essential	Desirable
Knowledge	<p>Strong background in managing and implementing industry standards related to building services operations, including those from organisations such as BSRIA, CIBSE, and similar bodies.</p> <p>As a matter of routine, you will have been keeping up to date with all industry standards, best practice and guidance. You will be prepared to continue familiarising yourself with all new publications relevant to building services operations and maintenance.</p> <p>Be comfortable in providing training and advice to the rest of the business unit.</p> <p>Be committed to supporting and assisting the Partnership and all Client organisations in their Net Zero Carbon roadmaps.</p>	
Skills	<p>Client Relations: Build long-term relationships with clients and ensures their strategic needs are met.</p> <p>Analytical Skill: Lead analytical efforts for complex projects, ensuring robust and insightful outcomes.</p> <p>Attention to Detail: Lead efforts to uphold high standards of accuracy and quality across projects or department.</p> <p>Problem Solving Skills: Solve complex problems and anticipate potential challenges.</p> <p>Organisation and Time Management: Manage complex workflows, ensuring team or departmental objectives are met.</p> <p>IT Proficiency: Leverage IT systems to lead and manage projects or departments effectively.</p> <p>Project Management: Lead complex projects, ensuring successful outcomes across multiple teams or departments.</p> <p>Financial Management: Oversee financial operations for a department or project and support strategic financial planning.</p> <p>Effective Communications (Verbal & Written): Demonstrate advanced communication skills to influence and inspire teams and stakeholders.</p> <p>Sustainability: Lead sustainability initiatives within a department or project and influences organisational practices.</p>	
Experience, qualifications and prospects	<p>Possess a BSc/BA or higher; ILM Level 6 or higher or equivalent.</p>	

	<p>Hold a Professional Membership of at least one relevant industry body which might include CIBSE/IMechE/IET.</p> <p>Demonstratable Continued Professional Development in appropriate areas which will continue.</p>	
<p>Attributes and Personal characteristics</p>	<p>Team Collaboration: Lead and inspires teams, fostering a culture of collaboration and mutual respect.</p> <p>Ethical Decision Making: Lead ethical decision-making within teams or departments, fostering a culture of integrity.</p> <p>Reliability: Demonstrate high reliability by consistently delivering results and ensuring team accountability.</p> <p>Accountability: Lead by example, fostering accountability in others and ensuring team deliverables are met.</p> <p>Adaptability & Flexibility: Lead teams through change, fostering a resilient and flexible work environment.</p> <p>Conflict Resolution: Resolve complex conflicts, acting as a mediator and guiding others toward resolution.</p> <p>Empathy: Demonstrate empathy as a leadership skill, ensuring inclusivity and emotional well-being in teams or departments.</p>	