

# JOB DESCRIPTION

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Title:** | Infrastructure Engineer | **Department / Service:** | Environment, Roads and Facilities / Projects |
| **Hours:** | 37 | **Level:** | Grade G09 |
| **Location:** | Mochdre | **Job Evaluation Number:** | SL1967 |
| **Responsible to:** | Projects Team Leader – line management  Project Manager (ERF Consultancy) – project management | **Responsible For: (Staff)** | 0 direct  Variable indirect |

|  |
| --- |
| **Job Purpose:** |
| Technical support to Project Manager in delivery of construction related Projects. |

|  |  |
| --- | --- |
| **Duties and Responsibilities - Job Specific** | |
|  | Ensure that their construction projects are delivered on time and to the specified quality. |
|  | Mentoring, training and motivating of other staff as appropriate. |
|  | Support the Project Manager (ERF Consultancy) in providing a full project design and delivery service of their individual projects. |
|  | Use the framework arrangements for Consultants and Contractors. |
|  | Be aware of budgets for their individual projects and manage their costs and time accordingly |
|  | Procure all necessary contractual arrangements for the effective delivery of their individual projects. |
|  | Communicate the Council’s policies and service standards effectively with residents and community groups. |
|  | Ensure that comprehensive data and records relating to their projects is maintained. |
|  | Support the Project Manager (ERF Consultancy) in the production of reports for committees, members, task and finish groups, senior managers and staff at all levels in an effective and well-communicated manner. |
|  | Participate in the department’s contribution to ensuring an effective response to civil and other emergencies using skills/expertise relevant to the functions of the post and in accordance with Council emergency procedures. |
|  | Support in the development and implementation of effective health & safety and risk management systems within the Groups services managed in compliance with statutory standards, Council policy and Departmental Standards. |

|  |  |
| --- | --- |
| **Duties and Responsibilities – Corporate** | |
|  | To be responsible for establishing good working relationships both internally and externally. |
|  | Compliance with the Authority’s Policies and Procedures and to make known to Senior Officers any areas which are not adequately covered. |
|  | To participate actively in supporting the Authority’s principles and practices of equality of opportunity as laid down within the Equalities Policy. |
|  | To be responsible for the application of Health & Safety practices within the daily operations, sharing a common responsibility for Health & Safety across the department, directorate and Authority as a whole. |
|  | Employees will be required to give certain information relating to themselves in order that the Authority may properly carry out its duties, rights and obligations as an employer. The Authority will process and control such data principally for personnel, administrative and payroll purposes. |
|  | As a term of your employment and in order to maintain effective departmental operations, you may be required to undertake any other reasonable task, commensurate with your grade, as determined by your Line Manager or Head of Service. |
|  | Conwy is committed to safeguarding children and vulnerable groups. All Council employees are expected to be aware of the Corporate Safeguarding Policy and their responsibility to report any concerns in the appropriate manner and timescales. |

###### **Review Date/Right to Vary**

This job description is not intended to be an exhaustive list of duties. The Authority reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the needs of the service.

**Signed by:** …………………………………………. **Date:** ……………………………..

Employee’s Name and Signature

Approved by

**Head of Service:** ………………………………….. **Date:** ……………………………..

# PERSON SPECIFICATION

**Post: Infrastructure Engineer**

**Date: April 2019**

**Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Factor** | **Requirements** | **How Identified** | **Essential** | **Desirable** |
| ***Knowledge & Skills*** | Degree standard qualification or equivalent in an appropriate discipline | *AF/V* | E |  |
| Professional qualification (or working towards) in a relevant discipline such as a Chartered Civil or Structural Engineer, RIBA, RICS, MIEE | *AF/V* | E |  |
| Ability to use and create drawings using autocad | *AF/V* | E |  |
| Experience of successfully managing multiple projects concurrently | *AF/V* | E |  |
| Knowledge and understanding of Construction Project Management methods, technologies and practices | *AF/V* | E |  |
| Understanding of NEC form of Contracts and their use within the construction industry | *AF/V* | E |  |
| CDM Co-ordinator Training | *AF/V* |  | D |
| Prince 2 Registered Practitioner | *AF/V* |  | D |
| Understands and communicates to others the contribution the Construction Project Management service makes to the quality of life in the County | *AF/V* | E |  |
| Excellent communicator that can:   * effectively direct teams / individuals on technical issues, and * motivate and develop them by obtaining their support and co-operation, and   be a credible and convincing advocate of the Council | *AF/I* | E |  |
| Experience of delivering high quality performance management and financial control | *AF/I* | E |  |
| Work programming to achieve deadlines within resources | *AF/I* | E |  |
| Ability to translate vision and policy into practical action | *AF/I* | E |  |
| Ability to analyse statistical and financial information and reason with written information and numerical data in order to draw logical conclusions | *AF/I* | E |  |
| Experience in use of performance management techniques | *AF/I* | E |  |
| A good working knowledge of current relevant legislation, government strategy documents and consultation papers. | *AF/I* |  | D |
| Ability to prepare high quality written work and complex reports | *AF/I* | E |  |
| Experience of environmental & quality management systems | *AF/I* | E |  |
| Financial management including budget preparation and control | *AF/I* | E |  |
| Ability to demonstrate a clear understanding of risk | *AF/I* | E |  |
| In-depth knowledge of procurement processes, including financial regulations and standing orders | *AF/I* | E |  |
| Good project management skills, including setting clear objectives and priorities as well as realistic timescales and outputs, and managing performance against these | *AF/I* | E |  |
| Ability to initiate and sustain dialogue with stakeholders | *AF/I* | E |  |
| The ability to communicate in English is essential. | AF/I | E |  |
| The ability to communicate in Welsh is desirable. | AF/I |  | D |
| ***Supervision & Management*** | Demonstrates leadership qualities and management skills, showing initiative, originality and the ability to engage with all staff to change to achieve improvement | *AF/I* | E |  |
| Experience in managing a diverse workforce including staff and contractors | *AF/I* | E |  |
| Experience of managing and driving cultural change to a successful conclusion | *AF/I* |  | D |
| Ability to lead and motivate a diverse workforce including peers | *AF/I* | E |  |
| Working in a multi-professional/disciplinary environment | *AF/I* | E |  |
| **Creativity & Innovation** | Demonstrates a track record of continual improvement, innovation and creativity in managing and delivering high quality services | *AF/I* | E |  |
| Prioritise workloads and resources to meet service targets and objectives | *AF/I* | E |  |
| Experience of performance management systems to deliver service improvements | *AF/I* | E |  |
| Ability to apply commercial awareness, taking into account the motivation and concerns of the public and private sector | *AF/I* | E |  |
| **Contacts &**  **Relationships** | Experience of using negotiating and influencing skills with the ability to inspire confidence and forge effective partnerships across the public, private, voluntary and community sectors | *AF/I* | E |  |
| Evidence of operating successfully within political, corporate policy and or financial constraints | *AF/I* | E |  |
| Regular contact with members of the public, elected members, all staff, suppliers, trade unions and other bodies | *AF/I* | E |  |
| **Decisions / Recommendations** | Assists in developing strategies for informing policy decisions relating to projects | *AF/I* | E |  |
| Monitor service standards to identify, recommend and implement improvements to the projects service | *AF/I* | E |  |
| Drafts recommendations for new policies and design corresponding operational plans | *AF/I* | E |  |
| Experience of successful liaison, negotiation and communication with the private sector and other partners about critical decisions and actions | *AF/I* | E |  |
| Ability to objectively choose the right method for solving a problem using logical, analytic and innovative thinking. | *AF/I* | E |  |
| **Resources** | Experience of service specific plant and equipment requirements | *AF/I* | E |  |
| Ensure compliance in all matters relating to procurement of goods and services, and maintenance of budgets for their projects. | *AF/I* | E |  |
| Anticipate future demands to facilitate the effective use of resources | *AF/I* | E |  |
| Identify ways to improve efficiency to maximise the benefits from available resources | *AF/I* | E |  |
| **Physical Demands** | Whilst the work is mainly office based the applicant should be capable of accessing all sites and working in inclement weather | *AF/I* | E |  |
| Required to attend various meetings, training events etc throughout the County area and further afield as requested and must be able to travel in a timely manner to ensure the efficient performance of duties and use of officer time and the provision of an effective service. | *AF/I* | E |  |

Essential.

Identification of the requirements will be through the:

Application Form (AF),

Interview (I),

Test at interview (T),

Presentation at interview (P),

Verification (V)

Reference (R)