COMHAIRLE NAN EILEAN SIAR

JOB DESCRIPTION

Job Title:	Assistant Engineer	**Job Number:**	Various
Department:	Depute Chief Executive's	**Grade:**	G
Location:	Stornoway	**Date:**	October 2026
Responsible To:	Chief Officer, Assets and Infrastructure; in the first instance to the Civil Engineering Manager		

Job Purpose

To assist the Roads Engineer or relevant project lead in managing the Comhairle's infrastructure roads assets. This will typically involve using and providing technical expertise to assist in the delivery of capital and revenue schemes relating to these assets. The role also involves the design, procurement and supervision of works as well as inspection and assessments of existing assets. This is to help fulfil the Comhairle's statutory obligations and to meet the needs of Elected Members and the general public.

Duties

1. Assist in managing the Comhairle's statutory responsibilities in relation to its road assets.
2. Assist in the inspection and assessment of road assets.
3. Assist in the management of abnormal load notifications, Traffic Regulation Orders, 3rd party insurance claims etc.
4. Assist in scheme identification, design and option appraisal of infrastructure assets in line with developed forward programmes.
5. Assist in the preparation, procurement, delivery and supervision of revenue and capital maintenance works carried out on road assets and provide engineering advice as appropriate.
6. Assist in delivering a wide range of statutory road functions and to assist in the work of any of the Roads Service workload as directed by the Civil Engineering Manager.
7. Participate in Winter Maintenance and emergency response activities.
8. Assist in the management of the in-house roads operatives as required.
9. Carry out other duties as directed by line manager.
10. Assist in responding to enquiries, queries and freedom of information requests from MPs, MSPs, Members and the public with respect to road structure assets.
11. Ensure the effective management of wellbeing and safety with the area of responsibility for employees and anyone else affected by the work activities, through the implementation and compliance with health and safety legislation, policies, procedures and arrangements, particularly in relation to Construction (Design and Management) Regulations 2015 (CDM).

12. Willingness to work towards and gain professional qualification (IEng/CEng).
13. To work on own initiative with minimal supervision and have regular contact with Elected Members, external organisations and the public.

General Accountabilities

1. To ensure that all information received and disseminated, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Data Protection legislation.
2. To ensure compliance with Standing Orders and Financial Regulations of the Comhairle.
3. To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.
4. As the Comhairle is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within the Comhairle's Risk Management Policy.
5. To comply with the Comhairle's Equal Opportunity Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.
6. To keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate and required for the effective performance of the duties of the post.
7. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.



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PERSON SPECIFICATION

This form lists the essential and desirable criteria required. Applicants will be leeted on the basis of meeting the criteria. Please ensure you complete your application form considering the criteria below.

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CRITERIA	ESSENTIAL	DESIRABLE
Knowledge	E1. Good knowledge and understanding of engineering principles. E2. Knowledge of highway design principles. E3. Good knowledge of current CDM and other Health and Safety Regulations.	D1. Knowledge of different forms of procurement. D2. Knowledge of Project Management. D3. Knowledge of contract law. D4. Knowledge of current technical standards for highway design and construction.
Skills and Abilities	E4. Good practical and problem solving skills. E5. Good oral / written communication and presentation skills. E6. Good ICT skills – especially the MS Office package.	D5. Ability to motivate and advise other technical staff. D6. Experience/knowledge of current surveying techniques.
Education and Experience	E7. Educated to B.Eng, HND or HNC in Civil Engineering (or relevant discipline) or present evidence of comparable experience and training. E8. Relevant experience of civil engineering design and construction. E9. Experience and understanding of detailed design processes, asset management processes, contract management, procurement processes, CDM Regulations. E10. Experience of communicating with the public, stakeholders and other professionals. E11. Experience in the following computer packages (MS Office, AutoCAD, structural design software).	D7. Hold an appropriate membership with the Engineering Council through a professional body such as the Institution of Civil Engineers (ICE) or Chartered Institution of Highways and Transportation (CIHT) or present evidence of working towards professional qualification. D8. Documentary evidence of comprehensive Continuing Professional Development. D9. Experience of road design and management and associated legislation. D10. Experience in areas of work such as highways, drainage, bridges and structures. D11. Experience in construction supervision. D12. Local Government experience. D13. Experience of roads asset management

		systems. D14. Experience in Surface Dressing techniques.
Other Factors	E12. Ability to manage conflicting demands, meet deadlines and work as part of a team. E13. Flexibility to deal with change. E14. Honesty, Openness and Integrity. E15. Accuracy and attention to detail. E16. Full UK Driving Licence	

