

ROLE DESCRIPTION

Job Title	Systems Engineer
Salary Band	27 - 32
Reporting to	Principal Officer – Works Delivery
Directorate	Place
Service Area and sub area	Asset Management
Team	Maintenance Delivery
Political Restriction	N/A

1. Primary Purpose of the Post
<ul style="list-style-type: none"> • A member of the Systems Engineers team working a day 12-hour shift pattern, the post holder will have an extensive background in the installation and maintenance of a wide variety of electronic, electromechanical control and radio engineering systems and equipment, including toll payment systems. • To be able to respond to all planned maintenance and emergency/reactive tasks safely, and in the agreed time across the Mersey Tunnels and wider Merseytravel estate as necessary. • Post will be supervised by the Principal Officer Works Delivery.
2. Your responsibilities
<ul style="list-style-type: none"> • To keep all equipment and facilities running and maintained to high standards. • Use of a computer-based maintenance management system (CMMS) for recording actions and time against tasks. • A proactive approach to all planned maintenance and emergency tasks. • Review, update and implement PPM tasks and schedules in liaison with planning team • Work with planning team to coordinate works across the estate • Ensure spares and parts are ordered in time for installation in line with SLA's • Completion of all tasks under the SLA. • Keep technical drawings and information up to date. • Complete all paperwork/hard copy and/or electronic copy • Work alongside contractors to ensure they understand AM needs and ensure appropriate service provision/support to achieve objectives • Being responsive to the needs of customers. • Providing essential, accessible services to the community • Understanding and meeting all health and safety duties and responsibilities ensuring compliance with H&S legislation. • Ensuring adherence to Merseytravel's Safety Management System. • Carrying out requisite procedural requirements, e.g risk assessments and method statements delivering a safe system of work. • Compliance with Merseytravel's Environmental Management System (EMS)
3. General Corporate Responsibilities
<ul style="list-style-type: none"> • Enhanced flexible working practices to improve efficiency and effectiveness of works in order to achieve 85% productivity.



- Effective communication.
- Use line management reporting system.
- Share best practice, offer suggestions and develop supportive relationships.
- Contribute to managing supplier delivery and performance.
- Knowledge of compliance of Health, Safety and Environmental Legislation, Policy and Procedures.
- Complying with safe systems of works procedures eg Method Statements, Risk Assessments.
- Attendance at required training.
- Ensure own health and safety, do not contribute to accidents for others and report any inappropriate acts breaching Health and Safety.
- Take a proactive approach to Health and Safety
- Understand AM needs and ensure appropriate service provision.
- Having an appropriate level of knowledge of equality legislation and how it affects your service area.
- Promoting equality and diversity by:-
 - Recognising, addressing and adapting your approach to meet the needs of different customers; and
 - Recognising, respecting and valuing the diversity of your colleagues.

PERSON SPECIFICATION

Job Title: Systems Engineer

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
HNC/HND or equivalent in Electronics or Instrumentation	E	A
Craft/trade experience of installing and maintaining electrical, electronic, electromechanical, control, card payment and radio systems.	E	A
Computer literate with a high degree of ICT skills and the ability to configure, modify and use a variety of PC based tools to maintain Merseytravel equipment.	E	A,I
Knowledge of Health & Safety legislation, policy and procedures	E	A,I
Full Driving Licence	E	A
Ability to adhere to Environmental Policy and procedures.	D	A,I

Experience and knowledge	E = Essential D = Desirable	Identified By
Experience of delivering an effective system engineering service for both project works and maintenance	E	A,I
Experience of working in a customer-centred role (internal or external customers).	E	A,I
Use of knowledge and experience to inform and contribute to future projects	D	A,I
Previous experience of working in a multi-disciplinary work environment	D	A,I

Skills and abilities	E = Essential D = Desirable	Identified By
Admin and organisation skills to liaise with client departments and contractors to carry out works.	E	A,I
Working to tight deadlines	D	I
Communication skills	D	I
Time management.	D	I
Awareness of importance of delivering value for money.	D	I
Working to Service Level Agreements	D	I

Personal Attributes	E = Essential D = Desirable	Identified By
Flexible approach to work	D	I



Team player	D	I
Commitment to learning and continual professional development	D	A,I
Member of a professional body such as the IEE/IET.	D	A,I

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

Key to Assessment Methods:

A - Application	P – Presentation	T - Test
I – Interview	E – Exercise	AC – Assessment