Post	Principal Engineer
Department:	Mechanical & Electrical
Responsible To:	Associate Director/Director

Job Purpose

To lead projects, manage teams, develop, and manage client relationships. Lead by example all processes in the delivery of projects including feasibility reports, design, specifications, site supervision and management of services installations.

To support the Director in growing and developing the business.

To ensure that the team complies with Health and Safety procedures and adheres to the Company's Quality Assurance procedures.

To lead, manage and develop team members to meet the company's objectives.

Principal Accountabilities

Technical

- To be responsible for ensuring that all mechanical/electrical specifications for project design work are adequate for their intended purpose.
- To be responsible for ensuring that all mechanical/electrical services conform to all relevant legislative, statutory and Health and Safety requirements and procedures.
- Sign off Project Reviews for all projects as PO or where involved in own discipline.
- To take responsibility for monitoring installations and management of contractors to ensure the installation is of the highest quality and in accordance with the specification.
- Assist with the preparation of fee tenders alongside supporting Directors.

Financial

- Manage and deliver projects to achieve positive financial outcome. Recognise that closely managing resources is a key driver in project delivery success.
- Invoice work on time and be proactive in resolving payment issues or conflict. Escalate all financial or payment issues to Associates or Directors where you feel your intervention has not been successful.

Management

- To ensure Quality Assurance procedures are followed by all team members.
- To liaise with team, department and company colleagues and obtain advice where needed from
- Directors and colleagues.
- To assist in the provision of appropriate training and development to all staff within the
- department.
- Deliver projects on time and in full communication with the design team / client as appropriate.
- Recognise that client satisfaction is a key factor in the success of the company.

- To take responsibility for your own knowledge development by actively undertaking self-learning,
- internal CPD's, design software, Revit working knowledge, industry developments
- To assist in company development and attend business development meetings.
- To follow implementation of the Personal Development Plan process and other administrative
- procedures and to assist the company in maintaining its Investors in People accreditation.
- Develop staff through mentoring, regular discussions and engaging with them regularly.
- To perform such other duties as may be required from time to time to assist the company in
- achieving its objectives.
- Bring notices of complaint or client concern to the appropriate project Associates / Directors
- immediately and agree a route to resolution.

Key Activities

- Supervise the work of teams and individuals.
- Utilise our Deltek Union Square management software for management of timesheets and project and cost reporting.
- Prepare monthly fee projections for management meetings.
- Assist in preparing invoices in a timely matter with sufficient time for approval and checking.
- Monitor and manage resources to continuously improve project profitability.
- Manage project resourcing.
- Undertake appraisals and performance reviews.
- Develop individuals and teams to enhance performance through training, coaching and development.
- Actively encourage and support individuals on the CIBSE T&D scheme.
- Monitor team members' work and provide feedback on performance on a regular basis.
- Identify poor performance and deal with this in an appropriate and timely manner.
- Effectively delegate work to others, check and sign off.
- Ensure all work is checked and approved before distribution.
- Develop and maintain client relationships.
- Ensure commercial accountability for fee expenditure.
- Meet deadlines and maintain standards of professional practice.
- Supervise health and safety and conduct health and safety risk assessments.

Additional Information (Subject to change, please refer to contract of employment)

The company offers paid holiday, workplace pension, healthcare, flexible working arrangements, six monthly appraisals and staff bonus scheme.

We will be pleased to provide support and appropriate training for you to achieve Chartered Engineer status, subject to your progress and development.

CBG Consultants Ltd is an Investor in People and equal opportunities employer.