

## **ROLE DESCRIPTION**

<b>Job Title</b>	Systems Engineer
<b>Salary Band</b>	27 - 32
<b>Reporting to</b>	Principal Officer – Works Delivery
<b>Directorate</b>	Place
<b>Service Area and sub area</b>	Asset Management
<b>Team</b>	Maintenance Delivery
<b>Political Restriction</b>	N/A

<b>1. Primary Purpose of the Post</b>
<ul style="list-style-type: none"> <li>• A member of the Systems Engineers team working a day 12-hour shift pattern, the post holder will have an extensive background in the installation and maintenance of a wide variety of electronic, electromechanical control and radio engineering systems and equipment, including toll payment systems.</li> <li>• To be able to respond to all planned maintenance and emergency/reactive tasks safely, and in the agreed time across the Mersey Tunnels and wider Merseytravel estate as necessary.</li> <li>• Post will be supervised by the Principal Officer Works Delivery.</li> </ul>
<b>2. Your responsibilities</b>
<ul style="list-style-type: none"> <li>• To keep all equipment and facilities running and maintained to high standards.</li> <li>• Use of a computer-based maintenance management system (CMMS) for recording actions and time against tasks.</li> <li>• A proactive approach to all planned maintenance and emergency tasks.</li> <li>• Review, update and implement PPM tasks and schedules in liaison with planning team</li> <li>• Work with planning team to coordinate works across the estate</li> <li>• Ensure spares and parts are ordered in time for installation in line with SLA's</li> <li>• Completion of all tasks under the SLA.</li> <li>• Keep technical drawings and information up to date.</li> <li>• Complete all paperwork/hard copy and/or electronic copy</li> <li>• Work alongside contractors to ensure they understand AM needs and ensure appropriate service provision/support to achieve objectives</li> <li>• Being responsive to the needs of customers.</li> <li>• Providing essential, accessible services to the community</li> <li>• Understanding and meeting all health and safety duties and responsibilities ensuring compliance with H&amp;S legislation.</li> <li>• Ensuring adherence to Merseytravel's Safety Management System.</li> <li>• Carrying out requisite procedural requirements, e.g risk assessments and method statements delivering a safe system of work.</li> <li>• Compliance with Merseytravel's Environmental Management System (EMS)</li> </ul>
<b>3. General Corporate Responsibilities</b>
<ul style="list-style-type: none"> <li>• Enhanced flexible working practices to improve efficiency and effectiveness of works in order to achieve 85% productivity.</li> </ul>



- Effective communication.
- Use line management reporting system.
- Share best practice, offer suggestions and develop supportive relationships.
- Contribute to managing supplier delivery and performance.
- Knowledge of compliance of Health, Safety and Environmental Legislation, Policy and Procedures.
- Complying with safe systems of works procedures eg Method Statements, Risk Assessments.
- Attendance at required training.
- Ensure own health and safety, do not contribute to accidents for others and report any inappropriate acts breaching Health and Safety.
- Take a proactive approach to Health and Safety
- Understand AM needs and ensure appropriate service provision.
- 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.

## PERSON SPECIFICATION

**Job Title:** Systems Engineer

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
HNC/HND or equivalent in Electronics or Instrumentation	E	A
Craft/trade experience of installing and maintaining electrical, electronic, electromechanical, control, card payment and radio systems.	E	A
Computer literate with a high degree of ICT skills and the ability to configure, modify and use a variety of PC based tools to maintain Merseytravel equipment.	E	A,I
Knowledge of Health & Safety legislation, policy and procedures	E	A,I
Full Driving Licence	E	A
Ability to adhere to Environmental Policy and procedures.	D	A,I

Experience and knowledge	E = Essential D = Desirable	Identified By
Experience of delivering an effective system engineering service for both project works and maintenance	E	A,I
Experience of working in a customer-centred role (internal or external customers).	E	A,I
Use of knowledge and experience to inform and contribute to future projects	D	A,I
Previous experience of working in a multi-disciplinary work environment	D	A,I

Skills and abilities	E = Essential D = Desirable	Identified By
Admin and organisation skills to liaise with client departments and contractors to carry out works.	E	A,I
Working to tight deadlines	D	I
Communication skills	D	I
Time management.	D	I
Awareness of importance of delivering value for money.	D	I
Working to Service Level Agreements	D	I

Personal Attributes	E = Essential D = Desirable	Identified By
Flexible approach to work	D	I



Team player	<b>D</b>	<b>I</b>
Commitment to learning and continual professional development	<b>D</b>	<b>A,I</b>
Member of a professional body such as the IEE/IET.	<b>D</b>	<b>A,I</b>

<b>Core Behavioural Competencies</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Respect	<b>E</b>	<b>I</b>
Action Focussed	<b>E</b>	<b>I</b>

### Key to Assessment Methods:

A - Application	P – Presentation	T - Test
I – Interview	E – Exercise	AC – Assessment