

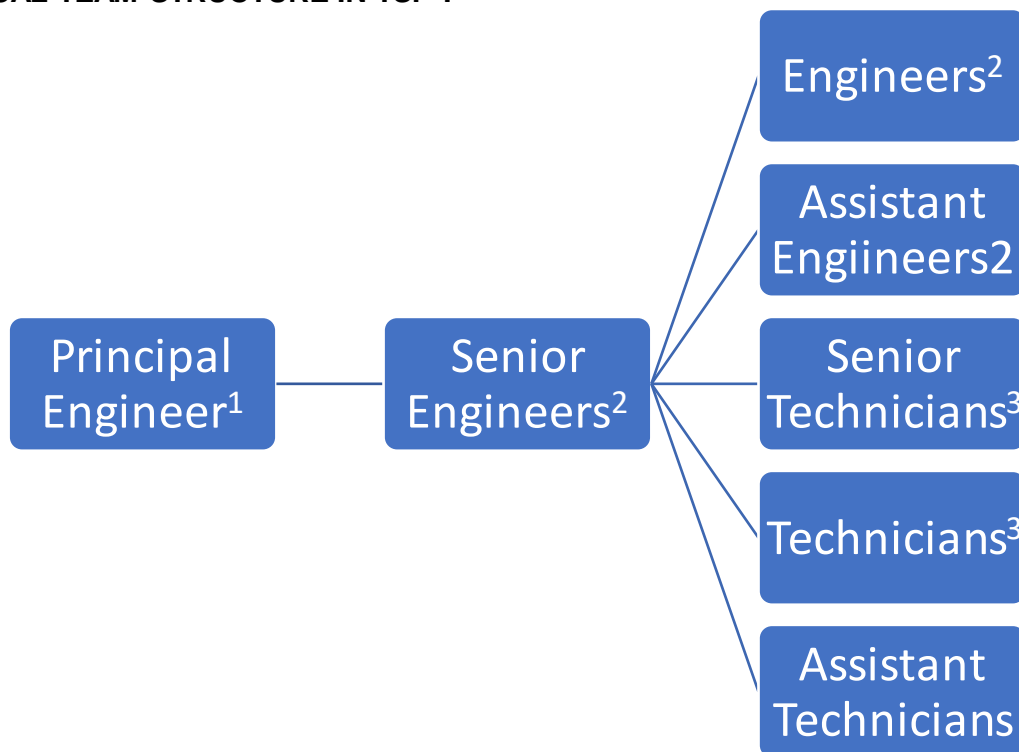
JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Place	Job Ref Number: 02573
Service Area: Design Services (TSP)	Grade: 8

Job Title: Assistant Engineer

PURPOSE OF JOB: To undertake the **design** of infrastructure projects, and aspects of programmes of work. Responsible for all aspects of project delivery and execution from inception to completion, including procurement and contract management. To **supervise** on site these project during construction.
 Assisting with the **asset management** of highway infrastructure, including asset-related programmes of work.
 Maintain and promote TSP as a centre of technical excellence.

TYPICAL TEAM STRUCTURE IN TSP⁴:



Notes:

1. Line management responsibility for the team
2. Supervisory responsibility within the team
3. Mentoring and development responsibility within the team
4. A number of personnel from the Professional Services Partner may be embedded within the structure, matching the defined roles.

MAIN DUTIES:

People

- Mentoring and development of junior staff managed by others
- Supervising work done by others, for example during site surveys and inspections
- Delegating allocated tasks within the team and supervising those undertaking them
- When supervising construction works outside normal hours, the post holder routinely has autonomy and responsibility for all site supervision matters without the possibility of passing contentious issue needing immediate decisions up the chain of command

Technical

- Be experienced in design (including calculations) in the relevant specialism areas, with detailed applied knowledge of relevant standards (eg Eurocodes, DMRB, Manual for Streets, BS5489, SuDS Manual etc.).
- Feasibility, Design, Supervision of schemes (Scale and Complexity increasing with grade)
- Asset management in relevant specialist area, including updating and maintaining inventory, in accordance with the Asset Management Plan
- Carry out topographical surveys
- Carry out surveys and inspections in specialist area
- Prepare technical specifications for new, improvement and maintenance works
- Act as Site Supervisor under NEC works contracts
- Providing technical guidance and advice in the form of reports, recommendations and analysis in specialist area(s) for internal and external clients (senior officers, members, other authorities, developers etc.) including for policy and strategy development and application.
- Interpret and check designs (including calculations) prepared by others (colleagues and third parties) against national and local standards, regulations and guidance
- Preparation of as built drawings and asset records
- Following legal process for land acquisition, including negotiation and liaison with landowners, their agents, legal and land valuation services
- Use of specialist software relevant to the area of responsibility
- Follow legal order processes associated with the delivery of infrastructure projects (e.g. CPO, Side Roads etc.)
- Work towards professional qualifications towards career progressions
- Carry out the responsibilities of the Lead Design Engineer as laid out in the Quality Management System

Performance

- Deliver own tasks to time and budget
- Work with clients to achieve successful outcomes
- Being jointly responsible for the outputs with other members of the team
- Identify areas of weak performance and provide / seek support as applicable
- Report to clients on project delivery, programme and expenditure
- Achievement and monitoring of statutory, national and local performance indicators

Quality, Health and Safety

- Ensure a safe design is completed
- Promote site safety, health and welfare of both our own and contractors' staff
- Follow established systems of work, including the Quality Management System
- If a trained Internal Auditor, undertake audits, including those outside of area of responsibility.
- Work within and follow established Health and Safety guidance and regulations, including whilst on site
- Act as Principal Designer's representative for Lincolnshire County Council under the CDM Regulations
- Carry out formal hazard analysis and risk assessments appropriate to the grade and level of work
- Prepare and maintain project risk registers

- Ensure compliance with Quality Management systems and contribute to their improvement

Communications and Relationships

- Day to day supervision of construction projects and programmes of work.
- Respond to members of the public affected by works or proposals
- Work effectively with third parties such as contractors, suppliers, statutory undertakers, other agencies etc.
- Build relationships with and Influence colleagues, partners and stakeholders
- Deal with Central government departments on standards, new material trials and approvals.
- Proactively supply information to the public and the media as required in own area of responsibility
- Be in routine contact with contractors, developers and consultants
- Dealing with stakeholders adversely affected by proposals or works, and those who may disagree with the approach being taken
- Take responsibility for all LCC's duties and decision-making in relation to construction projects when working outside of hours.

Service and Corporate

- Contribute to the wider management of TSP, including Business Planning, Performance Management etc.
- If needed for planned supervision of site works, the post-holder is expected to carry out duties (either as additional or contracted hours) on any day of the week, including evenings and nights (applicable payments will be made in accordance with the Council's conditions of services).
- Authorise payments to contractors and other service providers

Project Management

- Prepare works cost and fee estimates for relevant schemes
- Prepare works orders and tender documents
- Prepare and follow programmes for delivering of projects
- Monitoring, reviewing, controlling and reporting on projected outturn costs of works
- Assessing tenders and work prices and making recommendations for appointment
- Agree fee levels with clients

PERSON SPECIFICATION

Requirements	Where identified*	Essential/Desirable
SKILLS		
Be innovative	A I	E
Able to travel around the county (e.g. possess a driver's license)	A	E
Collaboratively work in partnership with public and private sector partners (including contractors and consultants)	A I	E
Customer care and interpersonal skills	A I	E
Proactive in management of projects, focused on delivery to time, cost and quality	A I	E
An experienced negotiator.	A I	D
An active problem solver	A I	E
Building own (and team's where relevant) relationships with colleagues across the organisation	I	E
Comfortable working with ambiguity and uncertainty.	I	E
Self-motivated and organised	A I	E

Good written English communication and comprehension	A	E
Good verbal English communication	I	E
Good numerical skills	A	E
Good spatial awareness skills (including interpreting plans and technical drawings)	A	E
QUALIFICATIONS		
Level 6 qualification in a related discipline OR Level 4 with Membership of an appropriate professional institution achieved through independent review or test	A I	E
Appropriate certification through the Construction Skills Certification Scheme (achieved in probationary period if necessary)	A	E
KNOWLEDGE		
Knowledge of relevant specialist software	A I	E
Knowledge of the NEC, especially the Engineering Construction, Term Service and Professional Service contracts	A I	E
Knowledge and experience of the effective management / supervision of staff.	A I	D
Working knowledge of the roles under the CDM Regulations	A I	E
Specialist knowledge of relevant design standards, specifications, construction techniques and legal regulations relating to specialist technical area	A I	E
Relevant knowledge of specialist design, analysis and asset management IT systems and software	A I	E
KNOWLEDGE		
Experience of acting as Site Supervisor (with relevant Project Manager's delegated powers) under NEC contracts	A I	E
Proven relevant experience in appropriate discipline (5 years)	A I	E
Preparation of appropriately detailed hazard analyses and risk assessments	A I	E
Estimating works and fee costs for projects	A I	E

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Details:

Job Title	Assistant Engineer
Identifier	02573
Director Area	Place
Service Area	Design Services
Section	
Date	02/07/2018
Score	468
Grade	Grade 8
Description	

Factor Levels:

Supervision/Management Of People	2.2
Dispersal Awarded	No
Creativity & Innovation	4
Contacts & Relationships	4
Decisions - Discretion	3
Decisions - Consequences	2
Resources	2
Work Demands	2
Physical Demands	2
Working Conditions	2
Work Context	2
Knowledge & Skill	4