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| **Job Description** | |
| **Post title** | Senior Structural Design Engineer |
| **JE Reference No** | N11153 |
| **Grade** | Grade 13 |
| **Service** | Regeneration, Economy & Growth |
| **Service Area** | Corporate Property & Land – Construction Consultancy Services |
| **Reporting to** | Senior Architect |
| **Location** | Your normal place of work will be Meadowfield but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

The post holder will:

* Accountable to the Principal Architect and Construction Consultancy Services Manager.
* Be responsible for Structural Design Advice and management of framework consultants where capacity dictates use of external structural design consultants.
* Be responsive to internal partners, external clients, Elected Members and residents
* Be responsive to members of the public, Councillors, Governors and Members of Parliament
* Be responsive to the HSE

The post holder will be responsible for providing high quality, cost effective design, project management and associated services to deliver various projects or programmes of work for the County Council.

The post holder is required to develop excellent working relationships with customers and suppliers (both internal and external providers). The post holder is required to assist in the development of the Construction Consultancy Service by seeking continuous improvement of the Architects section services offered, improving the quality of the building works carried out and actively growing the customer base and in so doing assist in developing Durham County Council’s built portfolio and improving the approach of CCS to construction related matters.

The role will involve providing structural design advice within the Construction Consultancy Services Team in accordance with current British Standards, specifications and relevant legislation.

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| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

* + Delivery of projects in line with the RIBA stages
  + Carrying out design calculations, drawing, detailing and relevant site supervision for projects involving structural work.
  + To participate in the formulation of, and/or undertake, surveys specific to programme projects or of a more general nature.
  + Assessing Council owned stock or other work undertaken by the Construction Consultancy Services Team.
  + Undertake work with internal or external bodies as directed
  + Deal with external consultants as and when required.
  + To check Building Regulation submissions for structural adequacy.
  + To inspect structures which are possibly dangerous, in accordance with the 1984 Building Act. and liaise with Planning Service in the implementation of any necessary action.
  + To research and prepare technical reports and attend meetings as directed
  + To carry out structural surveys and prepare reports
  + Project Management on specific structural projects - acting as lead consultant including chairing of meetings
  + Management of Structural Framework Consultants on specific structural projects
  + Investigations, Inceptions, feasibility reports, site surveys and brief development
  + Lead the technical design for specific structural projects
  + Technical reports
  + Prepare drawings, estimates and contract documents
  + Contract Administration
  + Cost estimates and carry out value engineering exercises to achieve ‘value for money’ on all structural projects.
  + Adherence to change control procedures to control scope and cost
  + Project budget management including reporting and final accounts
  + To deliver and implement structural projects to the required time, cost, quality, scope, benefit and risk performance criteria.
  + Risk management to include full Designer Risk Assessments, updating of risk register at all stages of design.
  + Communications
  + Undertake the role of Principal Designer under the CDM Regulations 2015 and plan, manage, monitor and co-ordinate Health and Safety in the pre-construction phase.
  + The provision of safe, high-quality and effective services, schemes and programmes including the overall structural project programme from feasibility to handover.
  + Provide a quality assurance check on all designs, procured on a design build basis by project managers or other internal services.
  + Management of structural consultants during design process.
  + Undertaking Site Investigation Tenders.
  + Closely work with B & F & M construction programme planner from inception to completion to ensure projects are accurately co-ordinated, tracked and reported.
  + Providing survey data and building records in support of the Asset Management Database
  + Ensuring consistent quality standards of provision in line with Council policies.
  + Update project information using Concerto.
  + The provision of advice in relation to the Structural Section’s specialist areas of design.
  + Identify and manage risks associated within the workload.
  + Health and Safety planning and management within the team.
* Support the Council’s Strategic Property function by:
* providing survey data in support of the Strategic Property Database
* ensuring consistent quality standards of provision in line with Council policies
* assisting in prioritisation of work programmes and projects
* Assisting the Principal Architect and Construction Consultancy Services Manager in maintaining and developing the client base and working with the CCS team to develop forward work plans.
* Use of Concerto, in conjunction with the CCS section, to ensure commission information is updated and managed.

* The provision of structural design advice.
* Identify and manage risks associated with the section.
* Health and Safety planning and management within the section.
* Develop and ensure effective co-ordination and communication between all sections of CCS and with all customers

The generic responsibilities which will be undertaken in support of the above work include the following (if applicable):

* To represent the Service as appropriate at various meetings, working parties, panels etc as directed
* Chair, Co-ordinate and participate in internal/external meetings and forums including chairing both Design Team, Site Progress and Client Meetings and recording of the minutes
* Deputising for the CCS Manager and Principal Architect as required
* To represent the Principal Architect as appropriate at various meetings, working parties, panels etc as directed
* Co-ordinate and participate in internal/external meetings and forums
* Act as project manager and lead on specific structural projects

The above is not exhaustive and the post holder will be expected to undertake any duties within the Group which may reasonably fall within the level of responsibility and the competence of the post as directed by the Construction Consultancy Services Team Manager.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, Section performance and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * A degree in Structural Engineering or equivalent * Chartered Membership of Institute of Structural Engineers or similar or working towards | * Member of the Association of Project Management. |
| Experience | * Significant experience working in a construction consultancy services office dealing with all aspects of structural design, including production of full working drawings and specifications with minimum supervision and dealing with contractors and sub-contractors. * Good working knowledge of all current legislation and good working practices. * Practical experience in the use of computerised structural design systems. * Ability to use AutoCad * experience of building design, construction and contract administration. * experience of working closely with internal /external contractors, other services and outside bodies. * Evidence of managing contractors to deliver to time and budget. * Experience in the application of sustainable modern construction management and design. * Value Engineering and working in partnership. | * Experience in the use of STADD III and TEDDS structural design packages. * Ability to use REVIT * Dealing with members of the public and Elected Members. * Evidence of successfully promoting equality and diversity. |
| Skills & Knowledge | * A thorough understanding of CDM 2015 Regulations to undertake the role of Principal Designer and Designer. * Knowledge of Architecture, Building Surveying/M & E/ Asbestos in construction. * Understanding of the technical linkages between disciplines. * Knowledge of current methods in construction procurement. * Ability to work in partnerships with others. * Effective written and verbal communication skills. * Strong analytical and decision making skills. * User IT skills. * Ability to use AutoCAD. * High level or oral and written communication skills with ability to prepare and present committee reports and technical reports. * Ability to work with others as part of a multi-disciplinary team. | * Knowledge of current technical developments and innovation within the building industry. * Knowledge of the current changes and pressures within local government both at corporate level and in relation to the service. * Ability to inspire confidence in the service from a wide range of internal and external audiences. |
| Personal Qualities | * Enthusiastic, motivated, committed, positive and resilient. * Flexible and able to work under pressure. * Travel is an essential requirement of the post. * May be required to work outside normal hours. * A commitment to personal development**.** |  |