# ROLE DESCRIPTION

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| **Job Title** | Technical Project Manager Electrical |
| **Salary Band** | 37 - 40 |
| **Reporting to** | Mechanical, System and Electrical Investment Programme Lead |
| **Directorate** | Place |
| **Service Area and sub area** | Asset Management, Technical Services |
| **Team** | Asset Investment |
| **Political Restriction** | N/A |

## 1. Primary Purpose of the Post

Reporting to the Mechanical, System and Electrical Investment Programme Lead, the Technical Project Manager (Mechanical, Systems and Electrical) will play a key role within the Asset Investment team. The role will provide high quality technical project management to develop and deliver the mechanical, electrical, and systems services across the Combined Authority's asset portfolio and public infrastructure (such as transport facilities, buildings, and heavy engineering assets such as pumping and ventilation systems).This includes ensuring the safety, compliance, integrity, and long-term performance of major infrastructure assets such as bridges, tunnels, ferry terminals and floating structures, public buildings, and highways.

## 2. Your responsibilities

### Strategic Asset Management

- Develop, manage and implement strategies for inspection, maintenance, and renewal of system and electrical infrastructure.
- Oversee and manage condition surveys, structural assessments, and lifecycle planning to inform asset management.
- Support the creation and updating of the Asset Management Strategy in line with industry best practise (Publicly Available Specification 55 / International Organization for Standardization 55000).

### Technical Leadership

- Provide subject matter expertise on Mechanical, Systems and Electrical issues across the assets.
- Ensure the safety, serviceability, and compliance of assets across the LCRCA estate (e.g. Heating, Ventilation and Air Conditioning, power, lighting, Building Management Systems, lifts, fire safety systems, and renewable technologies)
- Lead, manage and coordinate multidisciplinary teams and stakeholders (e.g. engineers, designers, consultants, contractors, suppliers).
- Undertake the role of the clients representation to ensure briefs are feasible, deliverable, and compliant with best practice and legal requirements
- Develop and manage inspection programmes to ensure asset availability and resilience.

- Collaborate with the Maintenance Delivery team to apply specialist knowledge in maintaining and optimising mechanical, electrical, and systems assets from commissioning through to end-of-life.

**Compliance & Safety**

- Ensure statutory compliance with UK building and engineering codes, including Building Regulations, British Standards European Norm (BS EN), and electrical safety regulations (e.g. Electricity at Work Regulations, Lifting Operations and Lifting Equipment Regulations (LOLER), Gas Safety Regulations)
- Ensure compliance with Construction and Design Management 2015, including working with assigned duty holders (Principal Designer, Principal Contractor).
- Review and accept Risk Assessment Method Statements.
- Conduct and manage inspections in accordance with national standards
- Undertake the role of Asset Business Partner for multiple properties, managing, coordinating, planned, reactive maintenance and facilities management across the LCRCA estate.
- Issue relevant work permits and ensure safe practices for high-risk activities (e.g. Provision and Use of Work Equipment Regulations (PUWER), LOLER, Electrical Safety, Legionnaires, Hot Works, Electromagnetic, Pressurised Systems, CD352 Tunnel).

**Project Delivery**

- Lead, manage and or provide technical oversight for mechanical, electrical or systems projects (repairs, refurbishments, retrofits, upgrades, new builds).
- Review, accept or reject design submissions, method statements, risk assessment and temporary works proposals.
- Lead or support the development of investment planning, maintenance forecasting, and business case development.
- Integrate and manage sustainability best practice into all construction and maintenance activities.
- Manage and mentor junior project members.
- Ensure robust project governance and document control through the maintaining project management documents (e.g. risk register, RAID log, benefits log, Project Initiation Document).
- Lead and project manage, schemes through all stages of the project life-cycle within agreed time, cost, and quality parameters.
- Continuously improve project delivery and apply appropriate project methodologies
- Collaborate with Procurement for external services, ensuring contractor compliance.
- Lead procurement exercises to acquire consultants, contractors, or suppliers for assigned projects, ensuring the process is fair, transparent, and compliant with public sector legislation.
- Collaborate with the Legal Department to develop tailored contracts for assigned projects, with authority to approve or amend clauses to ensure LCRCA is protected from contractual risks. Ensure the planning and delivery of infrastructure programmes are fully aligned with the organisation's strategic objectives and business plan.

**Contract and Programme Management**

- Manage external contractors, consultants, supplies and framework partners delivering maintenance and investment programmes.

- Foster collaborative relationships with key internal and external stakeholders (e.g. Directors, Project Sponsors, Subject Matter Experts, public authorities,).
- Monitor, manage and ensure the delivery, quality assurance, and Health & Safety compliance across all assigned projects.
- Report into the programme lead and provide regular updates on the project progress to meet the wider programme reporting requirements
- Coordinate and manage works to minimise disruption to services and users in other areas across the LCRCA estate.
- Act as technical client and project manager to appropriately apply the New Engineering Contract (NEC4) to ensure the contractual duties are fulfilled including, managing programme, change control, early warnings, compensation events, and communications.
- Understand and apply industry regulations and best practice to oversee and manage a contractor/ consultant contract.

**Budgeting and Reporting**

- Take ownership and manage the development of accurate budget forecasts and cost plans to support maintenance activities and strategic investment programmes, covering a broad portfolio of projects ranging from smaller-scale works to complex, multi-million-pound schemes.
- Track, manage and report financial performance, working closely with internal teams such as Investment Programme Lead, Finance, and Audit.
- Provide technical reports, data, risk assessments, and briefings to senior management and political stakeholders to support the forecasting to successfully delivery of the programme.
- Draft board reports and submit delegated decisions for approval.
- Manage and monitor the financial governance and change control for assigned projects.

## 3. General Corporate Responsibilities

- To participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills to improve effectiveness and efficiency of service delivery.
- To work as a key part of the Place Directorate in contributing to the corporate management of the strategic risks facing the Liverpool City Region Combined Authority.
- To support the achievement of corporate efficiency targets and initiatives.
- To ensure the Combined Authority's commitment to equal opportunities and is demonstrated through promoting non-discriminatory practices in all aspects of work undertaken.

## 4. Recruitment Plan

Competency Based Interview
Assessment

# PERSON SPECIFICATION

**Job Title**: Technical Project Manager - Electrical

| Criteria | | |
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| **Qualifications and Training** | **E = Essential D = Desirable** | **Identified By** |
| Degree level in Mechanical, Electrical, Electronic or Controls Engineering (or a construction related degree) with demonstrable experience **OR** extensive relevant demonstrable experience working on electrical and systems engineering within industrial or commercial environments | E | A |
| NEBOSH or IOSH qualifications | E | A |
| Full clean driving license | E | A |
| Evidence of Authorised Person (Electrical role) | E | A |
| Senior Authorised Person training or certificate (Electrical role) | D | A |
| Project Management qualification (e.g. APM, PRINCE2) | D | A |
| Chartered Engineer (CEng) via ICE, IStructE, or similar professional body. | D | A |

| **Experience and knowledge** | **E = Essential D = Desirable** | **Identified By** |
|---|---|---|
| Experience of planning and delivering or monitoring significant infrastructure investment programmes. | E | A/I |
| Practical knowledge of risk-based project management, including financial analysis, planning, appraisal, and evaluation | E | A/I |
| Knowledge of sustainability and climate adaptation in infrastructure | D | |
| Experience managing audit, assurance and compliance functions, preferably within a public sector environment | D | A/I |
| Experience using computer-based control systems (e.g. Radio, PAVA, Fire and Intruder, CCTV, Building Management System (i.e. TREND), Supervisory Control and Data Acquisition (SCADA) | D | A/I |
| Experience leading procurement activities within a public sector environment | D | A/I |
| Experience managing stakeholder relationships, including senior sponsors, within a complex political organisation. | D | A/I |

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| Experience developing and leading teams to drive continuous improvement. | D | A/I |
| Experience reviewing project documentation and providing constructive feedback to ensure consistent reporting | D | A/I |
| Understanding of the infrastructure needed to support communication, monitoring and radio systems. | D | A/I |
| Understanding of electrical principles (e.g. Low Voltage, High Voltage, generator and Uninterruptible Power Supply.) | D | A/I |
| Detailed knowledge of one or more relevant sectors: Mechanical, Systems or Electrical. | D | A/I |
| Demonstrable experience administrating construction contracts. | D | A/I |
| Good understanding and application of relevant industry regulations and guidance (e.g. Association for Consultancy and Engineering, New Engineering Contract, Institution of Engineering Technology, British and European Standards) | D | A/I |
| Experience in conducting fault analysis and rectifications | D | A/I |
| Experience in creating, reading and utilising technical drawings to support the delivery of projects. | D | A/I |

| **Skills and abilities** | **E = Essential<br>D = Desirable** | **Identified By** |
|---|---|---|
| Ability to manage a complex workload with competing priorities and tight deadlines | E | A/I |
| Ability to manage commercially sensitive environments and handle discussions with tact and professionalism | D | A/I |
| Strong communication skills, including the ability to constructively challenge and influence stakeholders | D | A/I |
| Strategic thinking and problem-solving skills, with the ability to navigate uncertainty | D | A/I |
| Ability to oversee multiple projects and prioritise effectively. | D | A/I |
| Excellent IT skills with proven ability in all Microsoft Office products and familiarity with collaborative working IT solutions is desirable (e.g. SharePoint). | D | A/I |
| Competent in using Microsoft Project to support project delivery | D | A/I |

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| Ability to translate financial, commercial, operational and regulatory complexities into a robust project analysis and to act on that analysis. | D | A/I |
| Strong interpersonal skills and ability to work across teams to achieve strategic outcomes | D | A/I |
| Analytical skills, including data manipulation and use of spreadsheets or statistical packages | D | A/I |

| **Personal Attributes** | **E = Essential D = Desirable** | **Identified By** |
|---|---|---|
| Attention to detail and accuracy | D | A/I |
| Collaborative team player with the ability to work independently | D | A/I |
| Emotionally intelligent to handle situations in a constructive and professional manner | D | A/I |
| Commercial awareness and discretion when handling sensitive information | D | A/I |

| **Core Behavioural Competencies** | **E = Essential D = Desirable** | **Identified By** |
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| Demonstrate corporate behaviours of LCR First, Respect and Action Focus | E | A/I |
| Flexible approach to working hours and willingness to work flexibly as and when required. | D | A/I |
| Ability to attend meetings across and beyond the City Region. | D | A/I |
| Commitment to attending mandatory corporate training | D | A/I |
| Commitment to continual professional development | D | A/I |

**Key to Assessment Methods:**

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| A - Application |
| I – Interview |