

Northumberland County Council
JOB DESCRIPTION

Post Title: Assistant Engineer (Electrical Services)		Director/Service/Section Local Service Group, Technical Services, Street Lighting & Electrical Team		Office Use
Band: Band 8		Workplace: Cowley Road and various locations & construction sites throughout Northumberland		JE ref: 4476 HRMS ref:
Responsible to: Street Lighting & Electrical Manager		Date: October 2021	Lead & Man Induction:	
Job Purpose: Take a lead role in the provision of highway street lighting & electrical services and the delivery of external income generation services. Contribute to guaranteeing effective stewardship of the Highway Street Lighting & Electrical 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 Highway Street Lighting & Electrical Workforce. Supervision of external bodies including designers, developers, sub-contractor and contractors.		
	Finance	Act as Project Manager in accordance to the Service Roles & Accountabilities and be accountable for overall expenditure and duration on Highway Street Lighting & Electrical infrastructure schemes (or programme of schemes) in the region of £100K to £500K. Act as Lead Designer in accordance with the Service Roles & Accountabilities and be responsible for supporting the project manager on larger value schemes. Joint responsibility for elements of the Highways and Transport annual LTP budget (and for additional internal / external individual projects) up to a value of £500K. Responsible for the accurate maintaining of project budgets for internal and external clients. Contribute to income generation for the section. Responsible for preparing and issuing the Monthly Unmetered Supply Inventory to DNO's circa £700K annually. Act as Lead Designer on future Central Government funded Investments for Electric Vehicle Charging Projects.		
	Physical	As Project Manager responsible for the effective delivery, suitability, safety and long term maintenance liability of individual Highway Street Lighting & Electrical infrastructure assets renewals or refurbishments. 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. Ensuring accurate recording of inventory records. Joint responsibility for the group's physical resources, including the use of specialist design software, Mayrise Inventory Management System and direct responsibility for its development also including office and site equipment.		
	Clients	Directly Accountable under the CDM 2015 regulations (Designers Duties) for ensuring the safety of the highway service users (public) and staff with regard to Street Lighting & Electrical works. Provide consultancy support for internal & external clients when required over the full range of projects up to £500k. Daily Interaction with public and private sector organisations including council members, other council departments, Distribution Network Operators, manufacturers, suppliers, 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: 1. To comply with the principles of Technical Services Roles and Accountabilities. 2. Design and delivery of improvement projects to the County Councils highway electrical assets to achieve the overall aims and objectives and to ensure effective stewardship of the Highways Assets in accordance with National Standards. 3. Design, approval, installation and acceptance for maintenance at public expense of Illuminated Street Furniture Infrastructure for Housing Developers, protecting the County Council against issues which may cause a burden on the public purse by ensuring correct legislation and professionals standards have been employed. 4. Ensure effective recovery of all costs in relation to projects carried out for external bodies. 5. Support Senior Staff with the provision of Financial and Project Management information and monitoring of individual projects including contributing to the coordination and management of the highway service including major civil engineering and infrastructure Projects promoted by other departments and external clients. 6. To act effectively as the Project Manager of smaller scale projects including capital improvement works and those promoted by other departments or external clients. 7. Provide professional technical and financial advice to MPs, Elected Council Members, Senior Managers, Housing Developers 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. 8. 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 including corporate manslaughter. 9. Responsible for the Maintenance and effective management of the electrical asset including accurate recording of all inventory additions and amendments, via the				

identification of life expired assets using and interpreting Condition Survey Data, which allows for the formulation and issuing of ongoing Annual Work Programmes.

10. Responsible for reporting and verification of Asset and Performance Information to Association for Public Service Excellence (APSE).
11. 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.
12. Act as an effective Mentor for apprentices and junior staff through the process to achieve career progression and increased effectiveness within the team via regular Performance Reviews, and input into the Annual Appraisal Process.
13. 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:	Requirement for Agile Working. 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, with electricity, in confined spaces and negotiating rough terrain.

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PERSON SPECIFICATION

Post Title: Assistant Engineer (Electrical Services)	Director/Service/Sector: Local Service Group, Technical Services, Street Lighting & Electrical Team		Ref:
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 demonstratable level of practical experience and ability. A recognised qualification 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 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. Recent experience and proven ability with regard to the effective management of project resources and finances (both internal and external) ranging from £100K to £500K. 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.			