

Northumberland County Council
JOB DESCRIPTION

Post Title: Assistant Engineer (Grade 1)		Director/Service/Sector Highways Design		Office Use
Band: 5		Workplace: County Hall and various locations & construction sites throughout Northumberland		JE ref: 97
Responsible to: Team Manager/Senior Engineer/Engineer		Date: 6 June 2011 / STR	Lead & Man Induction:	
Job Purpose: Provide support to professional staff in the provision of highway services.				
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 with 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 well being 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 councils 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 2007 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. 				
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 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 2007 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 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.		
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 / 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 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.