



## ROLE DESCRIPTION

<b>Job Title</b>	MSE Senior Officer (Mechanical)
<b>Salary Band</b>	SCP 27-32
<b>Reporting to</b>	MSE programme Lead
<b>Directorate</b>	Place
<b>Service Area and sub area</b>	Asset Investment
<b>Team</b>	Mechanical, Systems and Electrical

<p><b>1. Primary Purpose of the Post</b></p> <p>Reporting to the MSE Programme Lead, the MSE Senior Officer (Mechanical) will assist in delivering an integrated mechanical engineering services maintenance function for existing and refurbished assets as part of a multi-disciplinary team of mechanical, systems and electrical Engineers (utilising either internal labour force or external resources as appropriate). The post holder will ensure the functions are delivered on time, within budget and conforms to any Client objectives.</p> <p>The Senior Officer will manage resources which will deliver an effective and efficient mechanical systems maintenance function for Merseytravel covering reactive and planned maintenance works, mechanical plant refurbishment, term contractor management and record keeping, document control, statutory and non-statutory bodies compliance, production of technical specifications and the development and implementation of capital projects.</p>
<p><b>2. Your responsibilities</b></p> <p>To work as part of a multi- disciplinary team in the delivery of the M+E function of asset management. Your focus will be upon the mechanical aspects of this service. You will be responsible for delivering mechanical engineering projects. To be aware of changes in statutory requirements and ensure the discipline complies with these changes.</p>
<p><b>3. General Corporate Responsibilities</b></p> <p>To ensure that the LCRCA comply with all statutory requirements within the Mechanical Engineering discipline.</p>
<p><b>4. Recruitment Plan</b></p> <p>Competency Based Interview Assessment</p>

## PERSON SPECIFICATION

**Job Title:** MSE Senior Officer (Mechanical)

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
A relevant degree (Mechanical Engineering discipline or similar) or significant relevant experience.	E	A
A clean UK driving licence or working towards obtaining a UK driving license, as driving will be required as part of the duties in this role.	E	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Demonstrable experience delivering mechanical services in a multi-disciplinary environment (including building services engineering) to ensure the safe, reliable operation and utilisation of the estate.	E	A
Being commercially aware - must possess the ability to negotiate and deliver commercial contracts and manage external suppliers' delivery and performance to meet financial, quality and programme management commitments.	E	A, I
Evidence of previous experience of working in a multi-disciplinary work environment utilising (internal and external) matrix teams of staff, consultants and contractors to achieve outcomes. Being able to work as part of a team to deliver goals.	E	A, I
Ability to take initiative to respond to emergency issues as they arise and identify issues that will have an operational impact and respond accordingly.	E	A, I
Computer literate with knowledge of ICT skills	E	A
Ability to analyse and interpret equipment failure data and provide technical advice and able to test, evaluate and modify mechanical engineering systems and components to achieve optimum plant performance. Write reports and produce relevant documentation.	E	A, I
Ability to research, design, evaluate, install, monitor and maintain mechanical products, equipment and systems to meet organisational requirements.	E	A



Knowledge of commercial, financial and budgetary controls, standing orders, financial and statutory regulations.	<b>D</b>	<b>A</b>
Familiar with all DDA, Health and Safety and Environmental legislation and Codes of Practice.	<b>D</b>	<b>A,I</b>
Knowledge and understanding of statutory testing and monitoring throughout the estate of all Mechanical Engineering systems.	<b>D</b>	<b>A,I</b>
Working towards a professional membership of a relevant institutional body with a commitment to learning and continual professional development	<b>D</b>	<b>A,I</b>
Familiar with HVAC plant, its statutory maintenance and BMS control systems (Trend).	<b>D</b>	<b>A</b>
Experience in using AutoCAD	<b>D</b>	<b>A</b>
Understanding the importance of your individual performance plan and how this can be used to raise areas for development and training.	<b>D</b>	<b>A</b>

<b>Skills and abilities</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Organisation and communication skills to liaise with client departments, internal staff and contractors to carry out works. Being able to provide communications that are appropriate to the target audience.	<b>E</b>	<b>A, I</b>
Knowledge and understanding of the computer-based enterprise asset management system for managing the maintenance of Merseytravel Assets (IFS Ultimo)	<b>D</b>	<b>A</b>

<b>Personal Attributes</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Flexible approach to work	<b>E</b>	<b>A</b>
Teamwork skills and good communications skills	<b>D</b>	<b>A</b>

<b>Core Behavioural Competencies</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
LCRCA first, Respect, Action focus	<b>D</b>	<b>A</b>



**LIVERPOOL  
CITY REGION**  
COMBINED AUTHORITY

**METROMAYOR**  
LIVERPOOL CITY REGION

**Key to Assessment Methods:**

A - Application
I – Interview