



Job Description

Job Title	Engineering Senior Shift Technician
Department	Engineering
Grade	Grade D
Location	Barbican Centre/Guildhall School
Responsible to	Engineering Shift Team Leader
Responsible for	Shift Technicians (in the Shift Team Leaders absence)

Purpose of Post

To ensure all buildings comply with statutory regulations with particular focus on Health and Fire Safety related services.

To participate in the maintenance, operation, repair and adjustment of all machinery and service installations in the Centre, Guildhall School of Music & Drama and Exhibition Halls.

To be committed to providing the highest level of customer service, to both internal and external customers, and actively seek to promote equality of opportunity in relation to the duties of the post in alignment with the Campus vision of providing the optimum "Customer Experience".

Main Duties & Responsibilities

1. To participate actively in the planned, preventative maintenance, operation, repair and adjustment of all machinery and service installations across the Barbican Centre and Guildhall School estates portfolio.
2. To assist with the supervision of & manage the activities of a multi-disciplined trades team.
3. To efficiently record all relevant data, necessary for the effective operation of the equipment.
4. To assist in the supervision and actively participate in the installation of new services and modification of existing service.

Job Title / Department / Trent No / Date



5. To exhibit a thorough knowledge of current safety regulations and ability to carry out such safety procedures as laid down for the Barbican Centre and Guildhall School of Music & Drama.
6. To undertake relevant duties as required, and as directed by the Engineering Shift Team Leader & Management Team
7. To optimise or minimise energy consumption (whilst maintaining client comfort conditions), in order to enable delivery of the local and corporate Carbon Mitigation/decent strategies.
8. To assist in the supervision of the operation of the 'Trend' Building Management System (BMS), and '– different types of installed lighting control systems & other Building Services control systems as necessary.
10. To be committed to always providing the highest level of customer service to both internal and external clients.
11. To have a full understanding of how this role and department relates to the Barbican Experience objectives, in line with the business plan. To continually seek ways to develop this role, and contributions to, Barbican Experience completing regular personal action plans where appropriate.
12. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
14. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
15. To undertake any other duties that may reasonably be requested appropriate to the grade.

Person Specification

Job Title	Engineering Senior Shift Technician
Department	Engineering
Grade & Level	Grade D Level: 3
Trent Position Number	05L0035/002

Please find below the key skills, experience and core behaviours required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Technical Skills / Professional Qualifications / Relevant Education & Training

- A recognised formal trade qualification & associated training, ideally in more than one building services discipline. (A) (I)
- An appropriate technical qualification (preferably to a higher level) either in an appropriate mechanically biased discipline e.g. HVAC, Fitting, Plumbing, or Electrical (Domestic and commercial, including testing and inspection, preferably 18th edition,). (A) (I) (T)
- Considerable hands on operational experience in building services electro- mechanical HVACs installations present in large commercial buildings similar to the Barbican Centre/The Guildhall School (e.g. electrical systems, air conditioning, plumbed services, refrigeration, BEMs and catering equipment). (A) (I) (T)
- Excellent understanding of modern building services & their control systems. (A) (I) (T)
- Good IT skills (Word, Excel, etc.) (A) (I)
- Good interpersonal & communications skills.

Experience Required

- Experience of large low temperature hot water systems, electro-pneumatic controlsystems and air-conditioning/refrigeration & BEMS/Control systems is essential. (A) (I) (T)
- Extensive & a broad knowledge of large building services installations. (A) (I) (T)
- Experience in a supervisory position would be -preferable. (A) (I)

Other Relevant Information e.g. working hours or desirables (only if applicable)

- Flexibility towards working hours – working pattern on a 24/7 rota/shift patternover 28 days

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for this job is £36,060 - £40,750 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

The position is offered on a Permanent Contract basis.

Hours of Work

The shift is worked as a 12 hour shift over a 28 day/24 hour rolling shift pattern. Normal hours of work are 6:30 am to 18:30 pm and 18:30 pm to 6.30 am, being 36.74 hours per week excluding lunch breaks, based on a Monday to Sunday rota shift, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.



Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One month by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

Employee Volunteering Programme

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.