

**CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL
JOB PROFILE**

DEPARTMENT: Place	SERVICE GROUP: Planning, Transportation & Highways Service
POST TITLE: Assistant Engineer / Engineer	REPORTS TO: Principal Engineer
GRADE: SO1 – PO1	SAP POSITION NUMBER : 11007506

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. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

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.

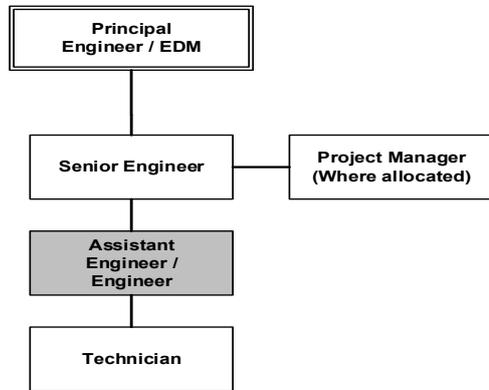
Key Purpose of Post:
<ul style="list-style-type: none"> • To assist in carrying out feasibility and concept studies including planning and running public engagement and consultation events to support development and delivery of capital works programmes associated with the highways asset. • To assist on the design, development and procurement of highway related schemes for the service as a technical specialist assisting other specialisms in the delivery of their programmes. • Ensure that the Council’s legal obligations as Highway Authority under the Highways Act, Road Traffic Act and other allied legislation are fulfilled. Comply fully with the requirements of health and safety legislation including acting as Designer under the Construction (Design & Management) Regulations .
Main Responsibilities of Post:
<ol style="list-style-type: none"> 1. Carry out or assist with the development of feasibility proposals for future highway asset related schemes taking proposals through from concept through to detailed design standard as well as applying your engineering knowledge to check that

designs which are produced comply with all national standards and internal requirements.

2. Provide advice and direction on technical requirements to ensure development of compliant and effective designs, advising elected members and other stakeholders on potential solutions to engineering problems whilst at all times acting as ambassador for the service.
3. Carry out or assist in the production of contract specifications and bills of quantity necessary to effectively procure civil engineering works and provide robust estimates of construction costs and anticipated delivery programmes.
4. Assist on procurement of specialist technical services and contractors for the construction of works including liaising with the council's procurement unit to ensure compliance with Contract Standing Orders. Assist with the organisation of the pre-construction contract meetings for projects..
5. Assist in the preparation of technical specialist programmes identifying key dates and milestones for your area of specialism and working with the service's Project Planner assist in the production of combined programmes used for reporting and monitoring progress by the respective boards.
6. Assist with budget and programme reporting in conjunction with the Project Manager / Senior Engineer, to mitigate any under/over-spends or delays to programme to ensure works are completed within budget and timescale targets. Where variances cannot be effectively mitigated assist with preparation of a Change Request report.
7. Act as Designer for your projects and ensure compliance with all requirements of Construction (Design & Management) Regulations. Comply with all appropriate health and safety legislation associated with the performance of this role.
8. Plan, carry out and assist with communication / consultation activities associated with the delivery of your projects ensuring that effective communication is established and maintained with all key stakeholders including elected members and senior managers throughout the delivery process.
9. Provide effective leadership to junior staff allocated to assist in the delivery of your role by the Senior / Principal Engineer ensuring effective support and guidance is provided to enable delivery of project programmes.
10. Contribute to the timely production of accurate factual technical / committee reports on projects and programmes which you are allocated to enabling effective decision making to take place by stakeholders both internal and external to the council. Effectively use your communications skills to verbally present summary of these reports at committee meetings and technical meetings.
11. Be competent in the use of technical computer software necessary for carrying out your duties including those packages necessary for the production of engineering drawings, assessment of engineering criteria and production of reports, presentations and budgets together with effective time recording and budgetary management. Where appropriate recommend improvements to office systems to

senior managers to ensure continued compliance with industry requirements by the service.

Structure Hierarchy:



The above hierarchy illustrates the relationship between the post and other team members.

Special Knowledge Requirement: Essential for shortlisting.

Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column

	Essential
Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet the Advanced Threshold level which will be implemented where the post requires a greater level of sensitive interaction with the public,(e.g. in children’s centres) – where the person is able to demonstrate that they can during the interview: a) Can express themselves fluently and spontaneously , almost effortlessly b) Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language	X
Carries out the working practices and procedures across the specialist area of engineering design.	X
Uses knowledge of Health, Safety and Environmental policies, procedures and regulations, including risk in own area of responsibility and/or across other areas of work.	X
Uses a range of specialist ICT systems across own work area and/or across other work areas.	X
Oversees or contributes to the management of a budget, keeping costs within agreed levels for own section/project.	
Uses, interprets, analyses and communicates complex information from a variety of sources.	X
Effectively communicates and engages with individuals and groups.	
Able to draft complex or non-standard letters, emails and reports in a logical manner.	X
Provides information to support higher level decision making / decision	

making by more senior management.	
Proposes and implements viable solutions.	X
Able to analyse complex problems or those with elements of political sensitivity and generate a number of potential solutions.	

Relevant experience requirement: Essential for shortlisting
<ul style="list-style-type: none"> Must have relevant experience in Traffic, UTC, Highway Structures or Highway engineering disciplines. Evidence of Continuing Professional Development Ability to proficiently use Microsoft Office suite and other technical software appropriate to role.
Relevant professional qualifications requirement: Essential for shortlisting
<ul style="list-style-type: none"> HNC/D in Civil Engineering (pre-1999 intake) or related discipline <u>OR</u> BSc (Hons) in Civil Engineer (post 1999 intake) <u>OR</u> NVQ Level 6 in Civil Engineering <u>OR</u> other qualification certified by the Engineering Council UK as academic base for Incorporated Engineer status Engineering Technician status OR Fellowship of the Institute of Highway Engineers (FIHE) <p>Note - Accelerated entry onto Engineering Career Grade is possible with higher academic qualifications and Incorporated Engineer (See Engineering Career Grade) or Chartered Membership of the Institute of Logistics and Transport (CILT) qualification.</p>
Core Employee competencies at manager level to be used at the interview stage.
Carries Out Performance Management – covers the employees 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 for 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 Structured 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 strategies and managing interpersonal relationships.
Operates with Dignity and Respect - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.

Management Competencies: to be used at the interview stage.
Operates with Strategic Awareness Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically,

transparently and accountably.		
Practices Appropriate Leadership Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do.		
Delivering Successful Performance Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve Council's values & agreed outcomes.		
Applying Project and Programme Management Our manager's work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning.		
Developing High Performing People and Teams Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals.		
Working Conditions:		
<ul style="list-style-type: none"> • May be required to undertake work outside normal office hours, including nights, weekends and Bank Holidays. Must be able to travel to any location in the District. • Must be able to travel to any location in the District. • May be required to attend outdoor sites at all times of year. • A flexible approach to the work is required, and this may result in staff being temporarily assigned to other teams within the Service thus enabling the work programme to be managed effectively. • Progression through the Post Grade will be in accordance with the approved Career Grade. (See Appendix 1: Engineering Career Grade, Responsibilities and Remuneration Package). 		
Special Conditions:		
None.		
Compiled by: R. Gelder	Grade Assessment Date:	Post Grade: SO1 – PO1
Reformatted: R Gelder		
Date: June 2019		

ENGINEER CAREER GRADE RESPONSIBILITIES AND REMUNERATION PACKAGE

The responsibilities of an individual at different levels of the Engineer Career Grade (see below) relate to the following requirements at the specified level.

Assistant Engineer – SO2

- Prepare project briefs for Consultants as appropriate.
- Coordinate the resources and requirements of other departments and bodies during the detailed design of traffic management, casualty reduction, traffic signals, street lighting, highway structure & demolition proposals and highway improvement schemes.
- Provide independent technical judgement, based on evaluation and analytical skills, to produce alternative solutions to a wide range of complex engineering problems and formulate recommendations.

Engineer - PO1

- Develop, programme and deliver engineering solutions and schemes of work with the minimum of guidance from Senior and Principal Engineers. Proactively manage the progress of own workload including that of any allocate staff, setting objectives, targets and ensuring effective decision making to deliver successful schemes or projects within defined budget and programme constraints with the minimum of guidance. Project manage external consultants and contractors to ensure delivery of project and services to agreed targets.
- The programming and delivery of engineering solutions working as part of a team with some supervision from Senior and Principal Engineers.
- Mentor technicians and engineers on technical and procedural matters based on a sound understanding of core engineering principles and knowledge of the values of the Council.
- To advise the Principal Engineer on the planning and managing of the service improvements based on a performance management framework.

Engineer Posts

Scale	Designation	Qualifications and Experience
SO1	Assistant Engineer	<ul style="list-style-type: none"> • HNC in Civil Engineering (pre 1999) or related discipline <u>OR</u> BSc (Hons) in Civil Engineering (post 1999) or related discipline <u>OR</u> Technical NVQ Level 6 in civil engineering or related discipline accredited by Engineering Council UK for Academic base for Incorporated Engineer status. • Further progression with Eng.Tech status <u>OR</u> I.Eng Training Scheme Completion Certificate <u>OR</u> Further progression with Fellowship of the Institute of Highway Engineers <u>PLUS</u> Career Appraisal Interview <u>OR</u> CILT or TPP Training Review
SO2	Engineer	As SO1 plus: <ul style="list-style-type: none"> • Band 2 Competencies to Minimum 'GOOD' Level
PO1		As SO2 <u>plus</u> : <ul style="list-style-type: none"> • Incorporated Engineer status <u>OR</u> Internal Transport Planning Professional Training Review <u>OR</u> ICE Career Appraisal for Member Professional Review