

L&Q Group

Role title	Gas Engineer							Date	Nov 17	
Reports to Title	Gas Manager							Version	2	
DBS Disclosure Required:	Yes		No	No	Standard		Enhanced		Enhanced +	
Responsibility for End Results										
<p><i>Purpose</i> - To ensure support the gas manager to ensure full compliance with legislations and the Trust policies, through the delivery of all domestic and commercial gas, oil, or other fuelled heating systems. To provide full repairs service in line with the trust promises.</p>										
Key Responsibilities / Deliverables:										
<p>Main Accountabilities: List the major activities or functions necessary to achieve the job's end results. The percentage of time spent on each of these should add up to 100%.</p>										Time (%)
<p>1. Leadership and management including customer service/ values</p> <p>To manage gas service repair contracts to ensure full compliance and governance with gas legislation and Trust policies. In addition to provide sector leading repairs programme to gas related heating systems. To monitor and manage the gas servicing and repair contracts and to provide cash flow forecasting to the gas manager. To deal with variations and to promote high levels of resident satisfaction through the work delivered by third party contractors.</p>										25%
<p>2. Strategy/ achieving objectives</p> <p>To ensure continued professional development, to manage the gas servicing and repair, boiler replacement contracts To work with the gas manager to ensure management of key data. To ensure quality controls through work carried out and through certified documents. To work with the gas manager to develop the contract specifications. To hold and chair monthly contract meetings.</p>										25%
<p>3. Working with others – internal</p> <p>Liaise with regions, development, finance, solicitors, central health and safety team and the wide trust to ensure full compliance, in addition to heighten the awareness of gas safety.</p>										5%
<p>4. Working with others – external</p> <p>Working with statutory authorities, suppliers, contractors and consultants. To contribute legislation change and to promote the work of the trust.</p>										5%
<p>5. Budgetary responsibility</p> <p>Responsible for monitoring contract specific budget.</p>										10%
<p>6. Compliance</p> <p>Ensure H&S, regulatory & governance compliance for areas under the job holder's control. Ensure that H&S requirements are included in all reporting requirements and liaise with CH&S team as required to ensure adequate priority is given to this area of work.</p>										10%
<p>7. Records and systems</p> <p>To ensure that the gas service contracts address sheet is fully maintained and the contractor updated. To ensure the information fed back from contractors is fully recorded and reported on. To ensure payments are fully recorded and budget sheet is maintained.</p>										10%
<p>8. Risks</p> <p>Manage risks associated with areas under the jobholder's control. Ensure that effective controls are in place to highlight and limit risk. Contribute to the identification of risks as part of the planning process, ensuring adequate mitigation and control measure are implemented.</p>										10%

Financial Responsibility: Enter below any revenue, operating or capital budgets for which the role is accountable.		
Contract specific		
People Responsibility: Indicate below the number of employees for which the role has supervisory / management responsibility. If the number varies, indicate an average or a range.		
	Direct Reports	Indirect Reports
Total Employees	0	0
Please list below any outsourced service providers that are managed by the role (e.g. payroll), or any functional / project management responsibilities.		
Consultants and contractors		
Technical Knowledge/Skills		
List of technical knowledge/ skills required to successfully perform the job role; including professional qualifications		
<ul style="list-style-type: none"> • 5 years' or equivalent experience of contract management • 	<ul style="list-style-type: none"> • Experienced contract manager, with experienced of working in a Housing environment 	
<ul style="list-style-type: none"> • Excellent communication and organisational skills 	<ul style="list-style-type: none"> • Excellent understanding of gas service legislation and excellent technical Knowledge of gas equipment and appliances. 	
<ul style="list-style-type: none"> • Gas Safe Registered 	<ul style="list-style-type: none"> • Experience of monitoring a financial budgets and with a good understanding of fraud 	
<ul style="list-style-type: none"> • Ability to use the full suite of Microsoft Office package including Advanced Excel 	<ul style="list-style-type: none"> • AGSM VRQ level 4 or working toward the award 	
<ul style="list-style-type: none"> • Ability to chair meetings 	<ul style="list-style-type: none"> • Understanding of contract law and dispute resolution 	
L&Q Values		
These are our guiding principles. They describe how we deliver our mission and vision through our behaviours and actions.		
People		
<ul style="list-style-type: none"> • We care about the happiness and wellbeing of our customers and employees 		
Passion		
<ul style="list-style-type: none"> • We approach everything with energy, drive, determination and enthusiasm 		
Inclusion		
<ul style="list-style-type: none"> • We draw strength from our differences and work collaboratively 		
Responsibility		
<ul style="list-style-type: none"> • We own problems and deliver effective, lasting solutions 		
Impact		
<ul style="list-style-type: none"> • We measure what we do by the difference we make 		
Other		
<ul style="list-style-type: none"> • Commit to supporting L&Q's environmental policy and social mission • I will comply with all L&Q Health and Safety policies and procedures and commit to working towards best practice in the control of health and safety risks 		