JOB DESCRIPTION & PERSON SPECIFICATION (JDPS)

Job Title:	Civil or Structural Graduate / Assistant / Engineer	**Job Evaluation Reference Number:**	N/A
Service:	Roads and Infrastructure Services	**Grade:**	LGE 9/10/11
Department/Section:	Infrastructure Design	**Location:**	Lochgilphead
Line Manager (post):	Senior Engineer / Infrastructure Design Manager		
Date JDPS was created / last reviewed / amended:	January 2025	**Version of JDPS:**	v.6
This JDPS should be read in conjunction with:	1. *Core Training Requirements* 2. *Service plan/team plan* 3. *Argyll & Bute Council Competency Framework* 4. *Managers guide to recruitment* 5. *Job Evaluation process*		

Job Summary:

To assist in delivering a high quality service within the Infrastructure Design team by ensuring the efficient and effective design, maintenance, management and supervision of construction of roads, bridges, retaining walls, harbours, coastal protection and flood defences. Assist with implementation of the Flood Risk Management (Scotland) Act 2009.

Scope / Dimensions:

Line management responsibility: There are no line management duties associated with this post.

Staffing responsibility: Supervision of project team members and/or contractors as required by projects allocated.

Budgetary responsibility: Monitoring expenditure for individual projects as required.

Job Description: Main Outcomes required

1. Planning:

Support the Senior Engineer / Infrastructure Design Manager to develop the team's service plans by working in partnership with colleagues (within and outwith the service) and by taking personal responsibility for planning how these are delivered effectively and efficiently to service users. In particular, take responsibility for:

a) Assisting in the planning of individual projects programmes as allocated.

2. Service delivery:

Assist the Senior Engineer / Infrastructure Design Manager to ensure that high quality services and best value are delivered to service users by ensuring that all agreed plans are implemented efficiently and effectively. In particular:

	a) Assisting with the design and supervision of construction of coastal protection assets, flood protection infrastructure, bridges, retaining walls, other roads related infrastructure and marine structures. b) Preparation of drawings, specifications and contract documentation for projects, as allocated. c) Inspection of all watercourses, flood protection infrastructure, coastal protection assets, bridges & other road related structures and marine structures as allocated and reporting on the maintenance required, including estimate of costs. d) Assisting in the preparation, supervision and administration of an asset management programme for watercourses, coastal protection assets, flood protection infrastructure, bridges, retaining walls, other roads related infrastructure and marine structures. e) Carrying out surveying, setting out and other ancillary fieldwork associated with the design and construction of projects, as required. f) Assisting in the programming of schemes allocated. g) Assisting in the preparation of estimates and reports on technical matters, physical progress on all projects allocated, and attend meetings as required. h) Assist with ensuring that customers (internal & external) are informed, consulted and engaged with appropriately in all areas according to assigned project requirements including liaison and developing strong positive working relations as required.
3.	**Budget management:** Assist in the financial monitoring and control of expenditure of works. Ensure that any expenditure is appropriate, within allocated budget limits at all times and that accurate financial records are maintained. In addition, undertake/provide the following: a) Budget forecasts as part of the Annual Budget Process, b) Reviewing actual expenditure against budget for all projects allocated, c) Providing Line Manager / Budget Holder with regular reports. To ensure that the Council's Standing Orders and Financial Regulations are adhered to and to exercise such functions as are delegated in writing by the Director of Development and Infrastructure Services or nominated representative.
4.	**Staffing responsibility:** Supervision of project team members and/or contractors as required by projects allocated**.**
5.	**Quality Assurance:** Support the Senior Engineer / Infrastructure Design Manager to maintain appropriate performance management reporting systems as a means of managing and monitoring the team's performance, to ensure standards are maintained, improvements developed and issues addressed in a timely manner, and in particular: a) Preparing reports on contractors' and consultants' performance. b) Use of the Quality System.
6.	**Health & Safety:** All employees must follow the Council's health and safety policies, standards, systems and procedures and must follow any additional health and safety instructions required by their line management. Employees who manage staff (and/or control workers from outside bodies) must ensure that they comply with the Council's health and safety at work procedures and ensure that all workplace risks are assessed, suitable control measures are put in place and that these are communicated to the workforce in a way they understand. Ensure compliance with Construction (Design and Management) Regulations 2015.

7.	**Other duties & responsibilities:** The jobholder will be expected to travel efficiently and effectively between various work locations within Argyll and Bute and beyond to meet the operational requirements of the Service Undertake other duties appropriate to this job and grade, and as required by the line manager.

Person Specification:	
CRITERIA: E = Essential D = Desirable	
Education and / or professional qualifications	
E.1	Must have completed the academic requirements of the Institution of Civil Engineers' (or equivalent) Educational Base leading to Incorporated Engineer status. **Candidate <u>must</u> confirm in their application that they have verified their qualification is accredited by the Engineering Council and is elegible for Professionally Qualified Membership of the Institution of Civil Engineers (or equivalent).**
D.1	Appropriate grade of member of Institution of Civil Engineers or equivalent.
D.2	Completed the academic requirements of the Institution of Civil Engineers' (or equivalent) Educational Base leading to Chartered Civil Engineer status.
Experience	
D.3	Experience in Civil Engineering in the design office or on site especially relating to watercourses, coastal protection, flooding, harbours, bridges, retaining walls, roads and roads related infrastructure.
Specific job-related knowledge	
D.4	Evidence of any specific skill or knowledge relating to the design or construction of roads, harbours, bridges and/or retaining wall/flood/coastal protection infrastructure.
Any additional job-related requirements	
E.2	The jobholder will be expected to travel efficiently and effectively between various work locations within Argyll and Bute and beyond to meet the operational requirements of the Service and should explain in their application how they will do this.
Competencies	
E.3	A good communicator with the ability to develop effective relationships with colleagues in other departments, reliable, enthusiastic to learn and progress to at least Incorporated Engineer membership of the Institution of Civil Engineers (or equivalent).
D.5	Enthusiastic to learn and progress to at least Chartered Civil Engineer membership of the Institution of Civil Engineers (or equivalent).