

FALKIRK COUNCIL



Job Profile

Job Title:	Senior Road Design Officer
Reporting to:	Roads, Bridges & Flooding Co-Ordinator
Responsible for Line Management of:	N/A
Your Job is to:	To provide a full range of structural engineering consultancy services in the design, contract preparation, site supervision and project management of Road Safety & Active Travel works programmes.
Grade:	I
What you will do :	
Job Specific Tasks	
1. Ensure the design and construction of each Road Safety or Active Travel project shall be carried out effectively in accordance with the Client's brief. That the scheme shall be fit for purpose and will be value for money. Will have knowledge commensurate with their experience of current design standards and specifications. 2. Prepare scheme estimates and feasibility reports for internal and external clients. Will prepare public consultation documentation, arrange meetings and answer any enquiries relating to the scheme under their charge. 3. Will have knowledge of standard Conditions of Contract. 4. Will attend public meetings, as required. Will Chair contract progress meetings with the Client, Contractor and other design staff. 5. Supervise contract works as Project Manager on site. Agree interim and final measurements with the Contractor, passing for payment when necessary. Will have the ability to communicate with internal services and outside agencies in relation to land acquisition, accommodation works, and public utilities. 6. Undertake Designer responsibility in terms of the CDM Regulations. Implement the Council's Quality Assurance procedures to ensure that the unit is meeting the requirements of Best Value. 7. Have a working knowledge of current computer software used in structures and/or bridge design and the preparation of drawings and contract documentation. In particular, AutoCAD, Civils3D, Eclipse, Word and Excel 8. Undertake accurate survey measurements using optical instruments such as a level, theodolite, electronic distance measuring equipment and ensure that this equipment is calibrated. 9. Will deal with enquiries, scheme specific, from Elected Members and the general public.	

10. Deputise for the Roads, Bridges and Flooding Co-ordinator, as required.

Job Demands

1. You will be working in a mobile/flexible working environment.
2. You will be required to plan and organise your own workload.
3. You will be required to work to deadlines.
4. You will be responsible for contributing to the development of policies and strategies.
5. You will be responsible for accounting for financial resources.
6. You will have excellent communication skills and regularly advise, counsel, negotiate and persuade others.
7. You will provide support services to internal colleagues.
8. You will apply and ensure adherence to statutory regulations.
9. You will be responsible for the development and management of information.
10. You will be responsible for moderately expensive equipment.
11. You must be mobile throughout the Council.
12. You will be required to exercise sound professional judgement.
13. You will be required to maintain up to date knowledge of relevant legislation.
14. You will be required to maintain confidentiality at all times.
15. You will be required to work as part of a team.

Person Profile

Essential Education & Professional Qualifications & Memberships	Ideally you will have	How we assess this
• Excellent numeracy and literacy • HNC in Civil Engineering • Membership of Institute of Civil Engineers (IEng)		Application Form Interview Qualification
Essential Skills, Knowledge & Experience	Ideally you will have	How we assess this
• Presentation skills • Organisational skills • Analytical skills • Report writing skills • Problem solving skills • Attention to detail • Significant experience is required. • Project Management experience. • Experience working as part of a team. • Ability to organise competing demands. • Experience of relevant legislation. • Experience in data protection legislation. • Experience in current Health and Safety regulations and procedures. • Experience following national guidelines. • Practical knowledge of Building Regulations. • Experience using MS office packages. • Road & Bridge design experience	• Experience in working in Public Sector or political environment. • Experience building relationships with external agencies. • Experience working in a Multi-disciplinary/partnership. • Gaelic language skills	Application Form Interview
Falkirk Council Values & Behaviours		How we assess this
• Demonstrates behaviours which are consistent with Falkirk Council Values (Responsive, Innovative, Trusted, Ambitious)		Application Form Interview