CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

JOB PROFILE

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| **DEPARTMENT:** Place | **SERVICE GROUP:** Planning, Transportation & Highways Service |
| **POST TITLE:** Under Graduate Engineer (Placement) | **REPORTS TO:** Principal Engineer - Structures |
| **GRADE: BAND 7**  | **SAP POSITION NUMBER: 50180869** |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation. Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

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| **Key Purpose of Post:**  |
| * To provide a 12 month temporary placement for an under-graduate engineering student (in an appropriate engineering discipline) to gain work experience in relation to the functions of the Council’s structures team.
* To provide assistance and support in structural engineering matters related to the Service and within the Authority commensurate with the level of experience.
* Assist in ensuring that the Council’s legal obligations as Highway Authority under the Highways Act 1980 and other allied legislation are fulfilled.
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| **Main Responsibilities of Post:**  |
| 1. Assist in the development of innovative alternative solutions to a wide range of complex structural engineering problems, formulating recommendations and solutions, working as part of an integrated Structures team.
2. Assist in the development of feasibility and concept studies of alternative solutions to engineering problems as required for structural assets and sites across the District, including such schemes as may arise from the Local Transport Plan, revenue budgets and other external funding sources. Prepare calculations, drawing, contractual specifications, bills of quantities and financial estimates of works.
3. Deliver structural engineering solutions and schemes of work within the Service. Manage the progress of own workload to deliver successful schemes or project within defined budget and programme constraints under the supervision and guidance of a Senior Engineer or Principal Engineer for higher level work.
4. Participate in undertaking data acquisition, inspections and surveys and assessments in connection with the role and undertake investigations appropriate to the area of expertise. Prepare high quality written documents and correspondence and maintain such files, records and diaries as are necessary for the efficient and accountable operation of the Service.
5. To develop competency in the use of appropriate technical computer software (e.g. AutoCAD) necessary for carrying out the duties of the post.
6. Provide accurate financial information during initiation, feasibility, design and construction stages of the project or programme of projects and inform the Senior Engineer of any changes.
7. Represent the Service at meetings internal to the Authority and with external bodies, members of the public at the appropriate level commensurate with experience.
8. Provide a courteous, helpful and responsible service to elected Members, third parties and the public ensuring the highest standard of service and customer care within available resources.
9. Assist in the preparation of orders and tender documentation in accordance with established practices and the Council’s Contract Standing Orders and Financial Regulations commensurate with the role.
10. Comply with all health and safety regulations including the Construction, Design & Management Regulations (CDM), legal and statutory requirements, standing orders and financial regulations of the Council in delivery of all aspects of this role.
11. Undertake any other duties commensurate with the role as requested by management.
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| **Structure:** |
| **General and Specialist Knowledge:**Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column. | **Essential** |
| Carries out a variety of working practices, applies complex regulations, rules, procedures and processes across the Business Services area  | X |
| Uses a range of complex ICT systems including Microsoft Office applications and management information systems/databases, technical engineering computer packages and/or other programmes to extract, collate and produce or present data.  | X |
| Able to read, understand and convey relevant information in writing, face-to-face and over the telephone. | X |
| Monitors and evaluates own work so that appropriate standards of accuracy and consistency are maintained. | X |
| Understands and consistently applies best practice. |  |
| Able to follow instructions to carry out more complex tasks using appropriate judgement to determine how to carry out non-standard tasks. |  |
| Uses knowledge of Health, Safety & Environment policies, procedures and regulations including risks in own area of work |  |
| Carries out tasks in priority order. |  |
| Selects information from a wide range of sources which are most relevant to the issue being considered. |  |
| **Relevant Experience (will be used for short-listing):**  |
| Undertaking a course of study leading to a minimum Honours Degree in Civil Engineer or other appropriate engineering discipline. |
| Experience of dealing with members of the public and other organisations via telephone, in writing and at face-to-face meetings. |
| Student Membership of a professional engineering Institution (e.g. Institution of Civil Engineers, Institution of Structural Engineers) |
| Ability to proficiently use Microsoft Office suite and other technical software appropriate to the role (e.g. AutoCAD) |
| **Relevant Professional Qualification Requirement (will be used for short-listing):** |
| Minimum 2 ‘A’ Levels or equivalent in Science or Maths subjects *plus* 3 GCSE (Grade A\*-C) or equivalent including English Language and Maths. |
| **Core Employee Competencies (to be used at the interview stage)** |
| **Carries out Performance Management** – Covers the employee’s capacity to manage their workload and carry out a number of specific tasks accurately to a high standard. |
| **Communicates Effectively –** Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance; counselling, negotiating and persuading and handling private, confidential and sensitive information. |
| **Carries out Effective Decision Making –** Covers a range of thinking skills required to taking initiative and independent actions within the scope of the job. It includes planning and organising, self-effectiveness and any requirements to quality check work. |
| **Undertakes Structure Problem Solving Activity -**  Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving and managing interpersonal relationships. |
| **Operates with Dignity and Respect -**  Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face. |
| **Working Conditions:**   |
| You must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.  |
| **Special Conditions:**  |
| None. |
| **Compiled by:**R Gelder**Date:** June 2016 | **Grade Assessment Date:**24/06/2016 | **Post Grade:****BAND 7** |