



## Job Description

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<b>Job Title :</b>	Mechanical & Electrical (M&E) Engineering Manager
<b>Department :</b>	The Gunnersbury Park & Museum Development Trust
<b>Site :</b>	Gunnersbury Park

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### About Us

Gunnersbury Museum and Park Development Trust, a registered charity, manages 74 hectares of grade II\* listed parkland and 21 listed buildings and structures, in west London. Our assets range from an 18th century Georgian Princess's bathhouse, a 19th century orangery built to house a collection of exotic fruits, to two regency manor houses, one of which is home to a large local history museum, which was awarded NPO status this year. Our parkland has been awarded Green Flag and London In Bloom Gold and we have developed Gunnersbury as a destination in west London for music concerts and outdoor cinema and theatre. We're proud of our education and community programmes, our brand-new sports facilities, and our position at the heart of the community.

### Diversity and Inclusion

We serve some of the most diverse areas of west London and are committed to reflecting local communities in our programming, our museum collection and our workforce. There is much to do, but our Trustees and staff are determined to grow a diverse and inclusive workforce which better reflects those communities we place at the heart of our work.

### About the role

To lead the management, operation, and compliance of all mechanical and electrical building services across Gunnersbury Park's estate, including museum building, educational and commercial buildings, heritage structures, visitor facilities, and wider park services infrastructure. This includes overseeing planned preventative maintenance (PPM), cyclical works, reactive repairs, statutory compliance, carbon reduction, energy efficiency and long-term asset management.

The M&E Engineering Manager will support the Estates function by managing contractors and service providers, ensuring effective delivery of safe, compliant, and efficient building services. The role contributes to the safe operation of the estate for visitors, staff, and collections, and underpins both charitable programmes and the commercial activities of Gunnersbury CIC.

### About You

You will have significant experience in managing M&E systems across a multi-building estate, ideally including heritage or public-facing environments. You will have deep knowledge of statutory compliance, PPM planning, and building services (e.g. heating, ventilation, air conditioning, electrical distribution, lighting, BMS, water, fire safety, etc). You will be confident

managing contractors and projects, delivering value for money, and improving energy performance and sustainability.

### How to apply

To apply for the role of M&E Engineering Manager please send your CV and a cover letter outlining how you meet the requirements of the role to [nasiet@visitgunnersbury.org](mailto:nasiet@visitgunnersbury.org) (mark your email as: 'M&E Engineering Manager Application' and include your name in the email header).

### Overview

Job Title:	Mechanical & Electrical (M&E) Engineering Manager
Reports to:	Head Estates & Major Projects
Responsible for:	M&E operations, compliance, contractors, and infrastructure support across Gunnersbury Park and Museum buildings
Annual Salary:	£44,000 - £48,000 (depending on experience)
Hours:	9am – 5pm Monday to Friday, with occasional evenings and weekends
Location:	Gunnersbury Park & Museum (the role is site-based)

### Main Duties

#### Mechanical & Electrical Systems

- Responsible for the maintenance and repairs of all M&E systems of buildings and park including HVAC, electrical distribution, lighting, lifts, pumps, BMS, water, fire safety, fire hydrants, security and specialist environmental control systems for museum collections but not limited to these systems.
- Deliver and review the planned preventative maintenance programme, minimising breakdowns and optimising performance with stakeholders and service partners.
- Lead on reactive repairs, ensuring timely resolution and minimal operational disruption.
- Ensure all statutory inspections, testing and certification are completed on time and accurately recorded.
- Monitor energy consumption, recharges to commercial occupiers and implement efficiency and carbon-reduction measures.
- Troubleshoot and resolve faults in mechanical, electrical, and electro-mechanical equipment and systems.
- Test, inspect, monitor and manage critical infrastructure systems, such as power distribution, lighting, and climate control, fire hydrants, and other systems to ensure optimal performance.
- Ensure that Health & Safety, emergency procedures and safe working practices are established, maintained and conform to current legislation, ensuring occupier and staff are provided with a safe environment in which to conduct their core business activities.

#### Contractor & Project Management

- Manage contractors in delivering M&E services, ensuring high quality, value for money, and compliance with KPIs/SLAs.
- Oversee lifecycle replacement projects and capital works for M&E systems, from design through to delivery. Lead or support projects for mechanical and electrical upgrades, equipment installation, and operational efficiency improvements.
- Ensure works are carried out safely, on time, and with minimal disruption to operations.

- To organise access arrangements between external contractors and other internal departments teams to ensure works are carried out at suitable times minimizing any impact to operations.
- Provide technical support and advice to other teams and stakeholders, including analysis of data and reports.
- Performs Commissioning activities of new M&E installations, or upgraded systems of existing facilities.
- To ensure works are completed in accordance with proper workmanship and materials and these are signed off. To work with the Trust's trading arm and event contractors and event organizers to support and facilitate the smooth running of events in the buildings, ensuring all maintenance issues are resolved and there is minimal negative impact in the buildings.

### Compliance, Safety & Reporting

- To support the senior management with the planning and oversight of the Trust's planned preventive and cyclical maintenance program for all listed buildings and landscape features.
- Act as Responsible/Authorised Person for relevant systems (electrical safety, legionella, gas, etc.) and technical compliance.
- Ensure compliance with statutory legislation (Electricity at Work, Gas Safety, LOLER, Water Hygiene, Fire Safety).
- To ensure that all statutory certificates and maintenance records are up to date and retained on the system for inspection.
- Maintain accurate records, asset registers, compliance trackers and risk assessments.
- Carry out regular inspections of systems, buildings, and park infrastructure to identify issues and plan interventions.
- Manage safe systems of work, ensuring permits to work are implemented, monitored and enforced.
- Ensure that all contractors and in-house staff comply with Estate Guidelines and Regulations and follow permit-to-work procedures and associated risk assessments.
- Record matters requiring further action and attention in the maintenance tracker or the service providers helpdesk.
- To ensure all contractors attending the site have completed the Safety Induction before commencing work and are adequately monitored whilst on site.

### Estate & Infrastructure

- Support maintenance of park infrastructure including lighting, security systems, fire hydrants, pumps, vehicle charging units, and utilities.
- Ensure M&E works respect heritage requirements and conservation principles.
- Provide technical input to exhibitions, events, and building projects.
- To seek sustainable solutions to maintenance issues to minimize adverse environmental impact and procure high quality and value for money services. To undertake other general duties as required from time to time commensurate with the management of the estate assets in accordance with industry best practice.
- To work with the Park Manager as required to support the implementation of the Conservation Management Plan, maintenance and upkeep of park infrastructure and listed features in Gunnersbury Park.

- To undertake other general duties as required from time to time to assist in the success of Gunnersbury Park.
- To keep up to date records of accidents, incidents and near misses; investigate causes and carry out corrective action as required, ensuring information/updates/procedural change is communicated at operations meetings.
- To manage our in-house handyperson capacities to ensure that all events are appropriately serviced and to liaise with training arm colleagues to ensure that all security and licensing conditions are met.
- To maintain adequate stocks of resources, supplies and equipment for effective on-site maintenance and to take responsibility for the IT and projection equipment facilities for commercial hires.
- To lead on the security of keys, fobs and security codes ensuring that all keys and fobs are retained after staff/contractors have left and security codes are periodically changed.

### Financial & Administrative

- To adhere to the Financial Regulations as directed by the finance team
- To assist with the preparation of annual budgets and management accounts, and to address priority maintenance and conservation issues.
- To procure packages of minor works and relevant information and ensure high quality and value for money services
- Raise and receipt Purchase Orders, receipt invoices, monitor expenditure, and ensure value for money services
- Provide regular reports to the Head of Estates on compliance, performance and risks
- Ensure that correspondence, emails and telephone calls are responded to within timescales required

### Other

- To attend meetings and training courses as necessary
- To manage the work of the maintenance team and provide support with their personal development
- To respond to out of hours emergencies, including attending the site and resourcing staff and contractors as required
- To be flexible with working hours, including some evenings and weekends
- To undertake other duties as may be requested from time to time and commensurate with the responsibility level of the post
- Take ownership of the Trust vision and values ensuring that they are fully integrated in to all of the buildings services
- Provide support and assistance to the wider Estates and Operations Teams when required

## Person Specification

### Essential

- Degree/HND in Mechanical or Electrical Engineering, or significant equivalent experience.
- Minimum 2 years' experience managing M&E systems in a multi-building estate.
- Knowledge of statutory compliance and health & safety legislation.
- Strong contractor management and project delivery experience.
- Financial management and procurement skills.
- Excellent communication and problem-solving skills.

### Desirable

- Chartered Engineer (or working towards).
- Experience in a heritage or museum environment.
- Knowledge of BMS, energy management systems, and sustainability initiatives.
- NEBOSH/IOSH certification.

### Other Requirements

- Flexible working hours including occasional evenings and weekends or event season.
- Ability to respond to out-of-hours emergencies.
- Commitment to Gunnersbury's vision, values and community focus.

### Person specification

CRITERIA	ESSENTIAL CHARACTERISTICS	DESIRABLE CHARACTERISTICS
Qualifications & Knowledge	Knowledge relevant to the role description, excellent working knowledge of H&S  Health and safety-related qualification	Knowledge of building construction and contractor management  A relevant degree or recognized qualification e.g., RICS, CIOB, IWFM, BSc Historic buildings conservation.
Work Experience	Minimum of 2 years' experience in building management, Mechanical & Electrical maintenance services and commitment to collaborative working across professional disciplines. Experience of managing the performance of external contractors and Service Level Agreements in contracts.  Minimum of 12 months relevant experience within a team environment	Operational management experience in a Building / Experience of working within an historic / heritage or conservation environment

CRITERIA	ESSENTIAL CHARACTERISTICS	DESIRABLE CHARACTERISTICS
Skills & Abilities	<p>Articulate in both written and verbal communication</p> <p>Numerate with good IT skills</p> <p>Able to work on own initiative and prioritise</p> <p>Decision making</p>	<p>Financial management skills and commitment to achieving value for money services across all areas of responsibility.</p>
Personal Attributes	<p>To be personable in a team environment</p> <p>To be self-motivated</p> <p>To need minimum supervision</p> <p>Patience</p> <p>Highly organized and flexible, with the ability to manage competing priorities</p>	<p>Energetic &amp; Creative &amp; pragmatic problem solver</p> <p>Confidence</p> <p>Excellent interpersonal communication and confident dealing with people at all levels</p>
Other	<p>Limited travel, largely site-based</p> <p>Willing and able to travel for the purposes of periodic meetings at other local offices</p>	

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organization.

**Employee Signature:**

**Date:**