

ROLE DESCRIPTION

Job Title	Principal Officer – Mechanical Engineering (Mechanical Development and Delivery)
Salary Band	SCP 33 - 36
Reporting to	Technical Services Manager
Directorate	Place
Service Area and sub area	Asset Management, Technical Services
Team	Mechanical team
Political Restriction	No

1. Primary Purpose of the Post

Reporting to the Technical Services Manager, the Principal Officer, Mechanical Services, will lead in developing and delivering an integrated mechanical services function for the overall Merseytravel / LCRCA estate including tunnels, hubs, Ferries terminal buildings, HQ building and ferries vessel engineering within a matrix structure (utilising either internal labour force or external resources as appropriate).

The Principal Officer will lead a team which will deliver an effective and efficient mechanical systems maintenance function for Merseytravel covering compliance to statutory regulations, reactive and planned maintenance works, plant refurbishment, contractor management, record keeping, and the development and implementation of capital projects. This role is key to delivering innovative solutions to improve the efficiency, operational availability, and decarbonisation of the estate.

The post holder will ensure the functions are delivered on time, within budget and conforms to Client objectives.

The post holder may at times be required to deputise as appropriate for the Technical Services Manager and work across other Asset Management functions dependent on changing organisational priorities.

2. Your responsibilities

Project Delivery

- To optimise performance on all aspects of technical delivery (mechanical, environmental and building services (HVAC, lifts, etc) and ensure they are designed, installed, in accordance with best practice and statutory health and safety legislation.
- Take a lead in effectively planning, organising and co-ordinating internal staff plus external consultants and/or contractors as appropriate.
- Applying effective measurement, monitoring and review processes to all projects being delivered.



- Applying effective financial/budgetary control within areas of responsibility and managing complex budgets within projects to deliver required outcomes.
- Developing effective networking relationships to facilitate integrated working across the organisation.
- Have good IT skills and experience of a computerised Asset Management system for capital works, reactive and planned maintenance tasks.
- Experience of Public Procurement regulations and managing the various phases of developing specifications, tender stage, evaluation and contract management within the delivery stage.
- Experience of HVAC plant, its statutory maintenance and BMS control systems. (Trend)
- Significant experience of heavy engineering ventilation and pumping systems would be advantageous.

Stakeholder Liaison

- Managing the day-to-day relationships with colleagues, partners and stakeholders especially with client department colleagues in the delivery of activities.
- Working with client departments, partner authorities across the City Region (principally the six LCR asset management authorities) and others as required.
- Developing commissions and briefs for the appointment of consultants and contractors working alongside the procurement team and other officers in order to deliver an effective means of assessment and selection of external service providers.
- Delivering relevant outcomes/outputs in accordance with internal briefs and other project requirements from key clients to ensure maximum levels of customer satisfaction.
- Delivering robust, informed formal and informal advice to the Technical Services Manager as required through briefings, reports etc.

Resource Management

- Providing technical support to ensure the efficient co-ordination of resources and delivery of works, including support with mechanical, integrated building services, innovation, are available and organised to achieve the required deliverables for planned works.
- Management of and liaison with contractors.
- Management of and liaison with consultants.



- To lead, inspire and motivate members of the team to ensure maximum performance is delivered on an individual and team basis, with targets achieved and client requirements met.
- Providing clear and supportive leadership in resolving issues, directing and developing staff.

Team Performance

- Overseeing Individual Performance Plans linked to Service and Corporate Plans. Ensuring plans are developed and monitored for each team member and supported where appropriate with a training and development programme.
- Ensuring staff are competent in the areas they serve.
- Encourage an ethos of professional development and registration with the appropriate institution, i.e. Institute of Mechanical Engineers (IMechE).
- Undertaking proactive absence management and adherence to policy, ensuring appropriate cover is available.

Continuous Improvement

- Reviewing and amending your own working methods to improve your service and performance and setting standards.
- Providing service delivery data to internal departments and external customers in accordance with deadlines.
- Applying best practice/lessons learnt and value engineering techniques where best value for money is delivered and innovation encouraged. Commercial awareness is essential for this role.
- Promoting a working environment of openness and transparency.

Health & Safety

- Understanding and meeting all health and safety duties and responsibilities
- Ensuring adherence to Merseytravel's Safety Management System.
- Ensuring risk management is embedded in all work activities with up to date risk assessments and control measures being undertaken and maintained by the project teams and communicated to all affected parties.
- Ensuring Health, Safety and Environmental considerations are at the forefront in all aspects of the work.



- Appropriate delivery of CDM responsibilities.

Accessibility and sustainability

- Having an appropriate level of knowledge of equality legislation and how it affects your service area.

Promoting equality and diversity by:

- Recognising and addressing the needs of different customers
- Adapting your approach to meet the needs of different customers
- Recognising, respecting and valuing the diversity of your colleagues; and
- Pro-active adherence to all defined corporate policies.
- Putting the environment and sustainability at the forefront of all activities, working closely with colleagues in Customer Delivery.
- Understanding the impact on the environment and measures to minimise impacts e.g. reduction in CO2 emissions, emerging technology, alternate materials, reduction in utility usage, etc.

Improving the Liverpool City Region

- Focusing on the wider benefits of the LCRCA.
- Contributing to and promoting the vision and aims of the LCRCA within the city region.
- Sharing and communicating a clear understanding of the LCRCA priorities across the department.

3. General Corporate Responsibilities

- To participate in all aspects of training and development as agreed, use all
- relevant learning opportunities to improve personal skills and to improve the
- effectiveness and efficiency of your own and the wider teams work.
- To contribute towards achieving corporate targets and initiatives to improve
- performance of both Asset Management, as a service area, and the wider
- organisation.
- To ensure the Combined Authority's commitment to equal opportunities is
- demonstrated through promoting non-discriminatory practices in all aspects of
- work undertaken.
- Ensure all work complies with statutory requirements and with the Constitution of the LCRCA, including Standing Orders and Financial Regulations of the Combined Authority.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.
- This job description is not intended to be prescriptive or exhaustive and is issued as a framework to outline the main areas of responsibility at the time of writing.

4. Recruitment Plan



**LIVERPOOL
CITY REGION**
COMBINED AUTHORITY

METROMAYOR
LIVERPOOL CITY REGION

Competency Based Interview

Key words:

Mechanical engineering

Mechanical project delivery

PERSON SPECIFICATION

Job Title: Principal Officer – Mechanical Engineering
(Mechanical Development and Delivery)

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Educated to Degree level or HND/HNC level in a relevant discipline e.g. Mechanical Engineering, with relevant experience.	E	A
Professional engineer with a commitment to learning and continual professional development.	D	A
Membership of a professional body. D	D	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Evidence of leading a technical team.	E	A/I
Evidence of promoting a health, safety and environmentally friendly culture.	E	A/I
Evidence of delivery of capital works programmes	E	A/I
Evidence of a good track record of delivering local & national grant funded schemes in compliance with the necessary regulations & procedures	E	A/I
Delivery of projects in a Mechanical related environment e.g. Mechanical and/integrated building services design and delivery, plus knowledge of ventilation and pumping systems schemes in a heavy engineering environment	E	A/I
Experience of procuring and managing external consultants and contractors preferably in a multi-disciplinary environment.	E	A/I
Commercially aware with a detailed understanding of dealing with consultant/contractor supplier performance to meet their financial, quality and programme management commitments.	E	A/I
Knowledge of mechanical contracts e.g. MF1 and consultancy agreements i.e. ICE conditions of engagement	E	A/I
Knowledge of the construction industry and the specification and suite of documents required to access and select the appointment of consultants and contractors.	E	A/I



Understanding of public sector commercial, financial and budgetary controls, standing orders, financial and statutory regulations.	D	A/I
Understanding of the Liverpool City Region Combined Authority its aims and objectives; Corporate Plan; Mayoral Transport Plan etc	D	A/I
Understanding of mechanical and building services planning, development, delivery and assessment.	D	A/I

Skills and abilities	E = Essential D = Desirable	Identified By
Organisation skills to liaise with client departments, staff and contractors to carry out works.	E	A/I
Computer literate with a high degree of ICT skills.	E	A
Full driving licence (manual vehicles).	E	A
Use of programme and project resource management tools, techniques e.g. Microsoft Project, PRINCE 2.	D	A
Knowledge of statistics and mathematical assessments in a mechanical design application.	D	A
Experience of creating and/or reviewing AutoCAD / REVIT drawings	E	A

Personal Attributes	E = Essential D = Desirable	Identified By
Motivation	E	A/I
Interpersonal skills	E	A/I
Listener	E	A/I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
Professional at all times and promotes professional development	E	A/I

Key to Assessment Methods:

KO – Knockout question	A - Application	P – Presentation	T - Test
FQ – Filter Question	I – Interview	E – Exercise	AC – Assessment



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