

## **ROLE DESCRIPTION**

<b>Job Title</b>	Graduate Engineer (Electrical)
<b>Salary Band</b>	20-23
<b>Reporting to</b>	Principal Officer (Electrical)
<b>Directorate</b>	Place
<b>Service Area and sub area</b>	Asset Management
<b>Team</b>	Electrical
<b>Political Restriction</b>	No

<b>1. Primary Purpose of the Post</b>
<p>This role is a development opportunity for an engineering graduate (Electrical) to gain practical experience to support their theoretical knowledge. This role will work within the Asset Management team to help develop and implement capital projects, while meeting quality, environmental and all health and safety standards. Projects will be based across the Liverpool City Region Combined Authority's diverse estate which include office buildings, Ferry terminal buildings, bus station hubs, tunnel infrastructure and other transport related facilities.</p>
<b>2. Your responsibilities</b>
<ul style="list-style-type: none"> <li>• Create collaborative relationships with key project stakeholders including CA Directors, project sponsors, external parties, such as suppliers, local authorities and subject matter experts.</li> <li>• Where appropriate, work with the LCRCA Procurement team to procure external services, ensuring effective oversight of contractor resource and supplier input, ensuring compliance with contractual commitments.</li> <li>• Support delivering key infrastructure projects through all stages of initiation, delivery and close.</li> <li>• Support with delivering cost effective infrastructure and estate functions for existing and refurbished assets whilst meeting quality, and environmental standards.</li> <li>• Deliver outcomes/outputs in accordance with relevant service level agreements, regulations and legislation.</li> <li>• Build up sufficient technical knowledge as appropriate to work on assigned projects.</li> <li>• Support managing the project budgets by working closely with colleagues.</li> <li>• Support the wider team to achieve optimum performance standards, ratings, and efficiency whilst completing infrastructure projects to ensure all the assets within the LCRCA estate are continuously operational for tenants and customers.</li> <li>• Participate in continuously looking at how to improve working methods to increase efficiency and accountability.</li> <li>• Preparing reports, briefing papers and other documents, as required to support the wider infrastructure programme</li> </ul>

- Effectively use of the fault reporting system to ensure all faults are allocated to the correct service provider and swiftly corrected, thus ensuring minimum disruption and optimum availability of asset.
- Support on developing the scope of projects, planning key activities and milestones, and driving forward their delivery by turning evidence into action.
- Supporting the management of project risks and issues across assigned programmes while at the same time maintaining focus on the delivery of key priorities.
- Developing and maintaining project management documentation - tracking risks, issues, assumptions, dependencies, scope changes, actions and decisions, escalating as appropriate.
- Organising, facilitating and participating in project-related meetings, workshops and events (including off site).

### **3. General Corporate Responsibilities**

- Understanding and meeting all health and safety duties and responsibilities including how they impact on scheduling work activities.
- Ensure postholder adheres to LCRCA'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: -
  - 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.

#### **General Managerial Responsibilities:**

- It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and 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; it is issued as a framework to outline the main areas of responsibility at the time of writing.

### **4. Recruitment Plan**

Competency Based Interview

## PERSON SPECIFICATION

**Job Title:** Graduate Engineer (Electrical)

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Degree or equivalent qualification in Electrical Engineering.	E	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Experience in developing effective working relationships.	D	A/I
Experience in taking action to respond to an emergency issue.	D	A/I
Previous experience of working in a multi-disciplinary role.	D	A/I
An understanding of DDA, Health and Safety legislation.	D	A/I

Skills and abilities	E = Essential D = Desirable	Identified By
Ability to build and manage robust and effective relationships with stakeholders.	D	A/I
Ability to collate and represent data and/or information so as to robustly evidence a decision or viewpoint.	D	A/I
Strong interpersonal skills.	D	I
Effective communication skills both written and verbal.	D	A/I
Ability to self-start and work on own initiative.	D	I
Ability to prioritise workload.	D	I
Ability to work to conflicting deadlines.	D	I
Demonstratable can-do attitude.	D	A/I
A full UK driving Licence or working towards passing the DVLA Driving Test.	E	A



Personal Attributes	E = Essential D = Desirable	Identified By
A determination to deliver and to work to set deadlines.	D	A/I
Flexible approach to work.	D	A/I
Commitment to continuing professional development.	D	A/I
Commitment to become member of professional body	D	A

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
Honest, reliable and trustworthy – demonstrating commitment to learning and personal development, good time keeping and attendance	E	I
Adaptability – the ability to connect with work colleagues, work flexibility between tasks, ability to change work locations across the LCRCA estate in line with business demands	E	I
Respect and courtesy – dealing with stakeholders professionally	E	I
Ensuring accuracy and quality standards of all work produced	E	I
Ability to work effectively and efficiently from home and in the office (hybrid working)	E	I

### Key to Assessment Methods:

A - Application	P – Presentation
I – Interview	E – Exercise