

Northumberland County Council
JOB DESCRIPTION

Post Title: Assistant Design Engineer (Grade 1)		Director/Service/Sector: Place and Regeneration Group, Highways and Transport, Highways Design	Office Use
Band: 5		Workplace: County Hall	JE ref: 97
Responsible to: Team Manager/Senior Engineer/Engineer		Date: October 2009	Lead & Man Induction:
HRMS ref:			
Job Purpose: Support to professional staff in the provision of highway services, whilst at the same time undertaking continuous professional and personal development.			
Resources	Staff	May oversee and mentor junior Trainee Engineering Assistants,	
	Finance	Joint responsibility for elements of the Highways and Transport annual LTP budget and for additional internal / external individual projects in the region of £10K to £50K Responsible for the accurate maintaining project budgets for internal and external clients. Contribute to income generation for the section.	
	Physical	Assisting the acquisition and deployment of goods and services for project delivery. Ensure capture and processing of highway service data.	
	Clients	Organise the provision of services that directly impact upon the health, safety and wellbeing of service users. Deal with complaints as they arise.	
Duties and key result areas:			
<ol style="list-style-type: none"> 1. Assist senior professionals 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. 2. Effectively deliver and deal with routine service enquiries or, where appropriate, directing service users and the public, to sources of information, that satisfy the client's needs and safeguard their interests. These undertaken in accordance with the service's established procedures and quality standards. 3. Assist senior professionals with Financial and Project Management and monitoring for individual projects including those promoted by other departments and external clients. 4. Assist the provision of 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. 5. 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 from litigation. 6. In conjunction with senior colleagues actively contribute to the maintenance of effective management and communication systems within the highway service 7. Maintain appropriate work records, to the required service standards, observing data protection, privacy and confidentiality rules and procedures. 8. 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. 9. Implement and operate large scale information systems that meet the needs of the service, and which ensure accuracy, speedy access and ease of use 10. Assist to monitor expenditure against allocated project budgets, to ensure effective spend against established project targets and compliance with financial regulations. 11. Actively 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. 12. Other duties as appropriate to the nature, level and grade of the post. 			
Work Arrangements			
Physical Requirements	Predominantly sitting but occasional requirement for lifting heavy 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:	Regular 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.		

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PERSON SPECIFICATION

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Essential	Desirable	Assess by
Qualifications and Knowledge		
HNC, ONC. B.Tech Professional Diploma or equivalent standard of general education to enrol in a course of study to attain an engineering professional qualification Evidence of study to complete a recognised course relating to duties as Designer under the CDM 2015 Regulations An appreciation of the main theoretical, procedural, design standards and professional best practice issues relating to the service. An awareness of current legislation, design standards, regulations, policies, procedures, trends, and developments related to the service. Understands the relationship between costs, quality, customer care and performance. Actively undertaking ongoing continuous professional and personal development.	Engineering Degree Incorporated Engineering status (I.Eng) Actively studying to attain Chartered or Incorporated Engineering status (e.g C.Eng or I Eng) with a Relevant Professional Qualification. Actively studying for a general management qualification e.g. DMS or NVQ 4 in Management. Registered with the Construction Skills Certification Scheme at Management Level (Platinum Card).	
Experience		
Experience in assisting the design and delivery of highway related construction projects Experience of applying a range of professional methods, tools and techniques. Experience in engaging effectively with others and building productive partnerships. Knowledge and experience in a relevant discipline of highway related design. An active desire to provide effective customer centred service.	Experience of working in a comparable private or public sector technical organisation. Experience in a particular relevant specialist technical area. Experience in Project Management.	
Skills and competencies		
Effective technical IT skills and competent in using ORACLE and Microsoft Office applications, including Word, Excel, Access and Project. Confidant and competent in expresses own views and active participant in internal and external meetings. Numerate and able to analyse complex business-related statistics. Ability to work methodically and systematically. Adopts a collaborative approach to work. Remains calm and logical in stressful and difficult situations.		
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 / negotiation with the County Council. Ability to work to tight deadlines, changing priorities in a timely and professional manner Ability to remain calm and professional when dealing with emotive issues relating to highway and road safety issues	Prepared to be relocated on site on semi-permanent basis to assist overseeing, monitor and / or supervise small to medium sized construction project to ensure compliance with design, specification, financial and legal requirements	
Motivation		
Dependable, reliable and good timekeeper and effective guide / mentor to subordinate staff. Demonstrates and encourages high standards of honesty, integrity, openness, and respect for others. Assist to create a positive work culture in which diverse, individual contributions and perspectives are valued Proactive and achievement orientated and able to work with only general 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