

ROLE DESCRIPTION

Job Title	Electro-Mechanical Apprentice
Salary Band	10 - 12
Reporting to	Maintenance Delivery Manager
Directorate	Place
Service Area and sub area	Asset Management
Team	Maintenance Delivery
Political Restriction	N/A

<p>1. Primary Purpose of the Post</p> <p>As an Electro-Mechanical Apprentice, you will be required to complete an advanced apprenticeship in Mechanical Engineering including all necessary skills and knowledge-based training. You will gain knowledge, experience and the skills to maintain the Electrical and Mechanical equipment and infrastructure across the Mersey Tunnels and wider estate. Working as part of a team you will learn to deliver both maintenance and installation projects. The post will be supervised by the Mechanical, Systems and Electrical Lead and the supporting team.</p>
<p>2. Key Role Specific Responsibilities</p> <ul style="list-style-type: none"> • Work as part of the team and with qualified engineers to complete PPM and Reactive tasks • Attend college to learn engineering principles, safety regulations and practical skills • Successfully complete the apprenticeship course • Attend safety training and role specific training courses • Work safely so you do not harm yourself or others by your acts or omissions • Complete all documentation associated with the role
<p>3. General Corporate Responsibilities</p> <ul style="list-style-type: none"> • Understanding and meeting all health and safety duties and responsibilities including how they impact on scheduling work activities. • Ensure postholder adheres to Merseytravel's safety policy and procedures • Ensure support is provided in the preparation of method statements and risk assessments. • Having an appropriate level of knowledge of equality legislation and how it affects your service area. • Promoting equality and diversity by: - <ul style="list-style-type: none"> - 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 customers (internal and external) at the heart of everything you do.
- Anticipating and responding to the needs of customers.
- Regular customer meetings/reviews where appropriate.
- Measured through client satisfaction results

4. Recruitment Plan

Competency Based Interview
Assessment

PERSON SPECIFICATION

Job Title: Electro-Mechanical Apprentice

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
<ul style="list-style-type: none"> 3 GCSE`s Grades 4 or above including Maths, English and one Science subject. A good level of numeracy and literacy. ICT Skills A full UK driving licence 	E E E D	A A, I A, I A, I

Experience and knowledge	E = Essential D = Desirable	Identified By
A demonstratable interest in engineering	E	A,I
An understanding of the importance of Health and Safety	E	A,I

Skills and abilities	E = Essential D = Desirable	Identified By
Interpersonal skills	D	A,I
Communication skills	D	A,I
Time management	D	A,I

Personal Attributes	E = Essential D = Desirable	Identified By
Team player	D	A,I
Flexible	D	A,I
'Can Do' attitude	D	A,I
Commitment to further learning	D	A,I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
Respectful, Action Focussed	D	I

Key to Assessment Methods:

A - Application
I – Interview