**Job Description**

**Job Title:** Assistant Engineering Manager (Works)

**Salary Grade:** Grade 7

**SCP:** 32 - 36

**Job Family:** Organisational Support

**Job Profile:** OS3

**Directorate:** Economy and Place

**Job Ref No:**

**Work Environment:** Port of Sunderland

**Reports to:** Port Director

**Number of Reports:** 2

**Purpose:**

To plan, organize and manage engineering activities. Specifically the repair and maintenance of all port plant, equipment and infrastructure.

**Key Responsibilities:**

To undertake verbal communication in person and by means of telephone and UHF digital radio. To maintain verbal/ written (email) communication with Port management and team members to facilitate the exchange of information.

To complete written documentation to facilitate the recording of maintenance / inspection records etc. Give advice and guidance to other departments.

Establish excellent working relationships with customers when required. Ensure positive relationships with port customers, supply chain partners, stakeholders and external organisations/agencies.

Establish excellent relationships with third party suppliers of engineering materials and services to ensure they meet organisational demand.

With the appropriate manager, plan and organize own workload and work of the team.

Make decisions independently and on a daily basis, in relation to safety and operational needs appropriate to the identified risk. Support to make informed decisions will always be available from the Port Management Team.

Deal with and solve problems. Problems may be straightforward or varied around practical engineering matters relating to Port operational matters. Specialist professional support will always be available from Port Management.

Undertake work independently. Will work with minimal supervision following set procedures and with room for working on own initiative.

Ensure work is carried out accurately and in an organized and effective way. Working with Port Management to ensure records are completed accurately, organized and prepared in a timely manner.

Maintain focus on tasks, even in challenging circumstances to concentrate on the assigned task to ensure a timely and positive outcome, while remaining flexible towards other operational demands.

Deal with deadlines, interruptions and conflicting demands, to ensure that all work and documentation are completed within appropriate deadlines.

Contribute to the effectiveness of improvement activity, to provide positive input into the concept of continuous improvement.

Use creative skills to develop novel or unique ideas or products and / or implement new technology and processes to enthusiastically embrace the introduction of fresh working practices and new equipment / technology.

Other Duties

The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.

The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council