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| **Job Description** | |
| **Post title** | Structures Design Manager |
| **JE Reference No** | N7517 |
| **Grade** | Grade 13 |
| **Service** | Neighbourhoods and Climate Change |
| **Service Area** | Highway Services |
| **Reporting to** | Commercial Group Manager |
| **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 postholder will be responsible for the management of the Structures Design Team including design in bridge replacement and maintenance, principal inspections, general inspections and budget management.

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| **Duties and responsibilities** |

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

* To ensure the full management and delivery of cost-effective structures designs including highways structures ensuring compliance with current legislation and standards to internal / external clients and partners within appropriate timescales and budgets.
* The effective management of the preparation, control and monitoring of the structures design programme ensuring the timely delivery of designs in accordance with Service needs liaising with the Highways Contracts Manager, Highways and Street Lighting Design Manager, Estimating Manager and Programme, Performance and Quality Manager.
* To manage the production of detailed technical reports and structural / civil engineering designs.
* To manage the preparation and co-ordination of contract documents for various projects.
* To represent the Commercial Group Manager and Highway Services Manager as appropriate at various meetings, working parties, panels etc as directed.
* To promote, develop and maintain various performance standards and targets to ensure value for money services are delivered.
* To ensure designs are delivered to budget and programme including the provision of cost estimates, budget management, target costing and early contractor involvement.
* To foster and maintain partnerships with a wide range of internal / external stakeholders, ensuring well co-ordinated, high quality, timely and responsive services.
* To manage in the development of quality assurance systems and procedures to comply with the authority’s health and safety policies and quality management systems including procedures and legislation pertaining to good employment practices.
* To motivate, develop and support all staff within the Service to ensure that they maximise their potential.
* Manage the activities of the Service to ensure that the maximum efficient and effective use is made of the resources available.
* To liaise effectively with other County Council Services and other relevant outside bodies on the work of the Service.
* To co-operate effectively with others in the corporate working of the Service.
* To assist in the commissioning and management of contractors including placing orders, site supervision and authorising financial payments.
* To manage the preparation and submission of consent applications and statutory procedures in accordance with legislation eg planning applications, consent for work near a watercourse and traffic regulation orders.
* To respond appropriately to emergencies arising in relation to the work of the Service.
* To be aware of new advances in technology in the delivery of civil engineering and structures services
* To liaise with operational management and participate in pre-start, progress and post completion procedures
* To promote and assist in the development and design of structures replacement and maintenance programmes providing regular reports to the Commercial Group Manager.
* To manage the process relating to the completion of pre-qualification and tender submissions, quality questionnaire’s and supplier quality questions.

General

* To carry out such other duties which may be allocated from time to time and which are commensurate with the grading of the post.

The above list is not exhaustive and the postholder 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 the Commercial Group 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 | * Educated to Degree level standard or equivalent in a relevant civil engineering discipline or able to demonstrate all of the essential criteria below * Membership of a relevant professional Institute | * Appropriate management qualification * Chartered or Incorporated Engineer * Evidence of CPD |
| Experience | * Significant experience in the design and maintenance of bridges and highways structures * Working at a senior level within a highways / bridges environment * Significant experience of working closely with contractors / external stakeholders and partners * Experience of computerised design / CAD software packages * Extensive experience in working within financial constraints and experience of ECI and Value engineering * Experience of working with quality management systems (ISO 9001) etc | * Awareness of modern construction methods in a bridges environment * Successful track record of experience of initiating and implementing change * Working with members of the public and Elected Members * Project management experience and the ability to lead design teams |
| Skills & Knowledge | * Effective written and verbal communication skills. * Strong analytical and decision-making skills. * Excellent organisational skills with the ability to lead and manage a design team with conflicting priorities * Ability to think clearly, creatively, imaginatively and strategically. * Awareness of key performance indicators and benchmarking * Knowledge of the British Standards for Bridge Construction and Design * Knowledge of highway contractual documentation * Demonstrate ability to project manage * Latest knowledge of technology and products available to improve bridge and structure asset * Extensive knowledge of current design standards | * Good IT skills. * Appreciation of quality systems and procedures * Team building * Understanding of County Council specification and policies for the delivery of bridge and structure projects * Understanding of CDM Regulations * Knowledge of Bridge asset including BCI * Knowledge of NEC3 and / or NEC 4 and other associated contract documents |
| Personal Qualities | * Ability to work with and motivate a technical team * Ability to manage a diverse workload and work to tight deadlines * Highly motivated and enthusiastic self-starter * Commitment to your own continuous professional development * Commitment to Health and Safety * Team orientated * Flexible approach to work * Results orientated approach to service delivery * Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance) * May be required to work outside normal hours | * Recognises and praises achievement whilst challenging poor performance and unacceptable behaviour |