

Job Outline

Post: **Graduate Civil Engineer**

Location: Drummie Office, Golspie, KW10 6TA

Hours: 35

Duration: Permanent

Cluster: Place, Property & Assets
Project Management, Design & Construction

Grade: HC06 – HC08 £32,596 - £44,899 p.a.

Starting salary 1. Bachelor degree in Civil Engineering with Honours - £32,596 HC06 SCP24

Starting salary 2. Masters in Civil Engineering or first degree in Civil Engineering with Masters - £35,636 HC07 SCP29

Contact Name: Garry Smith

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Job Purpose

To work within a team producing designs, assessments, reports, drawings and contract documents for Civil Engineering works and assisting with the supervision of Civil Engineering schemes.

Job Description – Key Duties and Responsibilities

1. Preparation of designs for Civil Engineering works including roads, drainage, streetscapes and structures.
2. Topographical surveys, detailed drawings and contract documents for Civil Engineering projects utilising specialist CAD and modelling software.
3. Preparation of reports, studies and contract documents.
4. Liaising with other organisations and with members of the public.
5. Working within a Quality Assured system.
6. Supervision of junior staff and trainees.



7. Site supervisory works which may involve working at locations removed from base but within The Highland Council area.
8. The Highland Council has offices specialising in design, structures, materials and flooding, Graduates may be required to move between these offices depending on their training requirements.

Other Duties

The postholder may be required to undertake any other duties appropriate to the level of the post.

Duties and responsibilities will vary from time to time.

Person Specification

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following.

Essential Attributes

1. Starting salary 1. Bachelor degree with Honours in Civil Engineering which must be accredited by the Engineering Council.
2. Starting salary 2. Masters in Civil Engineering or first degree in Civil Engineering with Masters which must be accredited by the Engineering Council.

This Post can extend to the top of HC08 £43,388 following the attainment of experience and evidence of working at this level.

Please use the Course Check function on the Engineering Council's website to ensure your degree is accredited before applying for this post.

<https://www.engc.org.uk/resources-and-guidance/education-andskills/course-search/course-search>

3. Must have the academic achievements necessary to join ICE approved Training Programme with the aspiration of attaining Chartered Engineer status.
4. You will hold a full UK driving licence and be able to travel efficiently and effectively between various work locations within Highland to meet the operational requirements of the Service.



Ideal Attributes

1. Knowledge of Eurocodes, the Design Manual for Roads and Bridges and the Manual of Contract Documents for Highway Works.
2. Knowledge of "Well Managed Highway Infrastructure".
3. Knowledge and experience of Construction, Design and Management regulations.
4. Knowledge and experience of NEC Forms and Conditions of Contract.
5. Knowledge of a Quality Assurance system.
6. Experience of various computer applications, including surveying, drainage and design packages and AutoCAD.

Health and Safety

Health & Safety is an integral part of any role within the Highland Council. As such we would expect that all employees:

- Become familiar with Violent Incident and Accident reporting procedures and comply with them.
- Undertake a continual program of Risk Assessment in relation to their role within Highland Council.
- Have an understanding of the importance of Health and Safety in the workplace and familiarise themselves with the Highland Council's Health & Safety Procedures.

