

Job Description

For Non-Streamlined 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:	Student Placement	JEID	G0108
Salary Grade:	Pay Scale D		
Team:	Bridge and Structural Design Team, Bridge Maintenance Team, Highway Capital Projects Team, Project and Project Management, S278 Highway Team, Traffic Control & Information Systems Team		
Service Area:	Engineering Design Services		
Primary Location:	Shire Hall		
Political Restriction	This position is not politically restricted.		
Responsible to:	EDS Section Manager		
Responsible for:	N/A		

Role Purpose

Warwickshire County Council's Engineering Design Services is a civil engineering business unit which offers design consultancy to both the private and public sector. The core business comprises the design and construction of highways and highway structures, however the business unit also extends to managing the maintenance of the County's highway structure and traffic signal assets. We also work closely with neighbouring local authorities such as Coventry City Council and Solihull Metropolitan Borough Council in delivering highway improvement schemes.

The Student Placement is expected to provide engineering input (design and development) on minor and ordinary highway engineering projects (more than one at a time) which may involve other organisations. This will include:

- assisting with the implementation of prescribed project governance arrangements;
- assisting with the monitoring of costs to ensure effective project budget control;
- assisting with the development of contracts (construction contracts and other contracts); and
- helping to resolve technical problems (during the feasibility, detailed design, contract procurement and construction phases of a project) which have the potential to impact upon the delivery of objectives.

Role Responsibilities

- To work under the supervision of graduates and senior colleagues in delivering highway and highway infrastructure projects.
- Provide solutions to ongoing engineering problems.
- To undertake the feasibility design and the detailed design of minor and ordinary highway engineering projects and to procure construction contracts or task orders for the same.
- To assist senior engineers in undertaking technical approval for highway structures.
- To help Team Leads coordinate the design input of other specialist teams
- To assist with the planning and design of highway projects and/or structural engineering works using CAD (Computer Aided Design) or mapping software to produce drawings.
- To undertake design calculations for highways and highway structures.
- To assist Team Leads and experienced engineers with the administration of the construction phases of minor and ordinary highway engineering projects, including the administration of NEC Engineering and Construction Contracts (ECCs), Term Service Contracts (TSCs) and the like by performing day-to-day construction supervision and contract monitoring actions.
- To comply with legislative health and safety, environmental protection, traffic management and flood risk management requirements.
- To assist with monitoring costs and budgets for transport projects or engineering works, or other procured services.
- To comply with the authority's quality assurance systems.
- 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.
- To undertake bridge and site inspections under the supervision of graduates and senior colleagues.
- To undertake a wide range of engineering or transport planning processes and procedures requiring checking, analysis, interpretation of information and interaction with stakeholders, including issuing routine statutory notices and work required to support legal processes e.g. Traffic Regulation Orders, Section 38 / 106 and 278 Agreements.
- To undertake day to day maintenance and updating of records, registers, inventories, plans and other information to ensure information, databases and contracts are accurate and complete, including the investigation and resolving of queries as relevant.
- To obtain and respond to feedback from the public and elected members, assist with the implementation of appropriate changes and/or redefinition of objectives to achieve a consistent and improved service.
- To undertake routine consultations on highway projects and to work with internal and external stakeholders, Statutory Undertakers and other Statutory Bodies to achieve the best project outcomes.
- To help deal with enquiries and/or complaints from elected members, developers, planning officers, government agencies and members of the public.
- To help Team Leads with the balancing of engineering, economic and environmental aspect to ensure objective and delivered to appropriate standards.

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 / CV / Personal Statement (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Working towards an accredited BSc (Hons) BEng (Hons) or MEng Degree in Civil Engineering	A
Demonstrate an interest to pursue a career in Civil Engineering	A/I
Demonstrate an understanding about the type of civil engineering work undertaken by Warwickshire County Council.	A/I
Demonstrate attention to detail in everyday work.	A/I
Ability to work within a team and lead when required.	A/I
Ability to work in an organised and methodical manner.	A/I
The ability to work under pressure and meet deadlines	A/I
The ability to develop multiple solutions to problems and evaluate them.	A/I
The ability to communicate both verbally and in writing.	A/I
To be able to use own initiative to deal with unexpected situations.	A/I
The ability to manage and organise different priorities.	A/I

Desirable Criteria

Assessed By:

Work experience of dealing with customers and acting on your own initiative and applying acquired skills and knowledge	A/I
Participation at any engineering related extra-curricular activities	A/I
Attendance at any engineering seminars or conferences	A/I
Previous experience of engineering design, using CAD or structural modelling software	A/I
An awareness of major Civil Engineering projects in the UK	A/I
An awareness of sustainable development and how the industry can become more sustainable in the future.	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 type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input 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 type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input 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 checked="" type="checkbox"/> Other (please specify):	Working near watercourses and in locations where discarded/used drug paraphernalia may be present.