 **Job and Person Profile (JPP)**



|  |
| --- |
| **Job details** |
| **Job title** | Structures Engineer |
| **Job Reference** | 20470 |
| **Grade and Salary** | 6 - £40,777 - £47,054 per annum (pro rata for part time)This role includes performance related pay progression |
| **Service and Team** | Highways – Infrastructure Management |
| **Location** | Phoenix House, 3 Goddard Road, Ipswich, IP1 5NP – Hybrid  |
| **Hours per week** | 37 |
| **Status** | **Permanent** |
| This role may offer the following flexible working options | * *Working part time hours (eg different hours/days to those advertised)*
* *Job sharing*
* *Working compressed hours (eg a nine-day fortnight)*
* *Term time working (including partial term-time working)*
* *Use of flexitime / time off in lieu*
* *Hybrid working options, including some home working*
* *Working from different Council buildings*
* *Working adjusted core hours (eg starting later and finishing later or other patterns)*
 |

|  |
| --- |
| **About us** |

As a modern and effective council, we understand the importance of being flexible and well-connected in the ways we work. We focus our ambitions on doing what’s right for people, our partners and our communities - both now and for the future.

That’s why, as one of the largest employers in Suffolk, we believe in empowering everyone. Through career variety and collaborative working, accessible career paths and professional development.

The support and care we offer encourages and enables you to be the best you can be. To make a meaningful impact on the world around you. To achieve a unique sense of pride in what you do, why you do it and where. **Reimagine the possibilities.**

|  |
| --- |
| **Main purpose of the job** |

To inspect, assess, and design bridges and structures on the local highway network and liaison with Infrastructure Operations or external contractors in the delivery of maintenance or improvement works on individual bridges and structures.

|  |
| --- |
| **Suffolk Highways**  |

Suffolk Highways is a collaboration between Suffolk County Council and private sector service provider(s) to meet the primary objective of maintaining roads and delivering new highway infrastructure in Suffolk.

Personnel from all organisations work as part of an alliance that aspires to be as effective, efficient, respected as possible and at the forefront of highway maintenance and improvement service delivery.

All personnel in Suffolk Highways shall work to a shared set of values and behaviours.

|  |
| --- |
| **The expected values and behaviours of all Suffolk Highways’ employees** |

* We work together to achieve the best that we can and support one another in our work as one team.
* We look ahead so that we may better inspire each other to continually improve and take pride in what we do and the service that we provide to our customers.
* We make things happen by empowering, encouraging, and motivating our colleagues and by showing respect to all people that we work with and for.
* We collaborate and work as one team to provide the best possible highways service for Suffolk.
* We take responsibility and do what we say we will do efficiently and effectively.
* We act in a professional manner and demonstrate integrity as we strive to resolve problems and achieve positive outcomes.
* We are here for and will communicate clearly with our customers and be considerate to their needs and aspirations.
* We model our values in everything that we do.

|  |
| --- |
| **General role expectations** |

* Manage yourself and any personnel for which you may on occasion lead by taking responsibility for your own and their personnel development, motivation, performance, behaviour, health, safety and general wellbeing through the application of appropriate policies, procedures and management techniques.
* Plan and be creative in the use of resources through meaningful application of technology, systems thinking, smarter ways of working, time management and project management tools and techniques.
* Think critically and analytically to provide clarity of vision to others, make decisions and recommendations based on sound rationale, and influence the development and implementation of strategies for positive change.
* Be an effective ambassador for Suffolk Highways and deliver meaningful, convincing and motivational communications internally and externally to Suffolk Highways to a wide range of audiences.
* Work collaboratively with others to build relationships and a network of contacts that will deliver the best outcomes for people and places in Suffolk, whilst accounting for and responding to customer satisfaction and future needs.
* Respond to increasing financial pressure by being creative, innovative and cost-focused, exercising strong financial judgement and risk management to secure optimum efficiency savings, cost reductions and profitability without sacrificing service quality.

|  |
| --- |
| **What you’ll be expected to personally deliver** |

* Design and assess bridges and other structures so that they are fit for regular and their intended use;
* Independently check bridge designs and assessments undertaken by others as part of the formal ‘design check’ process;
* Prepare design, strengthening, inspection and assessment briefs for consultants for bridges and structures, assisting with those that are complex in nature or require specialist intervention;
* Manage the work of appointed consultants, ensuring compliance with the Design Manual for Roads and Bridges, Well-managed Highway Infrastructure and other related and relevant standards and codes of practice;
* Undertake principal and general bridge inspections, producing technical reports that identify any necessary remedial work and review inspection reports undertaken by others;
* Financially manage personally assigned bridge and structure repairs, improvements and replacement within available revenue budgets and capital allocations;
* Consult as necessary with internal and external parties including statutory undertakers, Environment Agency, ecologists, landowners, the public, parish and county councillors, the Ramblers Association, material suppliers, works commissioners and other specialists as part of the preparatory work required before undertaking bridge and structures repairs on the highway network;
* Produce appropriate contract documentation to enable the progression of bridge and structures maintenance repairs and replacement in a timely and cost-effective manner;
* Liaise with Infrastructure Management and other Suffolk Highways services in the preparation of designs and works instigation so as to identify as full a range of maintenance activity at bridge and structure sites as possible;
* Ensure project management plans, cost-effective technical designs, drawings, documents, specifications and other works information are prepared to an appropriate level of detail when the maintenance and improvement of bridges and structures are to be implemented by Infrastructure Operations;
* Manage investigation, design and works costs to control expenditure (offset by income) within scheme financial allocations;
* Take a proactive role in informing the local county councillor of any planned maintenance work and ensure that local parish and town councils and other relevant organisations and the general public are given suitable advance notice of any intended works;

Although this list provides examples of what you will be doing it’s not intended to be exhaustive, and you will have personal objectives linked to our People Plans and Strategies that will be discussed and agreed with your line manager when you start.

|  |
| --- |
| **Person Profile – what you will bring to the team** |

**Qualifications and professional memberships**

1. Level 6 qualification (e.g. BSc, BEng degree or equivalent) in civil or structural engineering;
2. Hold Engineering Technician status and/or working towards Incorporated Engineer status;
3. Preferably hold NEBOSH or IOSH qualification for managing health and safety.

**Values and personal qualities**

1. Demonstrates a passion for making a positive difference for Suffolk.
2. Shares our [[WE ASPIRE](https://www.suffolk.gov.uk/jobs-and-careers/working-for-suffolk-county-council/our-weaspire-values/)](https://www.careers.suffolk.gov.uk/home/about/our-values) Values and strives to lead by example in relation to these.
3. A strong commitment to fairness and Equality, Diversity and Inclusion (EDI).
4. Strives to continuously improve in everything they do, taking the initiative to learn and develop.
5. Brings creativity into their work through innovation and openness to change.
6. Collaborates well with others and offers assistance and support to colleagues.

**Specialist knowledge skills and experience**

1. Knowledge of structural behaviour and experience in the inspection, design, assessment and management of this, including for moderately complex structures;
2. Experience of bridge and structures design management over a reasonable time period;
3. Experience in successfully delivering a range of bridge or structures projects;
4. Knowledge, awareness and practical application of bridge and structural design, inspection and maintenance techniques, including the appropriate application of the Design Manual for Roads and Bridges and other relevant structural codes of practice and guidance;
5. Understanding of relevant health and safety legislation and codes of practice (including the CDM Regulations 2015);
6. Knowledge of traffic management regulations, guidance and requirements;
7. Good IT skills with full working knowledge of the Microsoft Office suite including Project and SharePoint, as well as experience of structural design software and the use of Autocad;
8. Working knowledge and understanding of quality management systems and procurement methods.

**Additional requirements**

1. Ability to plan, prioritise, manage own workload on a day-by-day basis to meet timescales and budgets;
2. Ability to make own decisions regarding methodology, design code interpretations and at site meetings with third parties;
3. Good communication skills (in person and in writing) with an ability to build relationships and interact effectively with stakeholders;
4. Organised, logical forward thinker and positive problem solver
5. Able to travel between offices and depots and through work sites throughout Suffolk, representing both Suffolk Highways and the County Council
6. A flexible approach to working and demonstrable experience of readily taking on new challenges and responsibilities

If you think you have what it takes to be successful in this role, even if you don’t meet all the criteria, please apply. We’d appreciate the opportunity to consider your application.

|  |
| --- |
| **Travel requirements** |

Due to the nature of this role, you will require a driving licence. A vehicle will be provided.

|  |
| --- |
| **Our values – WE ASPIRE** |



At Suffolk County Council our WE ASPIRE values set out the behaviours we expect from everyone in the organisation regardless of who they are, what their role or grade is or where they work.

The values have been developed through feedback and input from employees at the council and underpin how we go about our everyday work. They define us and help us to be the best we can be.

Visit our [**careers pages**](https://www.careers.suffolk.gov.uk/) for more information on our WE ASPIRE values.

|  |
| --- |
| **Our Customer Commitment** |



In addition to our WE ASPIRE values, we also have a **Customer Commitment** which sets out a number of strong principles that help support high standards of customer service and care that we can all endeavour to consistently demonstrate.

For more information, view our [**Customer Commitment poster.**](https://sccrecruit.blob.core.windows.net/assets/SCC/Other-Docs/17.06.2020_%20CUSTOMER_COMMITMENT_POSTER.pdf)

|  |
| --- |
| **More information for recruitment applicants** |

We offer a fantastic working environment including diverse and active staff networks,

great flexible working options and many benefits, as well as the opportunity to improve the lives of Suffolk residents.

Visit the [**Suffolk County Council career website**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) to learn more, including information about adjustments to recruitment processes, our interview schemes and other commitments to equality, diversity and inclusion.