

Directorate:	Growth, Environment and Transport
Unit/Section:	Highways and Transport – Structures
Grade:	KSF
Responsible to:	Structures Development Programme Manager Structures Assessment Programme Manager Structures Renewals Programme Manager

Purpose of the Job:

To provide engineering support to the Structures Team. As a Graduate Structures Engineer you will be placed in one of the three Structures Teams and will support the Team Leader in progressing various civil/structural engineering tasks and projects.

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

Main duties and responsibilities:

- Undertake civil/structural engineering roles for the respective Team Leaders, this may include assisting with approving designs for new structures or geotechnical assets, planning and implementing the inspection and assessment programme for existing assets or delivering our capital and revenue works schemes.
- Undertake site visits and construction audits to ensure assets are being constructed in accordance with agreed and approved designs.
- Assist in the preparation of risk assessments and method statements. Ensure compliance with Health and Safety legislation, e.g. CDM 2015.
- Assist with budget planning and reporting in areas of responsibility within the team.
- 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 project documentation and correspondence is logged and filed accurately.
- 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.

Kent County Council

Person Specification: *Graduate Structures Engineer*

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.

	CRITERIA
QUALIFICATIONS	• BEng in Civil Engineering or a related subject (course must be accredited by the Engineering Council Joint Board of Moderators). • Graduate member of relevant professional institution.
EXPERIENCE	• This position is an entry level position for a Civil Engineering graduate. No prior work experience is necessary
SKILLS AND ABILITIES	• 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. • Ability to use and interpret spatial data (maps and drawings). • Good teamworking skills. • Self-motivated and strong desire to learn, ambition to achieve professional qualifications in the future. • Good interpersonal and communication skills to liaise with customers and colleagues. • Computer literacy, training in specialist software used will be provided.
KNOWLEDGE	• Understanding of structural principles and awareness of current standards (e.g. Eurocodes and Design Manual for Roads and Bridges). • Awareness of relevant legislation with ability to research and interpret. • Awareness of CDM Regulations and risk assessments.
KENT VALUES AND CULTURAL ATTRIBUTES	Kent Values: • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make Our values enable us to build a culture that is: Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile Curious - constantly learning and evolving Compassionate and Inclusive - compassionate, understanding and respectful to all Working Together - building and delivering for the best interests of Kent Empowering - Our people take accountability for their decisions and actions Externally Focused - Residents, families and communities at the heart of decision making

