JOB DESCRIPTION

Job Title	Technical Project Manager - Building Services
Salary Band	37-40
Reporting to	Mechanical, Systems and Electrical Lead
Directorate	Place
Service Area	Asset Investment
Political Restriction	N/A

1. Primary Purpose of the Post

Reporting to the Mechanical, Systems and Electrical Lead, the Technical Project Manager (Building Services) will play a key role within the Asset Investment Team. The role will provide high-quality technical project management to develop and deliver building services investment, maintenance and improvement programmes across the Liverpool City Region Combined Authority's built asset portfolio.

The role is responsible for ensuring the safety, compliance, reliability and long-term performance of building services assets and infrastructure, including mechanical, electrical, plumbing, fire safety, lifts, HVAC and energy systems across the LCRCA estate.

The postholder will provide technical leadership, strategic asset management expertise and project management capability to support lifecycle planning, investment decision making, statutory compliance, sustainability objectives and the delivery of capital and revenue programmes.

2. Your responsibilities

Strategic Asset Management

- Develop, manage and implement inspection, maintenance and renewal strategies for building services 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 planned maintenance programmes to ensure asset availability, reliability and resilience.
- Support long-term capital investment planning and maintenance forecasting for building services infrastructure.

Technical Leadership

- Provide subject matter expertise in building services engineering and associated infrastructure.
- Ensure the safety, serviceability and compliance of building services 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, electrical, plumbing, lifts, HVAC, fire safety, building energy systems and associated 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 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 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 and Sustainability

- Support energy efficiency initiatives, KPI`s and the delivery of sustainability objectives, including net-zero and carbon reduction programmes.
- Monitor energy consumption and performance of building services systems, identifying opportunities for improvement.
- Advise on low-carbon technologies, renewable energy solutions and sustainable building services design.
- Work closely with other technical staff and in particular the Net Zero 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 condition surveys of assets 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

- Review and accept all LCRCA policies applicable to post.
- Comply with LCRCA/department specific Safety policies, procedures, work instructions and other H&S related documentation including risk assessments, method statements, etc.
- Attend mandatory training and undertake a minimum of 30days CPD relevant to the role.
- Represent LCRCA/Asset investment professionally at external and internal meetings and events.
- Support and contribute to LCRCA corporate objectives, targets, etc.
- Knowledge of equality legislation and how it affects the AM service area.
- Promote equality and diversity by: -
    - Recognising, addressing and adapting approach to meet the needs of different customers and;
    - Recognising, respecting and valuing the diversity of colleagues.

4. 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.

PERSON SPECIFICATION

Job Title: Technical Project Manager – Building Services

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 commercially sensitive environments and handle discussions with tact and professionalism	D	A/I
Ability to manage a complex workload with competing priorities and tight deadlines	E	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