

Northumberland County Council  
**JOB DESCRIPTION**

<b>Post Title:</b> Structures Engineer		<b>Directorate/Service/Sector</b> Local Services, Technical Services, Design		<b>Office Use</b>
<b>Band:</b> 9		<b>Workplace:</b> County Hall and various locations & construction sites throughout Northumberland		<b>JE ref:</b> 3587 <b>HRMS ref:</b>
<b>Responsible to:</b> Principal Engineer/Senior Engineer		<b>Date:</b> December 2018 / STR	<b>Manager Level:</b>	
<b>Job Purpose:</b> Take a lead professional practitioner 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. To assist implementation of policies, and strategies relating to highway structures service issues and the Directorate Service Plan.				
<b>Resources</b>	Staff	Supervise a small number of junior multi-disciplinary engineering and technical support staff on internal / external projects. Provide professional support, advice and guidance to other work colleagues in the absence of senior engineers. Jointly responsible for programming and managing the workload of the Highways Service. Supervision and coordination 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 £1M. 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 significant Highway Infrastructure Asset renewals or refurbishments. contribute to implementing and reviewing long term policies and strategies for £5Bn of highway assets including the joint responsibility for the capture of significant quantities of corporate asset intelligence data. 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. Responsible for advising all clients as to their duties and obligations under the CDM 2015 regulations. Employed as highways consultant for internal & external clients when required over the full range of small, medium and large projects up to £1m. Contribute to growing the existing client base to generate external income opportunities. 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 upon the health, safety and well being of highway service users and employees.		
<b>Duties and key result areas:</b>				
As an experienced member of a highways orientated multi-disciplinary team:				
<ul style="list-style-type: none"><li>• Contribute to the provision of Project Management, Financial and Programme management, monitoring and reporting to Capital Board and Head of Service for all projects including those promoted by other departments and external clients. Assist with the coordination and management of the highway service, including major Civil Engineering and Infrastructure Projects.</li><li>• To comply with the principles of Technical Services Roles and Accountabilities.</li><li>• To act effectively as the Project Manager of medium scale projects including those promoted by other department sor external clients.</li><li>• To undertake the role of Project Manager (Typically under an NEC3 contract or similar) for significant 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.</li><li>• 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.</li><li>• 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.</li><li>• Provide professional technical and financial advice to Elected Council Members, Area Committees, 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.</li><li>• Promote good relations with all other Directorates of the Council with a view to achieving the most effective performance of its functions to achieve a coordinated approach to the development and provision of services.</li></ul>				

- Contribute to effective joint working and planning with all relevant external agencies (ie HSE, Environment Agency, Highways England, Natural England, Historic England etc), to maximise the Council's role, function and influence in relation to all aspects of the highway service provision.
- Act as an effective Mentor for junior staff through the process to achieve Chartered Status with either the Institution of Structural Engineers or the Institution of Civil Engineers.
- 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 a 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.
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### Northumberland County Council PERSON SPECIFICATION

<b>Post Title:</b> Structures Engineer		<b>Directorate/Service/Sector</b> Technical Services, Technical Services, Design	Ref: 3587
<b>Essential</b>		<b>Desirable</b>	<b>Assess by</b>
<b>Qualifications and Knowledge</b>			
<ul style="list-style-type: none"> <li>• A Chartered Engineer (C.Eng) with a Relevant Professional Membership (e.g. MICE, MStructE, MIHT etc) and an Engineering Degree or an equivalent demonstrable level of practical experience and ability.,</li> <li>• In depth knowledge of theoretical, practical and procedural concepts together with an in depth knowledge design standards and professional best practice relating to Structures design and construction together with demonstrable practical application of this knowledge.</li> <li>• Commercial awareness of relationship between costs, quality, customer care and corporate performance assessment.</li> <li>• Recognised qualification relating to duties as Principal Designer under the CDM 2015 Regulations.</li> <li>• A practical understanding of relevant legislation, regulations and professional best practice.</li> <li>• A practical understanding of contemporary issues within the service.</li> </ul>		Relevant management degree or post-graduate diploma e.g. MBA, DMS. Evidence of recent relevant Management Training. Understands diverse functions of a large complex public sector organisation and the relevant professional issues. Registered with the Construction Skills Certification Scheme at Management Level.	
<b>Experience</b>			
<ul style="list-style-type: none"> <li>• Recent post qualification experience within a technical organisation of comparable scope and complexity.</li> <li>• Recent experience of involvement in and contribution to the formulation and delivery of highway related policies, strategies and projects within a technical organisation of comparable scope and complexity.</li> <li>• 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 £1M.</li> <li>• Extensive experience in managing and delivering projects to successfully achieve set objectives.</li> <li>• Experience in engaging effectively with others and building productive partnerships.</li> <li>• Extensive experience in selecting and applying a range of professional methods, tools and techniques to produce optimal solutions.</li> </ul>		Experience of working at a senior level in a comparable private sector technical organisation. Experience in a particular relevant specialist technical area. Supervising staff and their productivity.	
<b>Skills and competencies</b>			

<ul style="list-style-type: none"> <li>• Strong analytical, technical and judgemental skills to analyse and interpret complex Design / Construction / Delivery issues and situations with the ability to solve difficult problems and develop solutions to issues.</li> <li>• Ability to work independently within team practice and guidelines whilst using discretion, initiative and judgement to resolve issues within individual schemes or projects with minimal supervision.</li> <li>• Ability to support, empower, enable, motivate and develop junior staff whilst fostering a positive organisational culture.</li> <li>• Effective interpersonal and communication skills to relate effectively to, and command the respect, trust and confidence of, colleagues, Council Members, and other stakeholders.</li> <li>• Effective networking, partnership, advocacy, negotiating and presentation skills that are persuasive and influential with others.</li> <li>• Ability to operate effectively within the democratic process and to develop productive working relationships with Council Members that command respect, trust and confidence.</li> <li>• Ability to maintain a clear overview of issues affecting service delivery.</li> <li>• An ability to make considered, mature decisions having considered and evaluated potential outcomes and ramifications.</li> </ul>	<p>Advanced IT skills and awareness with regard to Structural Analysis software, Microsoft Office and Microsoft Project. Financial and commercial awareness, within a technical organisation of comparable scope and complexity. Competence in the use of financial monitoring systems.</p>	
<b>Physical, mental and emotional demands</b>		
<ul style="list-style-type: none"> <li>• 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.</li> <li>• High levels of work related pressure from deadlines, interruptions and conflicting demands.</li> <li>• Ability to work to tight deadlines, changing priorities and to react to technically difficult situations in a timely and professional manner.</li> <li>• Routinely subject to immediate Project / Senior Management / Elected Member / External Client deadlines.</li> <li>• 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.</li> </ul>	<p>Prepared to be relocated on site on a semi-permanent basis to oversee, monitor and / or supervise a large construction project to ensure compliance with design, specification, financial and legal requirements</p>	
<b>Other</b>		
<ul style="list-style-type: none"> <li>• A corporate orientation and a commitment to tackling issues in a non-departmental manner.</li> <li>• Personality, conduct and technical credibility that engages and commands the confidence of colleagues, Council Members and other stakeholders.</li> <li>• A strong commitment to Continuing Professional Development.</li> <li>• Able to meet the transport requirements of the post.</li> </ul>		