

Job Description

For Engineer Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Business and Capital Programme Officer	JEID	EN001A
Salary Grade:	Grade H		
Team:	Engineering Design Services		
Service Area:	Environment Services, Communities		
Primary Location:	Barrack Street, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Delivery Lead, Business and Capital Programme Manager		
Responsible for:	N/A		

Role Purpose

Engineering Design Services (EDS) is a civil/structural/traffic engineering group working in the fields of highways, bridges, building structures, agricultural engineering and traffic control & information systems. We provide programme & project management, design, procurement, construction and contract management and maintenance/asset management services to a variety of internal and external customers including developers. We are also engaged in some shared service provision with neighbouring local authorities.

This position is in a team providing a wide range of support and expertise to the group. It will take a key role in the Business and Capital Programme team with particular emphasis on project tasks to support the operational delivery of capital projects.

Role Responsibilities

The role is part of a team of Business and Capital Programme support staff providing a range of service specific project support services to the various sections with Engineering Design Services in delivery of the capital programme.

You will be responsible for undertaking a range of complex processes, procedures and standards in order to ensure efficient and effective service delivery. The work will be varied and require you to be well organised, motivated and demonstrate a good attention to detail. The main role responsibilities include; Support EDS Delivery Leads with Resource administration particularly in regards to routine HR duties.

Assist in Engineering Design Services commercial aspects including ensuring time sheets are completed correctly and supporting the group's use of the project cost and charging management system

(PROFESS)

Ensure service requests are complete and accurate and collaborate with the Engineering Consultancy Commercial Project Manager to provide commercial data which is up-to-date and available to facilitate budget management and NEC contract stipulations.

Perform financial administrative tasks in accordance with contract standing orders and comply with the terms of the appropriate form of NEC contract used for that project in the capital programme.

Requisitioning (using Agresso).

Processing invoices, obtaining approvals for payment, batching and submitting to Exchequer Services.

Ensure that any complex and /or confidential data is accurately and securely maintained and retrieved within the team in a timely manner as required.

To deal with a range of enquiries from public, elected members, contractors and other stakeholders and ensure that the response is provided in a timely and professional manner

Assist the Tier 3 Service Manager and Seven Delivery Leads in organising both Health and Safety and commercial management training (PROFESS)

Assist the Tier 3 Service Manager with promotional activities relating to Engineering Consultancy activities

Ensure that the use of ICT is maximised within the team to enhance the efficiency and quality of support and service provision.

Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

Generic Role Details

Job Role:	Engineer Level 1A
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Main Tasks

- To work under close supervision of more senior officers, delivering simple projects, undertaking straightforward studies, investigations, inspections, assessments, audits and considering applications and claims, including the interpretation and application of technical and planning standards and legal requirements, provision of briefing notes/technical reports as necessary and to assist with the supervision of contractors and consultants undertaking simple routine work.
- To assist with the supervision of contracts and consultant commissions and support the development and supervision of a range of transport/engineering schemes and projects, providing technical support/information including assessing construction risk and safety implications of proposals, completing CDM documents, issuing pre-qualification questionnaires to contractors and issuing work instructions.
- To assist with the monitoring of costs and budgets for transport projects or engineering works or other procured services.
- To undertake routine monitoring, maintenance and responsive activities across all disciplines, prioritising and arranging remedial actions as necessary, e.g.
- addressing minor traffic management problems
- assessing the condition and safety of the highway
- dealing with minor street lighting works etc

- undertaking general bridge or site inspections
- To undertake a wide range of engineering or transport planning processes requiring checking, analysis, interpretation of information and interaction with stakeholders as necessary, including issuing of routine statutory notices and work required to support legal processes, e.g.
- Traffic Regulation Orders
- Section 38/106/278 Agreements and other planning related matters
- Highway Licences and Stopping Up notices.
- To undertake the day-to-day maintenance and updating of record, registers, inventories, plans and other information to ensure that information, databases and contracts are accurate and complete, including the investigation and resolving of queries as relevant.
- To carry out straightforward planning or design for transport projects or engineering works using CAD or mapping software to produce drawings and plans with due regard to design standards, policies and regulations.
- Attend meetings to deal with straightforward issues, to obtain information and advice and to obtain views of partners/stakeholders and to provide support to more senior officers at meeting with elected Members, public and stakeholder, to undertake consultation, provide information and advice and answer routine technical and policy questions and assist senior officers with writing committee reports.
- To deal with a range of routine customer enquiries complaints and associated correspondence, including the provision of advice and carrying out minor investigations as necessary e.g. responding to highways insurance claims.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Relevant degree or other qualification to NVQ Level 4 or a minimum of 3 years within a relevant specialist discipline	A
The ability to independently interpret and analyse varied and complex information or situations.	A, I
The ability to communicate, in person and/or in writing, complicated or sensitive information with varied audiences.	A, I
Have experience of using ICT including relevant Engineering/Transport Planning Systems e.g. CAD	A, I
To be able to use own initiative to respond independently to problems and unexpected situations.	A, I
The ability to work under pressure including meeting deadlines and dealing with interruptions.	A, I
The ability to cope in situations where there is an emotional demand arising from the work being undertaken.	A, I
The ability to co-ordinate a number of elements within a project plan.	A, I

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Desirable Criteria

Assessed By:

Experience of working in Engineering environment Team operating a quality management system.	A, I
Experience of operating Profess or similar timesheet and project cost control management system.	A, I
Knowledge of Engineering project budgets, funding sources and using financial data for invoicing suppliers and reporting to EDS Engineers and Project Managers	A, I
Use of Agresso or other corporate financial system for requisitioning and processing invoices.	A, I
Experience of admininstration of a document control system	A, I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input checked="" type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged standing
<input checked="" type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching

<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input checked="" type="checkbox"/> Working on/ or near a road	<input checked="" type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input checked="" type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input checked="" type="checkbox"/> Regular work with skin irritants/ allergens
<input checked="" type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input checked="" type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	