

Northumberland County Council
JOB DESCRIPTION

Post Title: Assistant Design Engineer (Grade 3)		Director/Service/Sector: Place and Regeneration Group, Highways and Transport, Highways Design		Office Use
Band: 6		Workplace: County Hall		JE ref: 99
Responsible to: Team Manager/Senior Engineer/Engineer		Date:	Lead & Man Induction:	
Job Purpose: Provides support to professional staff in the provision of highway services.				
Resources	Staff	Act as mentor/supervisor for professional trainee or technical support staff on particular projects. Contribute to programming and managing the workload of Highways Workforce. Supervision of Sub-consultants and external contractors.		
	Finance	Joint responsibility for elements of the Highways and Transport annual LTP budget and for additional internal / external individual projects in the region of £100K to £500K. Responsible for the accurate maintaining project budgets for internal and external clients. Contribute to income generation for the section.		
	Physical	Shared responsibility for the administrative and technical data resources of a few teams, including the security, maintenance and accurate update of highway related records. Overseeing the acquisition and deployment of goods and services for project delivery. Ensure capture and processing of highway service data.		
	Clients	Assist to develop policies and procedures and oversee the provision of services that directly impact upon the health, safety and wellbeing of highway service users. Deal with complaints as they arise.		
Duties and key result areas:				
<ol style="list-style-type: none"> 1. Assist in the development of maintenance and improvement projects to the county council's 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. 2. Assist with Financial and Project Management and monitoring for individual projects including those promoted by other departments and external clients. 3. Provide professional technical and financial advice to MP's, Elected Council Members, Area Committees, Senior Managers and highway service users regarding delivery of specific construction projects, studies, research or investigation. 4. Comply 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 and individual staff and senior managers from litigation. 5. Contribute to specific professional and service-related projects or delivery initiatives in accordance with given terms of reference or objectives. 6. Contribute to the maintenance of effective management and communication systems within the service in conjunction with senior colleagues. 7. Assist with the interpretation, explanation and enforcement of statutory and County Council regulations ensuring appropriate procedures are followed, that parties have a proper understanding of their position and attempting to reach legitimate, mutually agreeable solutions through negotiation. 8. Assist to develop, implement and operate large scale information systems that meet the needs of the service, and which ensure accuracy, speedy access and ease of use 9. Assist to monitor expenditure against allocated project budgets, monitor relevant budget headings to ensure effective spend against established project targets and compliance with financial regulations. 10. Adopt effective and constructive relationships with colleagues and external contacts in order to promote effective partnership arrangements for the delivery of high-quality highway services. 11. As a member of the service's professional team, support the corporate planning and management of the highway service. 12. Other duties appropriate to the nature, level and grade of the post. 				
Work Arrangements				
Physical Requirements	Predominantly sitting but occasional requirement for lifting moderate weights.			
Transport requirements:	Travel to work sites, area offices or training venues throughout the County and further afield on occasion.			
Working patterns:	Normal office hours but flexi-hours apply. Some standby or call out arrangements may apply. Frequent programmable outdoor work			
Working conditions:	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.			

Northumberland County Council
PERSON SPECIFICATION

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Essential	Desirable	Assess by
Qualifications and Knowledge		
Engineering Degree or Incorporated Engineering status (e.g. I Eng) with a Relevant Professional Qualification. A recognised course relating to duties as Designer under the CDM 2015 Regulations Knowledge of the main theoretical, procedural, design standards and professional best practice issues relating to the service. Awareness of current legislation, regulations, policies, procedures, trends, and developments related to the service. Commercially aware and understands the relationship between costs, quality, customer care and performance. Evidence of professional study and/or personal development.	A related technical qualification Relevant management degree or post-graduate diploma e.g. MBA, DMS. Understands the diverse functions of a large complex public sector organisation and the relevant professional issues. Registered with the Construction Skills Certification Scheme at Management Level (Platinum Card).	
Experience		
Recent experience in the design and delivery of highway related construction projects Experience in selecting and applying a range of professional methods, tools and techniques. Experience in engaging effectively with others and building productive partnerships. Experience in delivering projects to successfully achieve set objectives. Recent experience in giving advice on technical issues.	Experience of working in a comparable private sector technical organisation. Experience in a particular relevant specialist technical area. Experience in Project Management.	
Skills and competencies		
Effective technical IT skills and able to effectively use ICT to achieve work objectives. Competence in the use of ORACLE for financial monitoring Prepares written, verbal and other media that are rational, convincing and coherent. Effectively expresses own views using appropriate means depending upon the audience. Numerate and skilled at analysing / reasoning with complex business-related statistics. Applies a methodical approach to problem solving. Negotiation skills and able to persuade others to an alternative point of view. Is an effective advocate for the Directorate both within and externally.	Skilled in the use of Microsoft Office, including Microsoft Office Project and ORACLE applications	
Physical, mental and emotional demands		
Normally works using a VDU from a seated position with some need to drive to construction sites, undertake inspections and investigations including raising and replacing heavy inspection chamber covers and the like. Need to maintain general awareness with lengthy periods of enhanced concentration. Some contact with public/clients in dispute with the County Council. Ability to work to tight deadlines, changing priorities and to react to emergency or technically difficult situations in a timely and professional manner Ability to remain calm and professional when dealing with customer complaints and requests concerning emotive highway and road safety issues	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	
Motivation		
A strong corporate orientation and a commitment to tackling issues in a non-departmental manner. Dependable, reliable and keeps good time. Models and encourages high standards of honesty, integrity, openness, and respect for others. Assists managers to create a positive work culture in which diverse, individual contributions and perspectives are valued. Proactive and achievement orientated and works with little direct supervision. A strong commitment to Continuing Professional Development		
Other		
Able to meet the transport requirements of the post		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits