JOB DESCRIPTION

Job Title	Technical Project Manager - Mechanical
Salary Band	37-40
Reporting to	Mechanical, Systems and Electrical Lead
Directorate	Place
Service Area	Asset Investment
Political Restriction	No

1. Primary Purpose of the Post

Reporting to the Mechanical, Systems and Electrical Lead, the Technical Project Manager (Mechanical) 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 engineering aspects of the Liverpool City Region Combined Authority's built asset portfolio. This includes ensuring the safety, compliance, reliability and long-term performance of critical mechanical infrastructure and building services assets, including ventilation systems, pumping systems, lifting infrastructure, mechanical plant and associated building services across the LCRCA estate.

2. Your Responsibilities

Strategic Asset Management

- Develop, manage and implement inspection, maintenance and renewal strategies for mechanical assets and infrastructure.
- Oversee and manage condition assessments, lifecycle planning and asset performance reviews to inform investment decisions.
- Support the development and maintenance of the Asset Management Strategy in line with PAS55 / ISO55000 principles.
- Develop and manage maintenance programmes to ensure asset availability, reliability and resilience.
- Support long-term capital investment planning and maintenance forecasting.

Technical Leadership

- Provide subject matter expertise in mechanical engineering, building services and associated infrastructure.
- Ensure the safety, serviceability and compliance of mechanical assets across the LCRCA estate.
- Lead, manage and coordinate multidisciplinary teams and stakeholders including engineers, consultants, contractors and suppliers.
- Act as the client's technical representative to ensure solutions are feasible, compliant and aligned with operational requirements.
- Provide specialist advice on mechanical systems, ventilation, pumping systems, lifting equipment, HVAC systems and mechanical infrastructure.

- Support the integration of energy efficiency and sustainability principles into asset management and project delivery.

Compliance and Safety

- Ensure statutory compliance with applicable legislation, industry standards, British Standards and regulatory requirements.
- Ensure compliance with CDM Regulations 2015 and work collaboratively with Principal Designers and Principal Contractors.
- Review and approve Construction Phase Plans, Risk Assessments and Method Statements.
- Undertake the role of Asset Business Partner for assigned properties, coordinating planned and reactive maintenance activities.
- Issue relevant permits and ensure safe systems of work for high-risk activities.
- Maintain statutory inspection, testing and certification records within corporate asset management systems.

Project Delivery

- Lead, manage or provide technical oversight for mechanical infrastructure and building services projects including refurbishment, replacement, upgrade and new installation schemes.
- Review and approve design submissions, technical specifications, risk assessments and contractor proposals.
- Lead or support investment planning, business case development and maintenance forecasting.
- Integrate sustainability best practice into all project activities.
- Ensure robust project governance and document control through maintaining project management documentation including Project Initiation Documents, risk registers, RAID logs and benefits tracking.
- Lead and manage projects through all phases of the project lifecycle within agreed time, cost and quality parameters.
- Continuously improve project delivery methodologies and practices.
- Collaborate with Procurement and Legal Services to procure and manage external consultants, contractors and suppliers.

Contract and Programme Management

- Manage external contractors, consultants, suppliers and framework partners delivering maintenance and investment programmes.
- Foster collaborative relationships with internal and external stakeholders including Directors, Project Sponsors, Subject Matter Experts and regulatory bodies.
- Monitor project delivery, quality assurance and health and safety performance across assigned projects.
- Provide regular reporting to the Mechanical, Systems and Electrical Lead to support wider programme governance.
- Coordinate works to minimise operational disruption.

- Act as technical client and project manager, applying NEC4 contract principles where appropriate.
- Apply industry best practice and contractual controls to manage contractor and consultant performance.

Energy Management & Sustainability

- Support energy efficiency initiatives and the delivery of sustainability objectives, including net-zero and carbon reduction programmes.
- Monitor performance of building services systems, identifying opportunities for improvement.
- Advise on low-carbon technologies, renewable energy solutions, and sustainable mechanical design or refurbishment projects.
- Work closely with other technical staff and in particular the netzero and sustainability officer.

Budgeting and Reporting

- Take ownership of budget forecasting and cost planning for maintenance activities and investment programmes.
- Track, manage and report financial performance.
- Manage asset condition surveys to inform investment programmes.
- Prepare technical reports, risk assessments and performance updates for senior management and stakeholders.
- Draft delegated decision reports and governance papers where required.
- Manage project financial governance and change control processes.
- Monitor KPIs and drive continuous improvement initiatives.

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 – Mechanical

Criteria		
Qualifications and Training	**E = Essential D = Desirable**	**Identified By**
HND/HNC/Degree level in Mechanical or Mechanical Building Services Engineering (or a related degree) with demonstrable experience **OR** extensive relevant demonstrable experience working on infrastructure projects	E	A
NEBOSH or equivalent qualifications CDM 2015 awareness for construction and maintenance projects	E	A
Full clean driving license	E	A
Project Management qualification (e.g. APM, PRINCE2)	D	A
Relevant professional membership or accreditation e.g. Chartered Engineer (CEng) or Incorporated Engineer (IEng)	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 delivery infrastructure projects with varied funding and governance arrangements in a public sector environment	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
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
Experience using industry-standard design tools and techniques (e.g. AutoCAD, CEEQUAL)	D	A/I

Familiarity with using digital asset management tools (e.g. Building Information Modelling, Geographic Information System).	D	A/I
Detailed knowledge of one or more relevant sectors: Transportation, Marine, Civil/Structural or Building Structures	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, Joint Contracts Tribunal, Baltic and International Maritime Council, New Engineering Contract)	D	A/I

Skills and abilities	**E = Essential 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
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
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:

A - Application
I – Interview