

Job title	Small Works Manager (BCS)	Date February 2025
Reports to (title)	Senior B&C PM	
Contract/Department	AWE (BCS)	Revision
Location	Aldermaston	

**Building Condition Survey*

Job purpose

Describe the overall purpose of the job in two or three sentences.

The BCS small works manager will lead a team of comprising of estimation, admin, operational supervisors and trades delivery team. Accountable for the effective delivery via a professional project team of the BCS minor works contract. The BCS manager will be responsible for delivering the ongoing remedial repair works to the building fabric including external works to the estate's buildings.

- To ensure contract delivery and compliance of contract KPIs to the complete satisfaction of the client, direct and indirect
- To ensure H&S, customer excellence, delivery, cost and quality is maintained to highest levels at all times.
- To ensure that customer service and service excellence is at the forefront in everything we do.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Liaise with client estate management team to continue and grow collaborative working approach
- Proactively monitor KPI and SLA performance so that any issues are resolved to avoid failure
- Design and implementation of improvement programmes
- Manage and drive improvements to the POWER BI reporting and compliance tool in line with customer requirement
- To ensure effective management and use of the AMS system in line with the BCS contract
- management, implementation, and compliance to end to end small works process
- Implementation and compliance to all BC contract processes
- Manage the team to ensure the contracted services are delivered to the agreed contract specification and standards
- Ensure compliance to CDM regulations
- Providing leadership to a team of 25+ Electrical Engineers, within the Asset Engineering team and be a model for personal excellence, integrity and accountability
- Maintaining staff competency levels (SQEP) including the management of further education and training and becoming a workplace mentor.
- Own and conduct Mid and End of Year appraisals

Job Description

- Manage and ensure Delivery of assigned tasks in accordance with BCS Contract requirements, operational constraints, KPI's, time, cost and quality.
- Maintain and promote high personal standards in environment, safety, health, security and quality and be a great team player
- Work to support the Senior B&C Project Manager, and being a great team player.

HSW

- To comply with EMCOR UK's SSOW and HSW Policies and procedures always
- To use Intelix to report any near misses or accidents and ensure actions are closed out prior to deadline
- Ensure accidents and incidents are consistently kept at 0
- Ensure sufficient no. of SORs are being logged and process complied with
- Ensure compliance to DEL RAMS
- Ensure compliance to SSoW
- Effective COSHH Management and documentation
- Design and manage SSoW process with Compliance Manager
- Ensure implementation & compliance to SSoW

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

- To ensure KPIs are passed so that EMCOR UK does not incur financial penalties
- Capture and communicate any potential commercial changes and/or gaps to Senior Project Manager
- To ensure the compliance to all relevant end to end processes applicable to the role

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Previous experience of working on AMS system an advantage
- Previous experience of working within a highly regulated environment would be highly beneficial
- Knowledge of construction standards and regulations: Familiarity with construction standards, codes, and regulations to ensure compliance and safety.

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

Job Description

- Thorough technical knowledge, plus relevant experience of small works
- within a similar role
- Must obtain and maintain required level of security clearance
- To be able to demonstrate knowledge of statutory regulations associated with all building services and Permits to Work systems in highly regulated and controlled environments
- Good knowledge of CDM regulations
- Technically qualified, minimum NVQ level 4, in appropriate engineering/Construction disciplines.
- Strong analytical skills including root cause analysis and process mapping
- SMSTS Managing Safely is preferable

Line Manager Signature	
Print Name	
Date	

Job Holder Signature	
Print Name	
Date	

<i>FOR HR USE ONLY:</i>

Job Description

<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	
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