

Northumberland County Council
JOB DESCRIPTION

Post Title: Assistant Engineer (Grade 3)		Director/Service/Sector Regeneration & Public Protection, Strategic Transportation, Highways Design		Office Use
Band: 7		Workplace: County Hall and various locations & construction sites throughout Northumberland		JE ref: 328 HRMS ref:
Responsible to: Team Manager/Senior Engineer/Engineer		Date: 06 June 2011 / STR	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 of project budgets for internal and external clients. Contribute to income generation for the section.		
	Physical	Shared responsibility for the administrative and technical data resources for the team, 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 well being 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 and design 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.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 2007 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 use9. 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. Assist with representing the interests of the Council at public meetings and town or parish council meetings.				
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:		Travel to work sites, area offices or training venues throughout the County and further a field 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 spaces and negotiating rough terrain.		

Northumberland County Council
PERSON SPECIFICATION

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Essential		Desirable		Assess by
Qualifications and Knowledge				
Engineering Degree or Incorporated Engineer status (e.g. I Eng) with a Relevant Professional Qualification or an equivalent demonstrable level of practical experience. A recognised qualification relating to duties as Designer under the CDM 2007 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 technical and practical 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 analytical and technical skills with an aptitude for developing innovative solutions to problems. Effective technical IT skills and able to effectively use ICT to achieve work objectives. Prepare 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.		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. 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 regarding the holding of an EU driving license. 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.				