

## JOB DESCRIPTION

<b>Job Title:</b>	Maintenance Engineer
<b>Line Manager:</b>	Chief Operating Officer/Director of Operations
<b>Team/department:</b>	Operations

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### PURPOSE

We are looking to recruit a Maintenance Engineer who is a committed team player and who is passionate about upholding high standards of excellence. The post holder will be a crucial member of the operations team and will hold responsibility for maintaining the building, equipment, and systems for our central London office. With a keen eye for detail, the successful candidate will be passionate about building maintenance and hospitality.

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### ACCOUNTABILITIES

#### Facilities management and delivery

- Ensure the building and office environment reflects the Institute's core value of hospitality;
- Develop and update project plans reflecting key deliverables in line with overall goals, objectives and timelines for the facilities maintenance; providing key milestone information and details;
- Develop, update and prioritise an issue log for any ad-hoc issues reported by the staff team
- Mitigate facilities risk (including space, security, cleaning, waste management and day-to-day operations) through the development of an effective pre-planned maintenance strategy that manages the Institute's premises;
- Plan for, address, and manage any disruptions to business continuity such as problems that arise relating to IT, building maintenance, health and safety, and regulatory compliance
- Provide status reports, manage budgets and monitor spending;
- Develop and maintain effective relationships and partnerships; manage the Landlord's representative, all contractors, trade suppliers, brokers, qualified engineers and City of Westminster Council for necessary tasks, planned or unplanned;
- Practical maintenance on all building repair work.

#### Health and Safety

- Support LIF's health and safety response – including fire risk, fire drills, first aid, accident reporting, near miss reporting, H&S policy, certifications, inspections, training, and inductions; as well as keeping up-to-date with changes to legislation;
- Oversee desk (DSE) assessments and complete building tours for all new starters.

#### AV and Events

- Set up, organise and run practical measures for all events as instructed; including overseeing delivery and set up of furniture and specialist equipment;
- Running AV equipment including sound and video recording, microphone control, lighting display and stage setup; as requested.

## General

- Fire Marshal and First Aider for building and events, as needed;
  - Cover the Reception desk on an ad-hoc basis, when the Receptionist is unavailable;
  - Be available to make coffees and teas for guests, in our Café, as needed.
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## KEY WORKING RELATIONSHIPS

**Internal:** Director of Operations, Chief Operations Officer, Operations and Events Team, Chief Executive Officer, Hospitality Manager, and Director of Communications.

**External:** Landlord, Cleaners, Contractors, Trade Suppliers, Goods and Service Supply Managers, Broker for multiple services.

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## SPECIFIC MANAGEMENT RESPONSIBILITIES

- Report on all appropriate property findings with professional and research based conclusions and recommendations;
  - Maintenance logs updated, as needed;
  - Updating and maintaining all contracts;
  - Plan and oversee all repair and installation activities;
  - Manage relationships with contractors and service providers;
  - Monitor equipment inventory and place orders when necessary;
  - Check electrical, plumbing and structural systems of property;
  - Carry out inspections of facilities to identify and resolve issues;
  - Ensure health and safety policies are complied with.
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## PERSONAL SPECIFICATION

### Experience and Knowledge

- Trade skill qualified;
- Familiar with a range of building methods and techniques; and implementing and managing variety of jobs to completion;
- Experience engaging and communicating with trade contractors, suppliers, insurance brokers and multi-type engineers;
- Experience of planning and organising projects;
- Experience managing staff and budgets.

### Skills

- High level communications skills and experience;
- Excellent writing skills – proven ability to write report findings and managing ongoing business relationships;
- Excellent conflict management skills;

- Practical understanding and ability to use plant and equipment safely and professionally.

### **Personal Attributes**

- Has a positive approach, optimism, and hope for the future;
  - Warm-hearted towards others, willing to help, and generous of time and knowledge;
  - Holds oneself and others accountable, committed to doing the right thing;
  - Has vision and desire to create value for the long term – willing to be flexible and take risks;
  - Self-motivated and able to drive activity forward;
  - Eager to learn and easy to coach, seeking-out and considering the opinions of others;
  - Good judgement about when to use initiative and when to consult;
  - A hard worker who sets ambitious goals and perseveres to achieve them;
  - Consistently performs at a high level, pays attention to detail.
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### **GENERAL RESPONSIBILITIES**

The post holder should undertake such other duties within the scope of the post as may be reasonably requested by their manager.

This job description reflects the main responsibilities of the post. From time to time there may be some changes in the emphasis to the duties or tasks without altering their general character or the level of responsibility. Should significant changes to the job description become necessary, the post holder will be consulted and the changes reflected in a revised job description.

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### **ABOUT THE INSTITUTE**

The Legatum Institute is a London-based think-tank with a global vision: to see all people lifted out of poverty. Our mission is to create the pathways from poverty to prosperity, by fostering Open Economies, Inclusive Societies and Empowered People. We do this through evidence-based research and by bringing together those who wish to work towards creating a better, more prosperous world. To find out more, visit <http://www.li.com>

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### **HOW TO APPLY**

Please submit a CV and covering letter to [jobs@li.com](mailto:jobs@li.com) by Friday 6<sup>th</sup> September 2019.