**Job Description and Person Specification Profile**

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| **Job Title** | Assistant Engineer |
| **Job ID** | F04 |
| **Service** | Engineers |
| **Grade** | G |
| **Reporting to** | Engineering Manager |

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| **The Role** |
| This role will assist in the provision of professional and technical advice and to contribute to the effectiveness of the services within the Unit. **Main Duties and Responsibilities include:**   1. Assist in the development, design and supervision of projects to the council’s   highway infrastructure and other assets in accordance with National Standards,  Codes of Practice and Best Practice.   1. Assist colleagues with Financial and Project Management and monitoring for individual   projects including those promoted by other departments and external clients.   1. Assist in the provision of professional, technical and financial advice to MP’s, Elected   Council Members, Senior Managers and service users regarding delivery of specific  construction projects, studies, research or investigation.   1. Comply with all Health and Safety, Environmental and Financial legislation including   compliance with personal technical competency requirements and project compliance  under the Construction, Design and Management (CDM) Regulations 2015.   1. Effectively deliver and deal with service enquiries or, where appropriate, directing service   users and the public, to sources of information, that satisfy the client’s needs and  safeguard their interests. These undertaken in accordance with the service’s  established procedures and quality standards.   1. Contribute to the maintenance of effective management and communication   systems within Engineering Services in conjunction with senior colleagues.   1. Maintain appropriate work records, to the required service standards, observing data   protection, privacy and confidentiality rules and procedures.   1. Assist with the interpretation, explanation and enforcement of statutory and Council   regulations ensuring appropriate procedures are followed, that parties have  a proper understanding of their position and attempting to reach legitimate, mutually  agreeable solutions through negotiation.   1. Implement and operate information systems that meet the needs of the service and which   ensure accuracy, speedy access and ease of use.   1. Assist to monitor expenditure against allocated project budgets, to ensure   effective spend against established project targets and compliance with financial regulations.   1. Actively adopt effective and constructive relationships with colleagues and external   contacts in order to promote effective partnership arrangements for the delivery of high quality services.   1. Represent Engineering Services at meetings to communicate the Service Unit’s view.   The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post. |

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| **About You** |
| **Your essential qualifications**   * 5 GCSEs including Mathematics and English (Grade C/4-5 and above) or equivalent.   **Your essential skills, knowledge and experience**   * Liaising with the general public * Be able to write letters, emails, memos, statements and reports that are clear, concise and appropriate to the needs of the recipient * Ability to work with people and external agencies both face to face and over the telephone * Ability to communicate with individuals and groups * The ability to identify and meet customer needs * The ability to establish rapport with customers * Seeks and acts on customer feedback * Understands the impact of service delivery for customers * An active desire to provide effective customer centred service * Excellent interpersonal skills * Excellent organisation / self motivation skills. * Ability to prioritise and organise tasks. * Excellent presentation skills. * Ability to liaise effectively with internal and external bodies. * Excellent financial management skills. * Dependable, reliable and good timekeeper. * Demonstrates and encourages high standards of honesty, integrity, openness and respect for others. * Ability to assist in the creation of a positive work culture in which diverse, individual contributions and perspectives are valued. * Proactive and outcome orientated with the ability to work independently and with minimal supervision. * Ability to relate well to others and be perceptive to individual needs * Be self motivated and pro active in achieving job objectives   **If you have the following experience or qualifications – then that’s great!**   * Degrees (BSc or BEng), HNC/HND, BTEC Level 3 (ONC) in Civil Engineering or * Structural Engineering or Civil and Structural Engineering or Civil and Infrastructure Engineering or Construction and the Built Environment Construction * Experience in a relevant specialist technical area * Contact with Elected Members / Councillors * Awareness of Local Authority functions, procedures and policies. * An awareness of current legislation, design standards, regulations, policies, procedures, trends, and developments related to the service. * Project Management * Experience in the use of computer based systems eg Microsoft Office, AutoCad * Be able to apply a range of professional methods, tools and techniques. * An awareness of current legislation, design standards, regulations, policies, procedures, trends, and developments related to the service * An understanding of the organisation and functions of the council * An understanding of the diverse functions undertaken by the service. * Hold a current full Driving Licence |

**Our employees’ skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.**

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| **What can you expect from us?**   * A fair salary and benefits * Opportunities for good health and wellbeing * Help you to grow, develop and to do your best * Enable you to be creative and innovative * Fully involve you in changes that affect you and your work * Listen, and act on your ideas and feedback   **Working together, we are proud to work for Tameside** |

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

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