

ROLE DESCRIPTION

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| Job Title | Electro-Mechanical Higher Apprentice |
| Salary Band | SCP 16-19 |
| Reporting to | Mechanical, Systems and Electrical Lead |
| Directorate | Place |
| Service Area and sub area | Asset Management |
| Team | Asset Management |
| Political Restriction | N/A |

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| 1. Primary Purpose of the Post |
| <p>As an Electro - Mechanical Higher Apprentice, you will develop skills, knowledge and experience and will report to the Mechanical, Systems and Electrical (MSE) Lead. You will assist colleagues within the Mechanical, Systems and Electrical team to deliver an effective and efficient asset management function across the LCRCA estate that will include covering reactive and planned maintenance works, statutory compliance and development/delivery of investment programs. You will be required to support the Electrical and Systems team at a junior level with the development and delivery of projects, while meeting quality, technical, environmental, and health and safety standards.</p> <p>The Electro - Mechanical Higher Apprentice will also be required to complete a Degree in Electro – Mechanical Engineering via an apprenticeship and develop knowledge of the Asset Management estate within the Mersey Tunnels, Ferries, Bus, Hubs and wider estates.</p> |
| 2. Your responsibilities |
| <p>To learn the following skills:</p> <ul style="list-style-type: none"> • Putting the customer at the heart of everything we do. • A proactive approach to all planned maintenance and emergency tasks. • Listening, developing and communication. • Electro-mechanical Engineering and awareness of related disciplines. <p>To understand the importance of delivering projects on time, on budget and providing value for money:</p> <ul style="list-style-type: none"> • Understanding key items of delivering projects and understanding key items such as costs, risks and programmes. • The delivery of relevant outcomes/outputs in accordance with service level agreements with key clients to ensure maximum levels of customer satisfaction. <p>To become proficient in the use of resources, ensuring they are used efficiently and effectively to deliver objectives:</p> <ul style="list-style-type: none"> • Computer based preventative programmed maintenance system. |

- Use line management reporting systems i.e. holiday, sickness near misses and accidents etc.
- Develop the ability to read and prepare drawings and technical information.
- Use CAD software.

To understand the importance of a high performing team:

- Attending University to learn Electro – Mechanical Engineering.
- Successful completion of apprenticeship.
- Complete all skill-based training to work as an effective member of the Place team.
- Encourage a learning culture
- To register as a member to a professional body.

To become competent in safe services and workplaces:

- Knowledge of compliance of Health, Safety & Environmental and CDM Legislation, Policy and Procedures.
- Complying with safe systems of works procedures e.g. Method Statements, Risk Assessments.
- Attendance at required training.
- Ensure own health & safety, do not contribute to accidents for others and report any inappropriate acts breaching Health & Safety.
- Develop an awareness of the climate emergency agenda and innovative opportunities to address this challenge.
- Ensuring team adherence to LCRCA's Safety Management System.
- The delivery of a cost-effective infrastructure and estates function for existing and refurbished assets whilst meeting quality and environmental standards.

To understand services which are open and accessible to all members of the community

- 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.
 - Develop an awareness of social value.

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

4. Recruitment Plan

Interview

PERSON SPECIFICATION

Job Title: Electro - Mechanical Higher Apprentice

| Criteria | | |
|---|--------------------------------|---------------|
| Qualifications and Training | E = Essential D = Desirable | Identified By |
| English language and mathematics GCSE at Level 5 or above (or equivalent) | E | A |
| Minimum of 104 UCAS points from either A-Levels (including Grade C in Maths or Science e.g. Biology, Chemistry, Physics) or relevant Level 3 qualifications or BTEC National Diploma MMD or OND/HNC | E | A |

Applicants who are awaiting results for the above must provide formal evidence of their expected grades along with their application*

| Experience and knowledge | E = Essential D = Desirable | Identified By |
|---|--------------------------------|---------------|
| Have an interest in engineering | E | A, I |
| Awareness of Liverpool City Region Combined Authority (LCRCA) and its key initiatives | E | A, I |
| An understanding of health and safety, environmental and equality legislation | D | A, I |
| Some experience in an engineering capacity (e.g. work experience, placements, volunteer work, or personal projects) | D | A, I |

| Skills and abilities | E = Essential D = Desirable | Identified By |
|--|--------------------------------|---------------|
| Demonstrable IT skills (e.g. Microsoft Office) | E | A, I |
| Good levels of literacy and numeracy skills are required | E | A, I |
| Flexible approach to work | E | A, I |
| Good communication skills, both written and verbal | E | A, I |
| Self-motivated with the ability to work well both as an individual and as part of a team | E | A, I |
| Full UK Driving Licence or commitment to obtaining a full driving licence within first two years of the apprenticeship | E | A |

| Personal Attributes | E = Essential D = Desirable | Identified By |
|---|--------------------------------|---------------|
| Commitment to study a Degree Apprenticeship in Electro - Mechanical Engineering | E | A, I |



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|--|----------|-------------|
| Ability to adhere to all LCRCA policies, permits and procedures | E | A, I |
| An understanding of and a personal commitment to the vision and aims of Liverpool City Region Combined Authority | D | A, I |

| Core Behavioural Competencies | E = Essential D = Desirable | Identified By |
|---|--|----------------------|
| LCR first – Putting customers and the 1.6 million people in the city region, at the heart of everything we do | E | A, I |
| Action Focus – Deliver your priorities | E | A, I |
| Respect – Respect customers, colleagues and the work we do. | E | A, I |

Key to Assessment Methods:

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