



MEP TECHNICAL  
PROJECT LEAD,  
MASTERPLAN  
PROJECTS

THE  
NATIONAL  
GALLERY

# THE ROLE PROFILE

## Job purpose

The purpose of the role is to ensure that all MEP systems:

- Are technically robust and aligned with estate standards
- Integrate seamlessly with existing infrastructure
- Protect collection environmental conditions
- Are maintainable, accessible, and efficient
- Support long-term resilience and carbon objectives
- Align with the Estates Carbon Reduction objectives

The appointed candidate will act as the operational conscience of the project, bridging between the Masterplan Projects team, external consultants, and the Gallery's Estates & Facilities team.

## Scope of job

- Review MEP design proposals, drawings, and specifications to confirm alignment with the client's brief and performance requirements through RIBA Stages 2 to 4
- Manage and coordinate the technical review process across all building services disciplines
- Lead MEP design review meetings with consultants, contractors, and internal stakeholders
- Identify design gaps, risks, or non-compliances and ensure their timely resolution
- Check that services designs comply with relevant codes, standards, and regulatory requirements
- Ensure the integration and coordination of building services with architectural and structural design
- Provide technical guidance to the project team throughout the design and construction phases
- Review specialist areas of design, including plant sizing and resilience, BMS integration and controls philosophy, environmental control performance, fire and

life safety systems, and IT design, and advise on the need for specialist input to support the project

- Maintain accurate documentation of design reviews, comments, approvals, and changes
- Support value engineering activities without compromising performance or client expectations
- Verify that sustainability targets, energy strategies, required levels of resilience, and building performance goals are reflected in the design
- Verify that accessibility and maintainability have been adequately considered and addressed through the design
- Challenge overspecification and technical solutions that increase long-term operational burden
- Review plant space strategy, riser coordination, and access for replacement
- Report regularly to senior management and the client on design status and outstanding issues
- Continue overseeing the installation phase of the project, ensuring that services are installed and integrated, with feedback on the quality of installation and alignment with construction drawings and specifications, and ensuring that quality and standards are met through RIBA Stages 5 to 7
- Liaise with commissioning teams to ensure design intent is met during testing and final handover
- Lead performance testing of services, including the integration of existing infrastructure, to ensure a smooth transition without major interruptions to essential services

## **Key deliverables**

- Review all RIBA Stage reports and achieve client sign-off through engagement with key stakeholders throughout the life of the project
- MEP designs meet project requirements and Gallery standards through design and delivery
- Building services fully coordinated with architectural, structural, and existing estate infrastructure
- Key design risks, gaps, and non-compliances identified early and resolved in a timely manner

- Compliance achieved with relevant regulations, technical standards, sustainability targets, and carbon objectives
- Services designs support collection environmental conditions, operational resilience, maintainability, and accessibility
- Installation, testing, commissioning, and handover completed in line with design intent and required quality standards

## **Key relationships**

The role reports to the Head of Masterplan Projects, and maintains a dotted-line relationship with the Head of Estate and Facilities to ensure alignment between project delivery and estate operational requirements.

- Masterplan Projects team
- Head of Buildings and Facilities (and wider department)
- Head of Operations team (and wider department)
- Head of IT
- Head of Digital
- Collections Directorate
- NG Executive Team
- External design teams and the wider consultant team, including architects, engineers, planners, external project managers, and cost consultants

## **Key required skills and attributes**

- Strong background in mechanical or electrical building services engineering
- Experience in reviewing MEP designs for large-scale or complex building projects
- Ability to interpret technical drawings, specifications, and performance criteria
- Knowledge of local building regulations, industry standards, and compliance requirements
- Strong communication skills, with the ability to challenge and influence designers and contractors
- Experience with BIM and digital design review tools is an advantage
- Excellent problem-solving and coordination abilities
- Ability to work effectively in a team environment

- Accountability to take ownership of tasks and role responsibilities
- Ability to anticipate and resolve problems and risks
- Experience managing external consultants

### **Supervisory/Managerial responsibility**

- Manage consultant design teams
- Work with multidisciplinary contractors
- Manage budgets
- Risk management
- Manage internal stakeholders
- Represent the Masterplan Projects Department

### **Essential minimum qualification on entry**

- Degree in Mechanical, Electrical, or Building Services Engineering, or a related discipline, or equivalent demonstrable professional experience and technical ability
- Chartered status or working towards chartership preferred
- Several years' experience in building services design, technical management, or consultancy
- CDM regulations qualification
- Demonstrable experience delivering building services design, technical management, or consultancy work at a level requiring independent technical judgement and stakeholder engagement

### **Additional essential criteria or considerations**

- To value and respect your colleagues and members of the public regardless of their background
- To cooperate and contribute to measures introduced by the Gallery to ensure equality of opportunity and encourage diversity

# SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT

MEP Technical Project Lead, Masterplan Projects

## Contract

Fixed term contract until 30 March 2032, working full time hours of 35 per week.  
This post is on the Gallery's Band H. The salary is £70,000 per annum.



Happy To Talk  
Flexible Working

# HOW TO APPLY

It is important to complete all sections of our application form in order to ensure that we have all the information necessary to consider you for the job you are applying for. There are a number of sections to complete before submitting your application. However, you can save your application form at any stage and return at any time prior to the closing date to complete.

If you have any questions on the information you should provide, or have any difficulties completing the form, please contact the Human Resources Department at [recruitment@nationalgallery.org.uk](mailto:recruitment@nationalgallery.org.uk).

## Employment & Academic History

Due to the value of our collection the Gallery undertakes extensive pre-employment screening, including a criminal record check. As part of our security screening process we need to account for all of your time over the past 3/5\* years and will verify the information provided. However we are interested in all of your relevant work experience so please provide us with your career history.

## Supporting Information

In this section you should provide any information that supports your application. The essential role criterion shows you the criteria which are necessary to carry out the responsibilities of the job and will be used to shortlist candidates for interview. By using the role profile, you should outline how your skills, knowledge and experience match the requirements of the post.

## Shortlisting

The National Gallery operates name free recruitment, which means an applicant's name and personal details are not visible to recruiting managers in the shortlisting process. By removing the applicant's name and other personal information, such as their ethnicity or the university they attended, we aim to ensure that people will be judged on merit and not on their background, race or gender

\* Dependant on role

## **Selection**

For some roles at the Gallery we will ask you to complete a variety of selection activities to allow you to demonstrate your abilities and suitability for the post. These may include ability tests, personality questionnaires, work simulation exercises, interviews, etc. Details of the specific activities will be advised to you as part of the process.

## **Equal Opportunities Monitoring**

The Gallery is committed to equal opportunities for all job applicants and employees. Our policy is that no job applicant or employee should receive less favourable treatment than another on grounds of gender (including gender reassignment), sexual orientation, marital or family status, civil partnership status, race, colour, nationality, ethnic or national origins, religion or similar belief, disability, age or trade union membership or any other condition or requirement which cannot be shown to be justifiable.

Information you provide such as ethnic origin, gender and disability will be used solely for monitoring purposes and identifiable information will not be disclosed.