

## Kent County Council

### Job Description: Structures Engineer

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<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Highways and Transport - Structures</b>
<b>Location:</b>	<b>Kroner House, Ashford</b>
<b>Grade:</b>	<b>KSG</b>
<b>Responsible to:</b>	<b>Structures Development Programme Manager</b>

#### **Purpose of the Job:**

To provide engineering support to the Structures Development Control team. Liaising with Scheme Promoters (KCC internal, Developers, and other third parties) to ensure works to Highway Structures are carried out in accordance with appropriate standards.

The post holder will provide technical advice, general project management of schemes, along with associated financial control and administrative tasks.

#### **Main duties and responsibilities:**

- Undertake review of submissions from Scheme Promoters and their representatives to ensure compliance with KCC's Technical Approval Procedure and the current approved codes of practice and technical standards.
- Act as Lead Officer for small schemes to provide responses and comments to submissions.
- Assist Lead Officer on larger schemes to provide responses and comments to submissions with assistance.
- Undertake site visits and construction audits to ensure assets are being constructed in accordance with agreed and approved designs.
- Prepare and review Risk Assessments and Method Statements. Ensure compliance with Health and Safety legislation, e.g. CDM 2015.
- Keep accurate records of time spent on Developer funded schemes and ensure costs are appropriately recharged.
- Maintain the asset data inventory including transferring records to Structures Maintenance Team.
- Liaise with and instruct legal colleagues and contribute to the content of legal agreements to ensure the interests of Highway Structures are covered.
- Assist in the preparation of briefs to consultants and other service providers to help in the fulfilment of fulfilling the duties allocated, and work with commissioned suppliers and third parties to ensure the efficient delivery of all commissioned works.
- Ensure all scheme documentation and correspondence is logged and filed accurately.

- Liaise with Developers, members of the public, elected Members, Parish/Town/District and Borough Councils, other KCC teams, contractors, utility providers, and third parties (e.g. Network Rail, Environment Agency) in accordance with KCC's Customer Service Strategy.
- Ensure communications, enquiries and complaints are managed sympathetically, accurately and in a timely manner in line with KCC procedures.
- You will be required to provide assistance to other teams within the GET directorate, or any other part of KCC, from time to time as and when your skills and knowledge are required for particular projects and initiatives.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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### Person Specification: Structures Engineer

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Minimum of BEng in Civil Engineering or a related subject (course must be accredited by the Engineering Council Joint Board of Moderators).</li> <li>• Graduate member of relevant professional institution.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Previous experience working in a structural or highway engineering environment is required.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• A Full UK Driving Licence – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability.</li> <li>• Ability to use and interpret spatial data (maps and drawings).</li> <li>• Good teamworking skills.</li> <li>• Self-motivated and strong desire to learn.</li> <li>• Good interpersonal and communication skills to liaise with developers and colleagues.</li> <li>• Computer literacy, training in specialist software used will be provided.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Understanding of structural principles and current standards (e.g. Eurocodes and Design Manual for Roads and Bridges).</li> <li>• Awareness of geotechnical engineering principles.</li> <li>• Broad knowledge of relevant legislation with ability to research and interpret.</li> <li>• Understanding of CDM Regulations and risk assessments.</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p>

	<p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>
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