Competence	Evidence Reference/ Project Name	Evidence of Your Competence – Category A
A1	СНР	The final year of my MSc in Building Services with Sustainability was a dissertation. I investigated the feasibility of replacing one of three 1,300kW gas fired boilers by retro-fitting a CHP unit in a 43,000m² office building. My findings concluded that although an economical solution is feasible, it left my previous employers a difficult ethical decision due to the amount of heat that would have to be rejected that could not be utilised. I attained a Masters with Distinction for my studies.
	Heat Distribution Network	Portsmouth City Council are investigating a large power generation network that will be needed for Portsmouth in the near future as the network into Portsmouth is reaching critical levels. The strategy is for three large CHP power stations to generate the electricity and to utilise the heat generated throughout the city. I have been invited onto the project team as a member of the University of Portsmouth to investigate the feasibility of a Heat Distribution Network. The University is one of the largest estate owners in Portsmouth.
A2	ISO 50001 – EnMS	As a response to Government Sustainability targets (now termed Government Greening Commitment), I was appointed to lead the team responsible for the development of an Energy Management System (EnMS). My specific responsibility was to derive the energy uses and opportunities relevant to the organization's London Estate. Based on my recommendations the organisation was accredited initially with BS EN 16001 which was later upgraded to ISO 50001. The EnMS has been used to understand & manage energy usage across the organisations Estate. Discover opportunities and develop them into energy saving schemes/projects.
	Bespoke Engineering Standards	I have written and the Estates Department have implemented bespoke (tailored to the Universities requirements) Engineering Standards that will enable project and maintenance teams to deliver standardized equipment's across the Estate of 95 buildings. The standards cover; Mechanical, Electrical, Building Fabric and some aspects of soft FM.

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B1	Reduction in LTHW boiler demand.	I was responsible for the effective energy usage of a previous organization's London Estate. The largest of these sites is served by three gas fired boilers. These boilers serve both the space heating and the domestic hot water via storage calorifiers. I undertook a review of the organization's working hours and practices to calculate the base heat load. I instigated a life cycle replacement (with reference to CIBSE Guide M) of one of three 1300kW boilers with an energy efficient modular boiler set to heat primarily the down service hot water and secondary use for space heating. This was done to reduce boiler operation during summer to match calorifier demand.
	CAFM	After the recent (Mar 14) inception of a new Computer Aided Facilities Management software, it was apparent that our organisation is only using a small amount of the software's capabilities. After a meeting with another universities engineer at a conference I led a team of key personnel to that university who has been running an older version of this software for three years to gain lessons learnt. I presented our findings to our Director and now we have a working group whose aim is to improve how we utilise the software and implement other opportunities.
В2	Energy Monitoring	As a client in a complex building I devised, with the assistance of a consultant, where to place meters to capture key equipment/departments to give an overall/comprehensive energy monitoring system. This was then taken forward and developed into a project of installation of meters, front end and the relevant infrastructure.
	Halls of Residence copper pipe work	The University has one particular Building that was built in 1978. It is a 330 room Residential Building that is separated into 6 blocks. It has been subject to pinhole leaks in both hot and cold water systems throughout the building. I have initiated water sampling for corrosion analysis of all systems to enable a more targeted Non Destructive Testing of the pipe work. This information will then provide me with repair priorities.

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B3	Revision to Planned Maintenance System	In a previous employment I carried out a study involving a Value Engineering Exercise of the PPM system. To achieve this I am reviewing best practice between current Maintenance schedules (taken from O&M manuals) and other standards including the B&ES SFG20 guidelines for Standard Maintenance Specifications for Building Services. I also developed operational risk analysis with the objective of ensuring the PPM system met client operational standards in the most cost effective manner.
	Halls of Residence Boiler/Heating System	I inherited an unusual configuration of equipment in one particula boiler plant room that had been subject to various design scheme in the past and as a consequence, failed to deliver sustained hot water to students in key times such as early morning and sports afternoons. After establishing (through manufacturer's engineers) that the boilers and heat exchangers were working efficiently, we then worked on what improvements could be made to the system to ensure consistent hot water delivery to students. This involved pipe work modifications and the result was verified by the Buildings Energy & Monitoring System.
C1	Energy Monitoring	Responsible for the installation of 120 monitoring meters and appropriate infrastructure involving in depth liaison with consultants and contractors to develop specifications and costs to appropriate funding for this £300k project. Further working with contractor's project manager and on site contractors to enable project installation.
	Fire Door /Compartmentation	Responsible for a £1.7M project to ensure safe escape routes throughout the Estate of 95 buildings. A survey four years ago highlighted serious failings in the fire protection of many buildings Funding was attained followed by consultation with Fire Services, H&S team and customers have led to a structured approach to implementing this project in several deliverable packages. Challenges have arisen with working hours in academic buildings and new Electronic Locking Systems in Halls of Residence – all resolved with stakeholder meetings.

Competence	Evidence Reference/ Project Name	Evidence of Your Competence – Category A
C2	Management of Minor Works	I was responsible for input to the Forward Upkeep Plan and management of a project plan for the entire financial year with a resource budget of £1.49M. I was also responsible for the a day to day liaison with a contract team and for identifying other works, which by their nature formed part of the minor works program.
	Management of 34 contracts	I am responsible for implementing the strategic direction for managing/bundling contracts that range across all support services provided by contractors for Hard FM. I manage the complete procurement path; Expressions Of Interest, Pre-Qualification Questionnaires and PQQ evaluation, Tender Specifications, Invitations To Tender, Tender evaluation, Interviews and decision making.
C3	Fire/Flood Incident	An example of an incident where I have exhibited leadership skills include an incident involving a kitchen fire, which set off a sprinkler system causing flooding on three floors of offices. In this instance I took control in directing maintenance and housekeeping teams in the containment process and the reinstatement of offices and services whilst minimizing disruption to full operational working.
	Team Leader	Took on a new role with a disillusioned team who had been shoehorned into place prior to arrival. After one year the team are now performing well together. This has taken a great deal of education, some training, consultation and recognising when they cannot cope and assist in those circumstances.
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Competence	Evidence Reference/ Project Name	Evidence of Your Competence – Category A
C4	Auditor for ISO 14001 & ISO50001	In addition to my role in the development of the Energy Management System I was also an internal auditor trained and practiced in both ISO 14001 (Environmental Management) & ISO 50001. I not only carried out audits within my own organisation but also for other Government Organisations.
	Processes/Procedures	I have written policies/procedures for both Water (L8) management and Low Voltage management. This has included ensuring a structure of correctly trained competent staff is in place to carry out the roles and responsibilities within the procedures.
D1	Oversight of Water Management	I am the Responsible Person for Legionella Control ensuring all sites comply with current water bylaws and the L8 Approved Code Of Practice (HSG274). To this effect I oversee the work of contractors and review water test procedures and results. I also chair quarterly strategic meetings with contractors, sub-contractors and a specialist consultant. I have also produced a new Water Management Policy for the organization in conformity with L8.
	Low Voltage Management Plan	I have also drafted a Low Voltage Management Plan and due to the shortage of specialist skills within the organisation, I have commissioned a consultant to act as the Authorising Engineer within our structure to vet our Low Voltage Authorised Person and our procedures.

Supply Chain Engagement	There are eight separate mechanical maintenance contracts due to terminate in Summer 2015. The new procurement strategy is to combine all these elements into a bundled mechanical maintenance contract. I engaged all eight current contractors and two other local contractors — they were all invited and attended a Supply Chain Engagement event designed to encourage them to communicate and corroborate in a joined up tender bid for the bundled contract. Feedback during and after the event was positive.
Generator Project	The University has a requirement for two neighbouring critical buildings to have emergency generator back-up. There are a number of customers within these two buildings – each with business critical equipment in several different areas/floors. Liaison with all stakeholders was required to capture the critical loads. A feasibility study was commissioned and I presented this to the customers with solutions and options for possible generator locations. The presentation was required to attain buy in for the location of the generators. I am now taking this project forward for design & build.
Performance as Contract Manager	In my previous role as Contract Manager I established day to day liaison with on-site contractor and instilled working practices which ensure contract standards are achieved; This developed into a harmonious working environment with the contractor's maintenance team of 40 staff. I am confident of being able to communicate requirements either through the management chain or direct to staff carrying out specific functions.
Strategic Team leader	I took on a new role in Nov 2013 and a small team of four reluctant staff members. Due to a restructure and new job descriptions my team do not feel they are in the jobs that they initially took on. It has been a challenge to encourage/enable my team to perform in all aspects of their current positions. My team are effective and hardworking (probably the hardest working team in the department). The next step is to work on the lack of resources within my team.
	Generator Project Performance as Contract Manager

Competence	Evidence Reference/ Project Name	Evidence of Your Competence – Category A
E1	Demonstrating Compliance	My responsibilities with London Estates Building Services included carrying out my duties in compliance with legislative requirements and associated standards and achieving a safe working environment for staff and operatives. To achieve this I worked in co-operation with the contractor Compliance Manager for the on-site maintenance team and I am responsible for directing consultants carrying out routine audits and risk assessments.
	Strategic Maintenance Managers key role	I was taken on in my current position with the understanding that Statutory Compliance is a key role. As such I have incorporated B&ES SFG20 as our maintenance standard to be reflected in external contracts. All Statutory PPMs are split between the small direct labour force team and the 34 different contractors that I manage with my team. We have an internal compliance engineer who routinely audits all aspects of our compliance and I have initiated an action plan to ensure we meet all requirements which gets reviewed monthly.
E2	Responsibility for Health & Safety	My role in London involved providing a safe place of work for both staff & contractors in the London Estate. This was met in part by my checking contractor's method statements and undertaking regular audits of the Permit To Work & Limitation Of Access schemes. To aid my knowledge of Health & Safety, I attained National General Certificate (NGC) with the National Examination Body of Safety & Occupational Health (NEBOSH).
	Low Voltage Management Plan	A very integral aspect of the Low Voltage Management Plan that I have written and implemented is the safety aspect and ensuring there are standardized safe systems for Permit to Work, and Safe isolations. I have taken advice from both my Electrical Operations Manager and the consultant I took on as the Authorising Engineer for our particular electrical management structure.

(EMC) and Energy Management Committees (EnMC). My active role included implementing energy saving, sustainal projects such as the installation of replacement lighting syster BMS strategy changes, improved boiler controls, energy efficient motors, etc. Engineering standards The Engineering Standards that I authored in my current role are written with sustainable solutions such as standardized lighting control strategies for each type of University area; accommodation, teaching spaces, lecture theatres, corridors, etc. The Engineering Standards also specifies energy efficient motors, boilers and air conditioning units. Equation 1. I fully accept the need for CPD and have devised my own Development Action Plan to satisfy CEng requirements. My current achievements include: (a) Attainment of BSC (2-1 Honours). (b) Acceptance as Incorporated Engineer (IEng) through the Institute of Engineering & Technology (IET) whilst in the Army. (c) Attainment of full Membership of the Chartered Institution of Building Services Engineers. (d) Attainment of MSC (with Distinction) in Building Services Engineering with Sustainability. I also receive regular technical/institute publications and technical updates and set time aside to ensure these are read. My career objective is to obtain Chartered Engineer status throug membership of the CIBSE.			
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