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| **Job Description** | |
| **Post title** | Senior Electrical Design Engineer |
| **JE Reference No** | N7398 |
| **Grade** | 11 |
| **Service** | Regeneration, Economy & Growth |
| **Service Area** | Corporate Property & Land – Construction Consultancy Services |
| **Reporting to** | Construction Consultancy Services Manager and Section Manager - Mechanical, Electrical & Asbestos |
| **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 be responsible for providing high quality and multidisciplinary, cost effective design, project management and associated services to deliver various projects or programmes of work for the County Council.

* Responsible to internal partners, external clients, Elected Members and residents.
* Responsible to Members of the public, Councillor’s Governors and Members of Parliament
* Responsible to the HSE

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| **Duties and responsibilities** |

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

* The provision of Electrical Design Services to ensure maximum, efficient and effective use is made of resources available
* Working with the Section Manager, using a multi-disciplinary approach, to deliver projects within programmes of work, including:
* Programme/project management – acting as lead consultant including chairing of meetings and co-ordinating input from other design disciplines
* Investigations and feasibility and site surveys
* Negotiate with Statutory bodies and prepare applications for statutory approval
* Drawings and contract documents
* Lead the technical design for specific projects
* Technical reports
* Contract Administration
* Liaison and coordination with a wide range of internal and external stakeholders including statutory undertakers
* Cost estimates and value engineers
* Project budget management including reporting and final accounts
* Performance management, in relation to time, cost and quality criteria
* Risk management
* Communications
* CDM responsibilities
* Acting as Principal Designer under the CDM Regulations
* The provision of safe high-quality and effective services, scheme and programmes
* Support the Council’s Strategic Property Management function by:  
  + providing survey data in support of the Asset Management Database
  + ensuring consistent quality standards of provision in line with Council policies
  + assisting in prioritisation of work programmes and projects
* Use of Concerto, in conjunction with the Section Manager, Mechanical and Electrical and CCS section, to ensure commission information is updated and managed.
* The provision of advice in relation to the Section’s specialist areas of design.
* Financial and resource management to ensure delivery of financial targets:
* Manage individual productivity targets for section members
* Monitor time sheets and ensure recharges are correctly made through Concerto
* Contribute to programme planning for sufficiency and continuity of work
* Co-ordination of resources for design in conjunction with the Section Manager
* Identify and manage risks associated within the work load.
* Health and Safety planning and management within the team and section.
* Manage and work alongside the Framework Consultants.
* Develop and ensure effective co-ordination and communication between all sections of Construction Consultancy Services 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 Section Manager as appropriate at various meetings, working parties, panels etc as directed
* Co-ordinate and participate in internal/external meetings and forums
* Provide day to day management of employees allocated to the section and conduct staff appraisals and sickness management
* Conduct and assist with disciplinary matters as appropriate

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

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **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 | * HNC in a Building Services related subject | * Degree or equivalent qualification in a relevant building related subject * Membership or Associate of a relevant Professional Body |
| Experience | * Significant experience in a building services office/section. * Evidence of a leadership role in the provision of buildings and building services projects. * Evidence of managing contractors to deliver to time and budget. * A member or associate member of a professional body i.e. CIBSE, IET (The Institute of Engineering & Technology), or equal approved and working towards full/chartered membership. * Full understanding of the CDM Regulations * Undertake the role of Principal Designer carrying out full CDM responsibilities. * Brief Development (initial contact with client) | * Evidence of initiating and improving the efficiency of service delivery. * Dealing with members of the public and Elected Members. * Experience in the application of modern construction management. * Use of Concerto. * Dealing effectively with end users. * Value Engineering and working in partnership |
| Skills & Knowledge | * Significant knowledge of Building/Architectural/M&E/Asbestos in Construction * Thorough understanding of the technical linkages between disciplines. * In depth knowledge of current methods in Construction. * Effective written and verbal communication skills. * Analytical and decision making skills. * User IT skills. * Ability to use AutoCAD. | * Knowledge of current technical developments and innovation within the building industry. * Ability to inspire confidence in the service from a wide range of internal and external audiences. * Understanding and use of REVIT |
| 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. |