

## JOB DESCRIPTION

---

**Job Title:** Mechanical Associate  
**Directly reports to:** Location Director  
**Location:** Edinburgh

### Position Summary:

To lead by example and to manage multiple projects by strong technical and project management capabilities, and to provide an excellent service to clients.

### Responsibilities and authority:

- Liaise with and provide project focal point for clients and lead and/or support consultants to ensure that client interests are most effectively fulfilled.
- Maximise staff effectiveness and improve efficiency by enhancing client relationships, improving internal systems and developing staff skills.
- Collaborate and work effectively with all others affecting or affected by your work.
- Adopt a responsible attitude to project manage and actively undertake training and development of subordinate staff.
- Effectively distribute project workload and liaise with technical and other support staff to ensure quality product delivery.
- Ensure application and maintenance of all Quality System procedures.
- Ensure documentation issued from Wallace Whittle in respect of a project has been technically evaluated in accordance with all relevant procedures.
- Manage multiple projects, including organisation of trainee staff and project delivery to time and cost requirements.
- To develop new business for Wallace Whittle by building relationships with existing and new clients and maintaining a reputation for quality delivery.
- Carry out all personal management duties including weekly recording of man-hour commitments to individual projects and reporting on a monthly basis particular project fee input information.
- Comply with all security procedures and commercial in-confidence restrictions associated with work duties.
- Contribute to the maintenance of the highest possible standards of design by maintaining a good working knowledge of proved Building Services systems and new developments in the Building Services industry.
- Undertake all other duties as may be required to assist in the fulfilment of the primary objectives of the Directors.
- To manage the workload of staff resource, ensuring all deadlines and project requirements are met by liaising with Project Managers.
- To manage the mechanical staff resource, maximising their potential and developing the staff as required.
- To contribute to ensuring operations are conducted in accordance with the relevant ISO and national legislation.
- Undertake presentations to project team or new/existing clients.

### Education and Experience:

- BEng (Hons) Chartered Engineer preferable or equivalent industry experience considered.
- Previous experience in a consulting engineering environment.

### Specific skills, knowledge, competencies and training:

- A committed work ethic to ownership, responsibility and accountability.
- Effective project management and communication skills.