**Job Description & Person Specification**

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| **Post Title** | BMS Controls Officer |
| **JE Reference**  | W1251 | **Grade**  | F+ | **SCP Range** | 25 -27 |

**Reporting line:**

Energy Management Specialist

BMS Controls Officer

N/A

# **Job Purpose:**

# To operate, maintain and optimise the councils’ remote BMS (Building Management Systems) to ensure effective operation and minimise energy consumption.

# Provide ongoing support to building users to ensure each building is providing a comfortable working environment, as effectively and efficiently as possible.

# Investigate, diagnose and resolve any system faults that may arise.

1. Proactively identify upgrades to the fabric and infrastructure of buildings to enable efficiency above and beyond that which is currently possible.

# **Relationships:**

**Accountable to:** Energy Management Specialist

**Accountable for:** N/A

**General Contacts:** The post holder will be in regular contact with the council’s Mechanical engineer, heating engineers, contractors & schools.

# **Key duties and responsibilities:**

1. To take full ownership and responsibility for operating and maintaining the building management systems connected to the front-end platforms of the council
2. Carry out regular checks, diagnostics and analysis of existing control parameters and strategies and implement and log any improvements made.

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1. To investigate, report and resolve any faults or alarms raised by the BMS or by building users.
2. Manage and negotiate annual BMS service contracts to the value of £50,000, on behalf of building managers and head teachers, with the ability to advise on breakdown of costs and contract detail.
3. Develop and manage a BMS planned and reactive maintenance programme across all sites.
4. Liaise with BMS providers and council engineers to arrange repairs or replacement parts of BMS plant and equipment when required.
5. Support the councils Property Services helpdesk in responding to reactive maintenance or breakdowns of heating plant.
6. Develop an alarm management strategy, including critical alarm procedures.
7. Perform network diagnostics and ensure all IT network BMS communications are operating correctly and effectively.
8. Carry out regular system back-ups, restorations and maintain system access and security.
9. Manage all system upgrades and ensure all licences and applications are up to date and secure.
10. Provide support and knowledge to users of stand-alone BMS.
11. Support the Energy Management team in delivering the Energy Management SLA to schools and academies.
12. To be able to provide quarterly cost saving reports.

# **General/Corporate Responsibilities:**

1. To undertake such duties as may be commensurate with the seniority of the post
2. To ensure that the Council’s corporate Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures
3. To partake in the Council’s and Directorate’s staff training and development policies as well as the Council’s system of performance appraisal
4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council’s Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives
7. To ensure the highest standards of customer care are met at all times
8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers
9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual’s knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.

**Last Updated:** 11/06/2021 **Author:** Lizzie Kemp

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| **POST TITLE** | **GRADE** |
| BMS Controls Officer | F+ |

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| **NOTE TO APPLICANTS**Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview. |

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| **CRITERIA** | NECESSARY REQUIREMENTS | **\* M.O.A.** |
|  | **Essential** | **Desirable** |  |
| **EXPERIENCE** | * Significant experience in operating BMS control and automation systems.
* Experience in installing or servicing BMS.
 | * Working knowledge of Stand-alone BMS.
* Experience of operating a Schneider Sigma/StruxureWare and/or Siemens Desigo Insight BMS.
* Experience of working within council or educational buildings.
 | A, I |
| **SKILLS AND ABILITIES** | * Ability to manage technical contractors.
* Excellent IT skills with the ability to resolve IT network issues.
* Demonstrate complex problem solving skills.
* Ability to prioritise tasks and to work under pressure and to deadlines.
* Long term planning and strategy development.
* Excellent communication skills and able to maintain good customer relationships.
 | * Excellent computer skills.
 | A, I |
| **EDUCATION/ QUALIFICATIONS/ KNOWLEDGE** | * Minimum HNC qualified in a relevant discipline such as Building Services or equivalent.
* Knowledge of relevant legislation.
 | * A working knowledge of the BMS commissioning process.
 | A, I, C |
| **OTHER REQUIREMENTS** | * Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours
* Commitment to own continuous personal and professional development
* Strong team player, committed to an ethos of continuous improvement
* Full driving licence
 | * Evidence of own continuous personal and professional development
 | A, I, C  |
| **COMMITMENT TO EQUAL OPPORTUNITIES** | * Commitment to equal opportunities and the ability to recognise the needs of different service users
 | * Evidence of having completed training in equality and diversity awareness
 | A,I  |
| **COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE** | * Commitment to provide a customer-focussed service
 | * Evidence of surpassing customer expectations or service targets / goals
 | A,I  |

**METHOD OF ASSESSMENT: (\*M.O.A.)**

A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION T = TEST AC = ASSESSMENT CENTRE

R = REFERENCE