

Northumberland County Council
JOB DESCRIPTION

Post Title: Senior Assistant Engineer		Directorate/Service/Sector Local Services, Technical Services, Design		Office Use
Band: Band 8		Workplace: County Hall and various locations & construction sites in the North East		JE ref: 3586
Responsible to: Principal Engineer/Senior Engineer/Engineer		Date: August 2019 / STR	Lead & Man Induction:	
Job Purpose: Take a lead role in the provision of highway services and the delivery of external income generation services. Contribute in guaranteeing effective stewardship of the Highway Structures Asset.				
Resources	Staff	Act as mentor / supervisor for professional trainee or technical support staff on internal / external projects. Contribute to programming and managing the workload of the Highways Service. Supervision of Sub-consultants and external contractors.		
	Finance	Act as Project Manager in accordance with the Service Roles and Accountabilities and be accountable for overall expenditure and duration on highway infrastructure schemes (or programme of schemes) up to a value of £500k. Act as Lead Designer in accordance with the Service Roles and Accountabilities and be responsible for supporting the Project Manager on larger value schemes.		
	Physical	As a Project Manager responsible for the effective delivery, suitability, safety and long term maintenance liability of individual Highway Infrastructure Asset renewals or refurbishments. Joint responsibility for the groups physical resources including office and site equipment.		
	Clients	Directly Accountable under the CDM 2015 regulations (Designers Duties) for ensuring the safety of the public and staff with regard to infrastructure or other works. Provide consultancy support for internal & external clients when required over the full range of small, medium and large projects up to £500k. Daily Interaction with public and private sector organisations including council members, other council departments and members of the public. Contribute to the development of corporate policy and service delivery initiatives that impact not only upon the health, safety and well being of the highway service users and employees but also on the effectiveness of the highway network with regard to safety, congestion and disruption.		

Duties and key result areas:

As a Key member of a highways orientated multi-disciplinary team:

- Support Senior staff with the provision of Financial and Programme Management information. Contribute to the coordination and management of the highway service including major Civil engineering and Infrastructure Projects.
- To comply with the principles of Technical Services Roles and Accountabilities.
- To act effectively as the Project Manager of smaller scale projects including those promoted by other department or external clients.
- To undertake the role of Project Manager in accordance with the Departmental roles & Accountabilities for individual Capital Schemes, either Internal or External, up to a value of £1M per scheme). To be accountable to the Design Manager for Financial and Programme performance.
- Contribute to the development of maintenance and improvement projects to the county councils highway infrastructure assets to achieve the overall aims and objectives of the LTP and to ensure effective stewardship of the Highways Assets in accordance with National Standards.
- To contribute to the compliance with all Health and Safety, Environmental and Financial legislation including compliance with personal technical competency requirements and project compliance under the CDM 2015 Regulations to protect the council, individual staff and senior managers from litigation including corporate manslaughter.
- Provide professional technical and financial advice to Elected Council Members, Senior Managers and Highway service users on all matters of strategy, policy and practice relating to service issues ensuring the Council complies with good practice, prevailing regulations and legislation.
- Act as an effective Mentor for junior staff through the process to achieve career progression and increased effectiveness within the team.
- Promote and embrace the principles of equality and diversity within the team

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post Holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements	
Transport requirements: Working patterns: Working conditions:	Notional Center is County Hall with e requirement to work in an agile manner. Travel to work sites, area offices External Clients Offices or training venues throughout the County and further afield. Normal office hours but flexi-hours apply. Some standby or call out arrangements may apply. Frequent exposure to outdoor working, lone working, adverse weather conditions, hazardous highway environments and construction sites, including working at height, in water, confined space and negotiating rough terrain - some of which may be experienced during unsocial hours or night shift working.

Northumberland County Council
PERSON SPECIFICATION

Post Title: Senior Assistant Engineer	Directorate/Service/Sector Local Services, Technical Services, Design	Ref: 3586
Essential	Desirable	Assess by
Qualifications and Knowledge		
<ul style="list-style-type: none"> Engineering Degree or Incorporated Engineer status (e.g. I Eng) with a Relevant Professional Qualification or an equivalent demonstrable level of practical experience and ability.. Knowledge of the main theoretical, practical and procedural concepts together with a knowledge of design standards and professional best practice relating to Highway / Structures Design. Commercial awareness of relationship between costs, quality, customer care and corporate performance assessment. Recognised qualification relating to duties as Principal Designer under the CDM 2015 Regulations. A practical understanding of relevant legislation, regulations and professional best practice. A practical understanding of contemporary issues within the service. 	<p>A related technical qualification, management degree or post-graduate diploma e.g. MBA, DMS.</p> <p>Understands the diverse functions of a large complex public sector organisation and the relevant professional issues.</p> <p>Registered with the Construction Skills Certification Scheme at Management Level.</p>	
Experience		
<ul style="list-style-type: none"> Recent technical and practical experience in the design and delivery of highway related construction projects. Recent experience and proven ability with regard to the effective management of Project resources and finances (both internal and external) up to a value of £500k. Experience in managing and delivering projects to successfully achieve set objectives. Experience in engaging effectively with others and building productive partnerships. Experience in selecting and applying a range of professional methods, tools and techniques to produce optimal solutions. 	<p>Experience of working in a comparable private sector technical organisation.</p> <p>Experience in a particular relevant specialist technical area.</p> <p>Experience in Project Management.</p>	
Skills and competencies		
<ul style="list-style-type: none"> Effective analytical, technical and judgemental skills to interpret information with an aptitude for solving varied Design / Construction problems and developing effective solutions. Ability to organise own workload within the constraints of individual schemes and team practice. Using discretion, initiative and judgement to respond independently to unanticipated situations and to consult with an Engineer when appropriate. Ability to support, motivate and develop junior staff whilst fostering a positive organisational culture. Effective interpersonal and communication skills to relate effectively to, and command the respect, trust and confidence of, colleagues, Council Members, and other stakeholders. Ability to operate effectively within the democratic process and to develop productive working relationships with Council Members that command respect, trust and confidence. Ability to maintain a clear overview of issues affecting service delivery. An ability to make considered, mature decisions having considered and evaluated potential outcomes and ramifications. 	<p>Skilled in the use of Microsoft Office, Microsoft Project and Financial Reporting systems.</p>	

Physical, mental and emotional demands

- Need to maintain high levels of awareness over lengthy periods of enhanced concentration when dealing with highly technical solutions to design / construction related issues and when representing the Council at meetings with the public, elected members and stakeholders, eg Council Committees, public exhibitions and technical forums.
- High levels of work related pressure from deadlines, interruptions and conflicting demands.
- Ability to work to tight deadlines, changing priorities and to react to technically difficult situations in a timely and professional manner.
- Routinely subject to immediate Project / Senior Management / Elected Member / External Client deadlines.
- Normally works in an agile manner with no fixed desk using a laptop from a seated position with a need to drive to construction, often encountering hazardous highway environments or access to remote locations whilst carrying technical equipment. Required to demonstrate dexterity and high levels of precision when using surveying and testing equipment.

Prepared to be relocated on site on a semi-permanent basis to assist overseeing, monitor and / or supervise a medium sized construction project to ensure compliance with design, specification, financial and legal requirements

Other

- A corporate orientation and a commitment to tackling issues in a non-departmental manner.
- Personality, conduct and technical credibility that engages and commands the confidence of colleagues, Council Members and other stakeholders.
- A strong commitment to Continuing Professional Development.
- Able to meet the transport requirements of the post.