

Project Manager – M&E & Facilities Management Projects

Location: HMP Altcourse, Liverpool, L9 7LH

Contract: Full Time, Permanent

Salary: Up to £55,000 per annum plus Sodexo benefits

Hours: 40 hours per week, Monday to Friday

This role is based at HMP Altcourse, with occasional travel to other prison establishments as required to support project delivery.

About the Role

We are looking for an experienced **Project Manager with strong Mechanical & Electrical (M&E) experience and a good working knowledge of general building maintenance** to join our Justice Services team at HMP Altcourse.

This is an opportunity for someone who combines strong project management capability with a practical understanding of **M&E services, building infrastructure and maintenance environments**.

You will manage a varied portfolio of lifecycle, investment, sustainability and small works projects, taking projects from initial scope and feasibility through to successful completion.

Based primarily at **HMP Altcourse**, you may also be required to occasionally support projects at other prison establishments, depending on operational and project requirements.

Working closely with operational teams, technical specialists, clients, contractors and other stakeholders, you will ensure projects are delivered safely, on time, within budget and in line with contractual and operational requirements.

Your **M&E and general building maintenance experience** will be key to understanding project requirements, challenging proposed solutions, identifying potential delivery risks and effectively managing specialist contractors.

Key Responsibilities

- Manage the full lifecycle of **M&E and Facilities Management projects**, including lifecycle replacement, investment, sustainability and small works programmes.
- Manage projects involving **mechanical, electrical, building services and general building maintenance**.
- Review project requests and assess scope, feasibility, technical requirements, risks, costs and deliverability.

- Use your knowledge of M&E and building maintenance environments to identify potential issues and support effective project solutions.
- Develop and manage project programmes, budgets and resource plans.
- Coordinate and manage **M&E contractors, specialist subcontractors, suppliers and internal delivery teams** throughout project delivery.
- Work closely with technical specialists and operational teams to ensure project requirements and solutions are clearly understood.
- Monitor contractor performance and ensure works are delivered to the required quality, safety and compliance standards.
- Ensure all project documentation and governance requirements are maintained and updated in accordance with company procedures.
- Manage project risks, identifying appropriate mitigation strategies and assigning ownership where required.
- Monitor project performance against agreed budgets, timescales and quality standards.
- Ensure compliance with all statutory, contractual, health and safety and prison security requirements.
- Produce detailed project reports and updates for senior management and clients.
- Build and maintain strong relationships with clients, operational teams, contractors and end users.
- Support effective decision-making through strong planning, financial control and project governance.

What You'll Bring

Essential Requirements

- Demonstrable experience managing projects within **Mechanical & Electrical (M&E), Facilities Management, engineering, construction or building maintenance environments**.
- **Strong practical knowledge and understanding of M&E services and systems within buildings.**
- **Good working knowledge of general building maintenance and building services.**

- Experience successfully delivering **M&E and/or building services projects** from initial scope through to completion.
- Strong Project Management or Operational Management experience.
- Project Management qualification such as **PRINCE2 Practitioner or equivalent**.
- Experience managing **M&E contractors, specialist subcontractors, suppliers and internal delivery teams**.
- Ability to understand project scopes, identify technical and operational risks and challenge proposed solutions where appropriate.
- Strong financial management and budget control skills.
- Excellent planning, organisational and stakeholder management abilities.
- Experience producing detailed project reports with strong attention to detail.
- Knowledge of project governance, risk management, compliance and health and safety requirements.
- Strong communication and influencing skills.

A specific M&E qualification is not required for this position; however, you must be able to demonstrate strong M&E experience alongside a sound working knowledge of mechanical and electrical building services.

Desirable Requirements

- Knowledge of lifecycle asset replacement programmes.
- Experience delivering sustainability or capital investment projects.
- Experience working within complex or operationally sensitive estates.

What Success Looks Like

You will be accountable for:

- Successfully delivering M&E, building maintenance and Facilities Management projects safely, on time and within budget.
- Applying your M&E knowledge to effectively scope, plan and manage project delivery.
- Effectively managing specialist contractors and ensuring works meet required technical, safety and quality standards.
- Managing project risks and ensuring compliance obligations are met.

- Maintaining robust governance and reporting throughout the project lifecycle.
- Achieving high levels of stakeholder and client satisfaction.
- Ensuring project programmes are effectively coordinated and controlled.
- Supporting operational teams through informed decision-making and effective project delivery.

Project Portfolio

You will support a significant programme of works, including:

- Lifecycle investment programmes.
- **M&E and building services projects.**
- Capital investment, sustainability and small works projects.
- Individual project values ranging from **£5,000 to £1 million**.
- Approximately **12 projects managed per annum**, depending on complexity and scale.

About You

You will be comfortable operating in a busy, operational environment and balancing the demands of multiple projects at different stages of delivery.

You'll bring together **strong project management skills with credible M&E and building maintenance knowledge**, giving you the confidence to engage with technical teams and contractors, understand the challenges involved in delivering works and ensure projects remain on track.

You don't need to be an M&E engineer, but you **do need to understand M&E and building services sufficiently to manage projects effectively**, ask the right questions and confidently challenge where required.

If you have a strong background in **M&E, Facilities Management or building services project delivery** and are looking for your next Project Management opportunity, we'd love to hear from you.