# Job Description

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| **Post title** | Electrical Design Engineer |
| **Job Evaluation** | N12050 |
| **Grade** | Grade 12 |
| **Service** | Resources |
| **Service area** | Corporate Property & Land (CPaL) – Construction Consultancy Services (CCS) |
| **Reporting to** | Section Manager Mechanical and Electrical Design |
| **Location** | Your normal place of work will be Meadowfield but you may be required to work at any Council workplace within County Durham-PLUS HYBRID WORKING |
| **Disclosure and Barring Service (DBS)** | This post **is** subject to an Enhanced Disclosure |
| **Flexitime** | This post **is** eligible for flexitime<br>The post holder may be required to work outside of normal working hours. |
| **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 |

## Description of role

The post holder will be responsible for conducting the electrical design for a wide range of building projects. In some cases, acting as the project lead fulfilling project management, contract administration and principal designer duties. In other cases, fulfilling lead designer or sub-consultant designer duties as part of a multi-disciplinary team delivering various projects or programmes of work for the County Council.

- Be accountable to the section manager
- Be responsive to internal partners, external clients, elected members and customers
- Be responsive to members of the public, politicians and school governors
- Be responsive to the Health and Safety Executive

The post holder is required to develop excellent working relationships with customers and suppliers (both internal and external providers) to inspire confidence in the service. The post holder is required to assist in the development of the Construction Consultancy Service by mentoring others, seeking continuous improvement of the design services offered, improving the quality of the building works conducted 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 mentoring to other less experienced members of the section.

## Duties and Responsibilities

Working in collaboration with others to support the Corporate Property and Land function by undertaking duties and responsibilities that are commensurate with the level of the post, including:-

- Working with the Section Manager and/or other designers to deliver projects within programmes of work in line with RIBA stages.
- The provision of Electrical Design Services.
- Fulfil role of lead design consultant for specific projects including appointing, managing and co-ordinating input from other design disciplines including architectural, mechanical, electrical, structural, security, civil engineering, drainage and highway design. On other projects to play a support role as a member of a multi-disciplinary team.
- To undertake client brief development, investigations, inceptions, feasibility reports, site surveys/tenders, calculations, technical reports and design drawings, schedules, estimates, tenders, contract documents and appointment of contractors.
- To negotiate with statutory bodies and prepare applications for statutory approval .
- To prepare drawings and specifications using CAD/REVIT and ensure designs are in line with buildings regulations, planning conditions and performance specifications.
- Chairing meetings, leading consultation workshops and undertaking presentations with the wider project team and various stakeholders.
- Ensuring projects remain affordable through efficient design and cost management including value engineering throughout to achieve ‘value for money’ on all projects.
- Adherence to change control procedures to control scope and cost
- Fulfilling 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.
- Risk management including designer risk assessments and updating of register at all stages.
- Conduct measured surveys and surveys in confined spaces and at height. Prepare outline sustainability strategies.
- Building Control Part L assessment. Provide input into BREEAM, SBEM & SAP calculations (calculations conducted by consultants, management of such consultants by lead consultant).
- Liaise, obtain quotes and place order for utilities, associated services and subcontractors. E.g. NEDL, BT, internal telephone alterations, ITSS for IT alterations/installation, ADT, OpenView, etc.
- Undertaking cost planning and financial reporting of projects within prescribed budgets, preparing cost estimates and value engineering to achieve value for money on all projects.
- Respond to and manage emergency requests from the Property Helpdesk.
- Undertake landlords approval process when required.
- Dealing with insurance works/claims and dealing with loss adjustors.
- Provide a quality assurance check on designs, procured on a design build basis by project

managers or other internal services.

- Collaborating with other members of the CCS team including project managers, project support, designers, quantity surveyors, project planners, health and safety and internal or external contractors .
- To design elements of projects with a notional construction works value of £30k to £10M plus.
- To function as project manager (when no PM appointed) and lead on specific projects (notional value of up to £1M). This includes managing the project plan, fulfilling contractor administrator duties and controlling finances at each stage of the project (when no QS appointed).
- Providing survey data and building records in support of the Asset Management Database and other departmental systems.
- Develop and ensure effective co-ordination and communication between all stakeholders matters and with all customers, dealing with angry or annoyed stakeholders.
- Ensuring consistent quality standards of provision in line with Council policies.
- Provide training to others through mentorship.
- Quality assurance of other peer work within section

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.

- To 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.
- To mentor staff within the team.

The above duties and responsibilities are 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 the section manager.

## 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.

- **Salary and Bars**

The post encompasses the salary range from grade 9-12 which equates to Spinal Column Points 24 to 37. Job evaluation has been undertaken for the four different grades. The bars are as follows:

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| Grade 9 (scp 24 to 28) | G9 - Qualified to HNC level (level 4) or equivalent in a relevant subject or Chartered in a relevant discipline with experience in the industry. |
| Grade 10 (scp 27 to 31) | G10 – Qualified to HNC (level 4) or equivalent in a relevant subject or Chartered in a relevant discipline with significant professional experience in relevant role. |
| Grade 11 (scp 30 to 34 ) | G11 - Qualified to HND (level 5) or equivalent in a relevant subject or Chartered in a relevant discipline with substantial professional experience in relevant role. |
| Grade 12 (scp 33 to 37) | G12 - Qualified to Degree (level 6) or equivalent in a relevant subject or Chartered in a relevant discipline with expert professional experience in relevant role. |

Progression does not happen automatically. Candidates wishing to be considered for progression to the next band will need to give notice of their intention and then submit their individual case.

It will be for the individual to prepare their case and to submit in line with the criteria. Evidence should be presented as to how criteria has been met and why the individual feels they should progress. There is no set template to complete. Please note it would not be appropriate for any line manager who may be sitting on a panel at some point (regardless of if they are your immediate manager or not) to assist in preparing an application.

A progression interview where the individual presents their case would then be scheduled to take place. The progression panel will consist of the line manager and CCS manager.

The employee will be expected to be undertaking the actual work and demonstrating competency commensurate with their career grade rather than just having the training or skills to allow them to potentially undertake such work. The panel will consider each employee's suitability to progress based upon a number of measures including but not exclusive to:

- Professional approach and committed to own development
- Delivery of strong personal levels of performance, relevant to service PI's in existing duties
- Applies relevant knowledge in practice
- Demonstrates the ability to reflect on best practice
- Builds reflective relationships with internal and external partners
- Participates in team meetings and other means of personal development.

Following interview and consideration of the submission the panel will convene to decide on the outcome. This will be documented with feedback given.

Should progression be approved, please note spinal points on grades do overlap. In a scenario where someone is successful but is top of the band (which is also a spinal point of band above) then they would receive one increment, in line with normal recruitment processes. In a scenario where someone is at the bottom of a band 10 and they progress to a grade 11 then they would move to the first spinal point of G11 immediately and then follow the usual incremental progression.

Should progression not be approved, a resubmission would need to occur at a future date, taking on board the feedback.

Please note, employees are not obliged to participate in the career progression initiative and will stay on their existing grade should they not make a submission.

## Person Specification

| Attributes | Essential | Desirable |
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| **Qualifications** | • G12 - Qualified to Degree (level 6) or equivalent in a relevant subject or Chartered in a relevant discipline with expert professional experience in relevant role. | • A member or associate member of a professional body e.g., CIBSE, IET (The Institute of Engineering & Technology), or equal approved and working towards full/chartered membership. |
| **Experience** | • Expert in electrical building design matters from feasibility to practical completion.<br>• Leading on electrical projects focused on repairs, maintenance, refurbishments, extensions and new build (preferably within a local authority or similar large organisation).<br>• Act as lead consultant/design team manager/project manager.<br>• Experienced in the RIBA plan of work 2020 and provision of any relevant outputs / stage deliverables.<br>• Completing building surveys and providing design information.<br>• Managing other project team members and design team consultants.<br>• Management of contractors to deliver to time and budget.<br>• Design of projects with a notional construction works value of £30k to £10M+<br>• Construction contract administration.<br>• Evidence of initiating and improving the efficiency of service delivery.<br>• Working in partnership with others in a collaborative manner. | • Production of inception and feasibility reports.<br>• Management of a project within change control parameters to control time, cost and quality.<br>• Value engineering.<br>• Dealing with members of the public and Elected Members. |
| **Skills and Knowledge** | • Able to train, persuade and motivate others in a mentor role.<br>• Competent in NBS Contract Administrator or similar software to facilitate contract administration.<br>• Knowledge of current technical developments and innovation within the building industry including sustainable design. | • Demonstrable competency in the use of Revit design software.<br>• Presentation of visual images to present to clients and end users using REVIT, Enscape, Photoshop or similar. |

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| | • Demonstrable competency in the use of all aspects of Autocad.<br>• Knowledge of relevant software such as HEVACOMP, IES.<br>• Full understanding of the CDM Regulations and experienced in undertaking the role of Designer or Principal Designer in line with CDM2015.<br>• Expert understanding of statutory, legislative requirements or policy requirements related to refurbishment or new builds in order to give recommendations and advice.<br>• Experienced in construction contracts and contracting arrangements.<br>• Expert understanding of the technical linkages between disciplines and awareness of wider discipline requirements (e.g. Architectural, M&E, Structural).<br>• Awareness of Health and Safety matters such as asbestos and design hazards.<br>• Knowledge of current methods in construction<br>• Strong analytical and written communications skills to be able to produce technical reports.<br>• Strong verbal, decision-making and collaborative skills in order to provide operational delivery teams with instruction, support and guidance whilst maintaining relationships<br>• Ability to compute required design calculations to inform design.<br>• Skilled in producing project plans, determining procurement options and basic cost reporting if undertaking project manager lead role on specific projects | • Skilled in procuring site investigations, checking land ownership/mines and minerals/ restrictive covenants/asbestos/etc.<br>• Knowledge of Quality Management Systems<br><br>• Awareness of Committee management and working with Members. |
| **Personal Qualities** | • Ability to inspire confidence in the service from a wide range of internal and external audiences.<br>• Able to stay resilient and deal with angry or annoyed stakeholders.<br>• A commitment to personal development. | |

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| | • Ability to develop and sustain relationships with a range of parties and with individuals at all levels, both internally and externally.<br>• Able to prioritise and organise own work, working to deadlines and with competing priorities.<br>• Motivated, resilient and able to take on a leadership role in a project<br>• Flexible and able to work under pressure.<br>• Travel is an essential requirement of the post.<br>• May be required to work outside normal hours. | |