

## JOB DESCRIPTION

<b>Job Title</b>	Project Officer - BSCM
<b>Salary Band</b>	20 - 23
<b>Reporting to</b>	Principle Officer
<b>Directorate</b>	Place Directorate
<b>Service Area</b>	Asset Management
<b>Contract</b>	Permanent
<b>Political Restriction</b>	None

<b>1. Primary Purpose of the Post</b>
<ul style="list-style-type: none"> <li>You will be reporting to the Principal Officer and Senior Project Officer – Buildings, Structural, Civils and Marine (BSCM).</li> <li>You will assist colleagues within the BSCM team to deliver an effective and efficient planned and reactive estate maintenance function across the Merseytravel estate.</li> <li>You will be required to support the BSCM team at a junior level with the development and implementation of capital projects, while meeting quality, environmental, and all health and safety standards.</li> </ul>
<b>2. Key Role Specific Responsibilities</b>
<ul style="list-style-type: none"> <li>Assisting in the delivery of relevant outcomes/outputs in accordance with service level agreements with key clients to ensure maximum levels of customer satisfaction.</li> <li>Assisting in the delivery of a cost effective infrastructure and estates function for existing and refurbished assets whilst meeting quality, and environmental standards.</li> <li>Efficient and expeditious use of the fault reporting system to ensure faults are allocated to the correct service provider and swiftly corrected, thus ensuring minimum disruption and optimum availability of asset.</li> <li>Supporting the BSCM team in their efforts to achieve optimum performance standards and ratings, whilst ensuring maximum levels of efficiency in all building, property and estate assets are realised and to ensure assets are continuously open and available to customers via optimum solutions.</li> </ul>



### **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.



## PERSON SPECIFICATION

**Service Area:** Asset Management

**Job Title:** Project Officer

**Grade:** 20 - 23

**Note to Applicants. Essential criteria are marked with \***  
**All other criteria are desirable.**

**Essential**

	CRITERIA	METHODS OF ASSESSMENT
<b>Qualifications and Training</b>	<ul style="list-style-type: none"><li>• Level 4 Qualification in either Construction, Engineering or Mechanical.*</li></ul>	A/I
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"><li>• Experience in developing effective working relationships.</li><li>• Experience in taking action to respond to an emergency issue.</li><li>• Previous experience of working in a multi-disciplinary work.</li><li>• environment.</li><li>• An understanding of DDA, Health and Safety legislation.</li></ul>	A/I  A/I  A/I  A/I
<b>Skills/Abilities</b>	<ul style="list-style-type: none"><li>• Ability to build and manage robust and effective relationships with stakeholders.</li><li>• Ability to collate and represent data and/or information so as to robustly evidence a decision or viewpoint.</li></ul>	A/I  A/I



	CRITERIA	METHODS OF ASSESSMENT
	<ul style="list-style-type: none"> <li>• Strong interpersonal skills.</li> <li>• Effective communication skills both written and verbal.</li> <li>• Ability to self-start and work on own initiative.</li> <li>• Ability to prioritise workload.</li> <li>• Ability to work to conflicting deadlines.</li> <li>• Demonstratable can-do attitude.</li> <li>• Computer literate with a degree of ICT skills, Microsoft Word, Excel and Outlook.</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<b>Commitment</b>	<ul style="list-style-type: none"> <li>• A determination to deliver and to work to set deadlines.</li> <li>• Flexible approach to work.</li> <li>• Commitment to continuing professional development.</li> <li>• Committed to helping and supporting Asset Management.</li> <li>• Always putting customers (internal and external) at the heart of everything you do.</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>I</p>
<b>Other</b>	A full UK driving Licence or working towards passing the DLVA Driving Test.*	A/I



**LIVERPOOL  
CITY REGION**  
COMBINED AUTHORITY

**METROMAYOR**  
LIVERPOOL CITY REGION

**Key to Assessment Methods:**

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