

Kent County Council

Job Description: Graduate Structures Engineer

Directorate:	Growth, Environment and Transport
Unit/Section:	Structures Asset Management
Location:	Ashford Highway Depot
Grade:	KR8
Responsible to:	Structures Development Control Team Leader

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, assist with general project management of schemes, along with associated financial control and administrative tasks.

Main duties and responsibilities:

1. Undertake review of submissions from Scheme Promoters and their representatives with assistance 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 with assistance.
2. Assist with site visits and construction audits to ensure assets are being constructed in accordance with agreed and approved designs.
3. Ensure compliance with Health and Safety legislation, e.g. CDM 2015.
4. Keep accurate records of time spent on Developer funded schemes.
5. 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.
6. Ensure all scheme documentation and correspondence is logged and filed accurately.
7. Liaise with Developers, members of the public, elected Members, Parish/Town/District and Borough Councils, contractors, utility providers, and third parties (e.g. Network Rail, Environment Agency) in accordance with KCC's Customer Service Strategy.
8. Ensure communications, enquiries and complaints are managed sympathetically, accurately and in a timely manner in line with KCC procedures.
9. 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.

This job description will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the duties listed.

Applicants who have a disability and who meet the minimum criteria will be shortlisted.

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

QUALIFICATIONS* * (or equivalent in experience)	<ul style="list-style-type: none"> Minimum of HNC in Civil Engineering or a related subject.
EXPERIENCE	<ul style="list-style-type: none"> This position is an entry level position for a Civil Engineering graduate.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Ability to use and interpret spatial data (maps and drawings). Good teamworking skills. Self-motivated and strong desire to learn. Good interpersonal and communication skills to liaise with developers and colleagues. Computer literacy, training in specialist software used will be provided.
KNOWLEDGE	<ul style="list-style-type: none"> Understanding of structural principles and awareness of current standards (e.g. Eurocodes and Design Manual for Roads and Bridges). Broad knowledge of relevant legislation with ability to research and interpret. Working knowledge of CDM Regulations and risk assessments.
BEHAVIOURS (consider key for this post)	<p>Open</p> <ul style="list-style-type: none"> Act with integrity, honesty and transparency Demonstrate healthy attitude to risk Welcome and expect change and evolving technology Work in new ways Be willing to learn Work as a whole council Treat people fairly and with respect <p>Invite contribution and challenge</p> <ul style="list-style-type: none"> Work collaboratively to find new solutions Innovate Put the interests and wellbeing of customers first Be open to challenge Actively encourage and expect contribution <p>Accountable</p> <ul style="list-style-type: none"> Do more for yourself Take personal and professional responsibility for your actions and performance Deliver at pace Look for ways to save money Look for commercial opportunities Focused on outcomes