

Post number	12369
Position title	Site Engineer
Grade	8F
Department	Place
Location	Reiver Complex
Salary/Rate of Pay	£40,628.29 - £43,895.03 per annum
Hours of work	35
Weeks per year	52.1428
Number of staff responsible for	0
Reports to post number	Contracts Manager
Registration requirements	None
Drivers Licence required	A current driving licence and use of a vehicle is an essential requirement of this post. * If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role. Category B
Contract status	Permanent
Contract end date	
Reason for temporary vacancy	
Disclosure status	None
Political restrictions	No
Role profile number	TE 5A
Business World post status	Permanent
Work pattern	Monday - Thursday - 8:45 to 5:00 Friday - 8:45 to 15:45 Weekend Working / Overtime where required to meet the business needs.
Vacancy number	SBO10479
Closing date	15/11/2026

Role purpose

An exciting opportunity has arisen for a Site Engineer to join SBc Contracts, Scottish Borders Council's external trading organisation, which delivers a wide range of civil engineering and building projects such as groundworks, roadworks, bridgeworks, drainage, flood prevention schemes, new builds and building refurbishments to internal council clients and external customers across the Scottish Borders and wider area.

The successful candidate will support the successful delivery of civil engineering projects such as by undertaking the setting out of works and providing accurate and professional site engineering services throughout all stages of construction. The Site Engineer is responsible for carrying out setting out and surveying activities, interpreting engineering drawings and specifications, and producing site sketches and technical information to guide construction operations. The role ensures that works are delivered safely, accurately and in accordance with design requirements, contractual obligations and project programmes.

The post holder will contribute to Councils Quality Management procedures, undertaking inspections and maintaining accurate site records to demonstrate compliance with project standards and specifications. Working closely with site teams, subcontractors and project managers, the Site Engineer will help identify

and resolve technical issues, support continuous improvement and ensure the efficient delivery of high-quality infrastructure projects. This includes recording as-built information and assisting in the production of the O&M file.

This is a hands-on, varied position suited to a proactive and flexible individual with proven experience in a construction environment. You will work across multiple sites, may be required to work outwith core hours, and will contribute to the continuous improvement of SBc Contracts' quality, environmental and health and safety performance.

PRINCIPAL DUTIES & RESPONSIBILITIES

1. Undertake the setting out of the works
2. Undertake the measurement of the works and pass this information to the Quantity Surveyor to enable valuations / invoices to be produced.
3. Undertake ground surveys prior and during the works to substantiate earthworks quantities.
4. Production of record information relating to the as built works and any additional works.
5. Assist the Supervisor in the supervision of the works.
6. Calculate the quantities of the various materials required for the Works.
7. Ensure that all setting out equipment is checked and calibrated in accordance with the quality Management System.
8. Liaise with Customers regarding the setting out of the Works.
9. Undertake the site management of small to medium construction Contracts.
10. Attend site meetings as and when required.
11. Comply with the Quality Management System.
12. Ensure with the Contracts Manager and Supervisor that Health and Safety procedures are implemented and monitored.
13. Contribute to the development of good working relationships with suppliers and customers
14. Assist the Performance Manager in developing the quality and environmental procedures. Ensure continuance of ISO 14001 and ISO 18001 accreditation.
15. Work collaboratively as part of the wider Environment and Infrastructure Department, supporting colleagues to achieve departmental, local and national objectives and represent the Service Manager in his/her absence, as required.
16. Assist in ensuring that all the work and outputs of the contract works within the SBc Contracts comply with and promote equal opportunities and diversity. Ensure the reporting of management information and make recommendations for any corrective action necessary.
17. Ensure the effective management of health and safety within the area of responsibility, for employees and anyone else affected by the work activities, through the implementation and compliance with health

and safety policies, procedures and arrangements.

18. This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be required by the Director of Environment and Infrastructure to meet the needs and responsibility of the Service and the Council.

Person specification		
Criteria	Essential	Desirable
Education, qualifications and training	Experience in use of total station equipment to undertake the setting out of construction works & site engineering activities. Experience using AutoCAD or other CAD Software. Educated to HND or HNC level in a relevant discipline or evidence of comparable experience and training. SVQ Level 3 in Construction Contracting or attain within 2 years of being appointed. Appropriate CSCS card Current Site Managers Safety Training Scheme Certificate	Documentary evidence of comprehensive Continuing Personal Development
Skills, knowledge and competences	Awareness of service areas covered by this post. Ability to apply innovative thinking and judgment to initiate and support change, to take action, to meet targets and achieve desired outcomes. Good written and oral communication skills. Ability to promote the service to a wide range of organizations and interests. An understanding of the key issues facing local government. Knowledge of Contracts and Method of Measurement that relate to the construction industry Knowledge of industry specifications that relate to the construction industry Knowledge of Health and Safety Regulations Knowledge of Chapter 8 and Roadworks Approved Code of Practice Knowledge of ground modelling software.	Knowledge of effective project management techniques. Knowledge of the roles and responsibilities of Local Government and other public agencies in relation to the post. Knowledge of Local Government Finance and Financial Regulations. Knowledge of Human Resources/Personnel Policies, Health and Safety Policies and Procedures.

Experience	Experience of setting out construction works. Experience of working within a construction environment. Experience of working with sub contractors. Experience and knowledge of Health and Safety requirements in a relevant environment. Understanding of Works Planning, Project Management, Works and Services Contract Management, CDM Regulations and Health and Safety Regulations. Understanding of Customer Care Issues, particularly in relation to the service. Understanding of the contribution that ICT can make toward efficient/effective service delivery. Experience of working in a performance led environment. Computer Literate (word processing, database establishment and maintenance, presentation packages, e mail/internet).	Local Government experience A commercial outlook or experience in the private sector. Experience and understanding of the Procurement Regulations Experience in the use of ground modelling software.
Other	Ability to deliver effective customer-focused services Ability to manage conflicting demands, meet deadlines and work as part of a team. Ability to work logically, methodically and analytically. Commitment to team work as a means of goal achievement. Flexibility to deal with change. Honesty, Openness and Integrity. Accuracy and attention to detail. Personal resilience and ability to manage competing priorities in a high pressure environment. An understanding of the needs of different service users/community interests. Tact, diplomacy, creativity and political awareness/sensitivity. Self-motivation, confidence, tenacity and enthusiasm A commitment to Continuing Personal Development, with documentary evidence.	



Recruitment Profile



Driving Licence - Where it is an essential requirement for this post to hold a current driving licence. Note: If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role.

HEALTH & SAFETY STATEMENTS

Must take reasonable care for the health and safety of themselves, other employees and anyone else who may be affected by their work activities carried out. Employees shall work in accordance with policies, procedures, information, instructions, and / or training received.

This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be required by the Workforce Planning & Development Manager to meet the needs and responsibilities of the Service and the Council.

Equality – Ensure that all work and outputs comply with and promotes equal opportunities and diversity.

Supervisory or Managerial posts only - Ensure that HR systems are in place for reporting management information and making recommendations for any corrective action necessary.

Equal Opportunities - Scottish Borders Council is committed to improving the diversity of its workforce to better reflect the communities we serve. We welcome applications from all minority groups and individuals who identify with one or more of the protected characteristics as defined by the Equality Act 2010. In particular from candidates who assess themselves as having a disability, under the Disability Confident Employer scheme this guarantees an interview to those individuals who meet the essential criteria of the post. All appointments will be made on merit.

Digital Innovation & Solution Focused Statement

Scottish Borders Council is committed to excellence and continuous improvement through the transformative power of digital solutions reinforcing our commitment to excellence, sustainability, enhancing our work practices and enriching our support to the community. As digital innovation evolves, our organisation is dedicated to integrating these advancements in a manner that aligns with our core values and strategic objectives.

All roles across the Council will actively seek and implement the latest digital solutions and technologies that can improve efficiency, productivity, and the quality of our services. Training will be provided, to ensure staff are proficient in utilising new technologies, fostering a culture of continuous learning and adaptability.

Please note priority will be given to staff on the deployment/redeployment list who meet the essential criteria of the post.

Please note that applicants who have received early retirement/voluntary severance from Scottish Borders Council will not be considered.

TEMPORARY POSTS

If at a later date a temporary post becomes permanent, it will be at the discretion of the Department's management team to confirm the post holder as permanent without readvertising.

PRE EMPLOYMENT CHECKS

Essential

- Confirmation of Right to Work in the UK - **(All posts)**
- Level 1/Level 2/PVG Registration Disclosure Check - **(PVG/Disclosure posts only)**
- References - **(All posts)**
- Confirmation of qualifications required to meet the essential criteria on the person specification - **(All posts)**

Right to Work in the UK - To ensure that you are eligible to work in the UK, we will require the following documentation:

- A Passport showing you are a British/Irish Citizen.

OR

- A British Birth/Adoption Certificate along with an official document containing your name and permanent National Insurance number

For all other nationalities

- Settled status code

OR

- Immigration status document, for further information visit Apply to the EU Settlement Scheme (settled and pre-settled status) - GOV.UK (www.gov.uk)



Recruitment Profile



Please note that a Short Birth Certificate and a Driving Licence are not sufficient to show your entitlement to work in the UK.

OTHER DETAILS

Disclosure/PVG Registration

Under the Rehabilitation of Offenders (Exclusion and Exceptions) (Scotland) Order 2003 to the 1974 Rehabilitation of Offenders Act (ROA) Scottish Borders Council are entitled to ask "exempted questions" that require applicants for certain positions to reveal their full criminal history.

This means that all details of criminal convictions, whether they are spent or not, must be disclosed to help the recruiting manager assess the person's suitability for a position of trust.

Disclosure

These "excepted professions" are set out in the Exceptions Order and include:

- certain professions in areas such as health, pharmacy and the law;
- senior managers in banking and financial services;

PVG Registration

Certain posts are considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by Scottish Borders Council.

PVG/Disclosure Process

After the application is processed you will receive an email with a secure link to view the disclosure. You must share this with us to progress the recruitment process.

Teacher Posts in Catholic Schools

Certain posts are in a denominational school therefore candidates must seek Catholic Church approval when submitting their application for these posts. You should apply for RC Church approval at the same time as submitting your application form. Guidance and the relevant forms can be obtained at www.sces.uk.com/approval.html.

Political Restrictions

Certain posts within Scottish Borders Council will be deemed Politically Restricted. If you are appointed to such a post the Local Government Officers' (Political Restrictions) Regulations 1990 provide that your terms and conditions of employment are deemed to incorporate additional provisions set out in the Schedule to the Regulations, a copy of which can be obtained from HR. Full details of restrictions will be provided in your application pack if you are applying for a Politically Restricted post.

**** From 1 April 2026 a Scottish Local Government Living Wage Rate of £13.52 per hour has been agreed. All employees recruited on a salary/wage less than the SLGLW rate shall receive a payment additional to their salary/wage in order that they are paid at the rate of £13.52 per hour. The additional payment shall count as pensionable earnings and be subject to deduction of tax, national insurance and pension where appropriate.