

ROLE DESCRIPTION

Job Title	Project Officer
Salary Band	SCP 20 - 23
Reporting to	Principal & Senior Officers
Directorate	Place
Service Area and sub area	Asset Management – Technical Support
Team	Building, Structural, Civils & Marine
Political Restriction	N/A

1. Primary Purpose of the Post
<p>Reporting to the Principal Officer and Senior Officers of the Buildings, Structural, Civils & Marine division, the Project Officer will assist in delivering an integrated buildings, structural and civils engineering function for existing and refurbished assets to the Merseytravel estate within a matrix structure (utilising internal labour force or external resources as appropriate) to deliver the following outcomes for Merseytravel.</p> <p>The Project Officer, will be responsible for assisting the senior officers in managing suppliers and contractors to ensure that they deliver on time and within budget to meet client requirements.</p>
2. Your responsibilities
<p>Optimise team performance on all industry contracts in relation to structural, civil, and estate issues and ensure they are designed, installed, operated and maintained in accordance with best practice and current health and safety legislation.</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Putting customers (internal and external) at the heart of everything you do. • Ensure safe services and workplaces. • The delivery of relevant outcomes/outputs in accordance with service level agreements with key clients to ensure maximum levels of customer satisfaction. • The delivery of a cost-effective infrastructure and estates function for existing and refurbished assets whilst meeting quality and environmental standards. • Efficient and expeditious use of the fault reporting system to ensure faults are allocated to the correct service provider and swiftly corrected, thus ensuring minimum disruption and optimum availability of asset. • Co-ordination and implementation of buildings, structural and civil engineering 24/7 business critical works. • Understanding and meeting all health and safety duties and responsibilities including ensuring compliance with relevant legislation including leading a team by example.



- Respond to emergency situations and major infrastructure failures in line with corporate policy.
- Use of computer based preventative programmed maintenance system.

3. General Corporate Responsibilities

- Communication.
- Use line reporting system.
- Enhanced flexible working practices to improve efficiency and effectiveness

4. Recruitment Plan

Competency Based Interview

PERSON SPECIFICATION

Job Title: Project Officer

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
<ul style="list-style-type: none"> Demonstrable experience at management level of estate maintenance in a multi-disciplinary environment while ensuring the safe and reliable operation and utilisation of the estate. HNC in relevant subject/field Appropriate NVQ Level 4, City & Guilds Level 3 Professional Engineer with membership of a relevant Institutional body with a commitment to learning and continual professional development. 	<p>E</p> <p>D</p> <p>D</p> <p>D</p>	<p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p>

Experience and knowledge	E = Essential D = Desirable	Identified By
Working knowledge of industry contracts, their relevance and suitability	E	A / I
Being commercially aware, with the ability to negotiate and deliver commercial contracts and to manage external suppliers' delivery and performance to meet their financial quality and programme management.	E	A / I
Ability to take initiative to respond to emergency issues as they arise, with the determination to deliver projects and to work to timescales and deadlines.	E	A / I
Understanding of construction-based Health and Safety requirements from basic Risk Assessments & Method Statements to full CDM responsibilities	E	A / I
Knowledge and understanding of the computer-based Asset Management system for managing the maintenance of Merseytravel's assets.	D	A / I
Previous experience of working in a multi-disciplined working environment.	D	A / I

Skills and abilities	E = Essential D = Desirable	Identified By
----------------------	--------------------------------	---------------



Computer literate with a high degree of ICT skills – Office, Word, Excell, Project and Outlook.	E	A / I
Organisation skills to liaise with client departments, staff and contractors to carry out projects and maintenance works including effective use of team resources	E	A / I
Full clean driving licence	E	A / I

Personal Attributes	E = Essential D = Desirable	Identified By
Flexible approach to work	E	A / I
Good communication skills	E	A / I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
Good work ethic, punctual and good use of time	E	A / I

Key to Assessment Methods:

A - Application	P – Presentation
I – Interview	E – Exercise