

## Consultant Engineer

Reference No.	SS1224	Type	Generic
Service	Roads and Transportation Services		
Job Family	Professional 3	Grade	FC 9

### Purpose

To provide professional Civil Engineering expertise for the design and delivery of high quality, best value, customer focused services and associated programmes of work as part of a specialist team.

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

To manage assets, prepare designs and contract documentation across a range of civil engineering or construction related projects. Supervise the work of consultants and contractors, provide advice to internal and external clients, and prepare reports on a variety of Roads and Transportation matters.

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

Educated to SCQF level 10, which includes an Honours Degree in Civil or Structural Engineering or equivalent. (Deliver Results see 'How We Work Matters Framework')

A significant period of post qualification experience in the roads and civil engineering industry.

Member of an appropriate professional body i.e. MICE/MCIHT/MIStructE.

Registered as a Chartered Engineer (CEng) with the Engineering Council.

Ability to provide specialist technical advice on behalf of the Council.

E	D
✓	
✓	
✓	
✓	
✓	

<p>Preparation and management of project plans and programmes of work to ensure they are delivered within agreed budgets. Managing own workload to ensure the efficient and effective use of resources to ensure service delivery.</p>	<p>Suitable post-Chartered experience and the ability to manage projects over a range of activities (Take ownership)</p> <p>Time management skills with the ability to prioritise tasks effectively, use own initiative, work without supervision and manage conflicting demands.</p> <p>Experience of preparing and managing project plans and programmes (e.g. with Microsoft Project or similar).</p> <p>Experience in using AutoCAD.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p></p> <p>✓</p>
<p>Exercise robust financial planning, management and control.</p>	<p>Experience of managing considerable budgets with funding from a variety of sources and financial reporting.</p>	<p>✓</p>	<p></p>
<p>Provide specialist and expert knowledge of specialist design functions to other teams, other Services and outside agencies.</p>	<p>Substantial experience of formulating design and construction solutions on complex technical civil engineering projects.</p>	<p>✓</p>	<p></p>
<p>Assist the Lead Consultant with the preparation of committee reports, presentations and papers on specific project related issues ensuring proposals align with Council and Service objectives and priorities.</p>	<p>Ability to communicate effectively and engage a variety of stakeholders on a broad range of activities, covering specialist technical advice on policy, plans and programmes. (Focus on Customers)</p> <p>Report writing skills.</p> <p>Extensive analytical skills with the ability to process complex information from a variety of sources. (Embrace Technology &amp; Information)</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p></p>
<p>Work with the Lead Consultant as part of a team, ensuring the application of service delivery remains at a consistent, high professional level.</p>	<p>Ability to provide professional advice and support (Work together).</p>	<p>✓</p>	<p></p>
<p>Deputise for the Lead Consultant as and when required.</p>	<p>Ability to explain complex and contentious information.</p> <p>Ability to act with discretion and be able to act on initiative on a very broad range of activities as the need arises.</p>	<p>✓</p> <p>✓</p>	<p></p> <p></p>

<p>Comply with the Councils Scheme of Administration and Standing Orders. Develop and promote the Council's culture change both internally and externally.</p>	<p>Knowledge of Local Authority Procedures.</p> <p>Ability to provide a regular and effective service and promote a positive culture in the workplace.</p> <p>Ability to reflect on performance, act on initiative and respond to feedback in a process of continuous improvement.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
<p>Establish effective linkages and strong working relationships with key contacts to help promote the Service and improve service delivery.</p>	<p>Ability to represent the Service internally and externally, to lead the design and development of best practice, and to engage with partner organisations to drive forward improvement.</p>	<p>✓</p>	
<p>Manage major projects and service delivery, ensuring adherence to Council policies, national standards, statutory and legislative procedures and regulations.</p>	<p>Knowledge of current policies, statutory duties and applicable legislation.</p> <p>Knowledge of civil engineering specifications, various conditions of contract (e.g. NEC3 Engineering and Construction Contract) and tendering procedures.</p>	<p>✓</p> <p>✓</p>	
<p>Comply with relevant health, safety and welfare legislation, and ensure policy, procedures and instructions are properly implemented to make the working environment as safe and healthy as possible for employees and others who may be affected.</p>	<p>Knowledge of Health and Safety and associated legislation, e.g. Construction (Design &amp; Management) Regulations 2015.</p> <p>Experience of preparing and reviewing risk assessments, the development of pre-construction health and safety information and completion of health and safety files.</p> <p>Ability to contribute to the design and development of service policies and procedures in accordance with best practice and statutory requirements.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	

Undertaking all other duties as required for the role. Duties will be in line with the grade.

**Additional tasks or responsibilities** – this is a generic role, however this particular job may also require you to undertake the following:

# Consultant Engineer – Bridges and Structures

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Contribute to a specialist technical design team for the development and implementation of effective bridges and structures functions. Assist the Lead Consultant to perform the duties of Roads Technical Approval Authority for the Approval in Principle and Design Certification for new structures. Manage the procurement of specialist external consultants and monitor their performance to assist with service delivery.	Substantial knowledge of civil engineering functions with a particular specialist knowledge of bridges and road structures technical standards and design codes.  Considerable period of experience in managing and delivering complex bridges and structures projects.	✓  ✓	
Participate in the delivery of a structures management and maintenance programme. Maintain the Structures Database which retains inventory and inspection data, bridge load capacity assessments and document storage. Develop and implement procedures to address substandard structures (e.g. weight restricted bridges). Process Abnormal Load requests timeously.	Significant knowledge of the Structures Inspection Manual, Codes of Practice and the Design Manual for Roads and Bridges.  Significant specialist knowledge and experience of asset management procedures.	✓  ✓	
Develop design and construction plans and programmes for bridges and structures projects (including large and very large budgets) as part of the strengthening and replacement programme. Manage the procurement, design and supervision of construction on a wide range of bridges and structures capital and revenue projects using in-house or external resources.	Significant specialist technical knowledge and experience of design and analysis of bridges, retaining walls and associated roads structures using common materials and construction methods.  Ability to co-ordinate complex schemes with long-lead times, with both internal agencies and external third party organisations.  Significant experience of working with common analysis programs (e.g. Tedds, Lusas, Archie-M).	✓  ✓	✓
Undertake bridge inspections and assessments. Inspect structural condition, identifying critical defects, recording and reporting inspection findings. Procurement of specialist testing and investigations and scheduling of maintenance works as required.	Considerable technical knowledge of the behaviour of structures and ability to recognise and evaluate structural defects.	✓	

	<p>Knowledge and experience of undertaking bridge inspections in accordance with the Inspection Manual for Highway Structures.</p> <p>Registered with the Lantra Bridge Inspector Certification Scheme</p> <p>Significant experience of undertaking bridge assessment calculations for a range of common structural forms and materials.</p> <p>Experience, training and knowledge of Confined Space regulations and inspection processes.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<b>Consultant Engineer– Flooding, Shoreline and Harbours</b>			
<p><b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:</p>	<p><b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility</p>	<b>E</b>	<b>D</b>
<p>Provide professional and technical input <del>team</del> into the development and implementation of effective and efficient flood prevention, shoreline management and harbours functions. Contribute to the delivery of the duties as the Flooding and Coast Protection Authority under current legislation.</p>	<p>Knowledge and experience in managing and delivering flooding shoreline and harbour structures projects with a particular specialist knowledge of shoreline structures technical standards and design codes</p> <p>Considerable period of experience in managing and delivering complex flood prevention, shoreline and harbour structures projects.</p>		<p>✓</p> <p>✓</p>
<p>Managing the procurement, design and supervision of hydraulic flood studies and construction of a wide range of flooding, shoreline and harbours capital and revenue projects using in-house and external resources. Managing the procurement of body of water, coastal and maritime structures maintenance programmes using in house contractors and external contractors.</p>	<p>Ability to assist and influence the development of new national guidance, best practice and legislation</p> <p>Ability to assist in the co-ordination of programmes of work with both internal agencies and external third party organisations</p>		<p>✓</p> <p>✓</p>

Assisting in the development-of forward design and construction programmes for all flooding, shoreline and harbours projects to achieve set budget profiles.	Detailed knowledge of civil engineering functions with a particular knowledge of flooding, shoreline management and maintenance of harbour structures	✓	
Reviewing new legislation, best practice and technical standards within the flooding, shoreline and harbours function and assist in the development of responses, strategies and policy reviews to meet new legislative and technical requirements.	Detailed knowledge of relevant legislation and statutory requirements  Experience of representation of the Local Authority at national level, (e.g. Scottish Government, SCOTS Flooding, SAIFF and SuDSWP) and influencing development and implementation of guidance, best practice and legislation	✓	✓

## Consultant Engineer – Roads & Lighting Contracts

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Managing the procurement, design and supervision of broad range of civil engineering projects using in-house and external resources. Liaising with Statutory Undertakers with regards the diversion of their plant	Substantial knowledge of civil engineering functions with a particular specialist knowledge of road technical standards and design codes.  Experience in using Bentley MX Road Design, Autotrack, Key Signs & Key Lines  Experience of dealing with statutory undertakers.	✓   ✓	

### Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

**Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.**

**Additional Information – the following information is available:**

- Skills Framework (if applicable)
- How we work matters

**Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:**

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results