

Job Outline

Directorate of Communities and Environment

Job Title	Assistant Principal Engineer	Post Number	
Responsible to	Principal Engineer	ERYC Grade	12
<p>Overall Purpose: To assist and deputise for the Principal Engineer as required. To provide management and leadership for the delivery of a particular specialist functional area of Infrastructure & Facilities to deliver the Council's capital and revenue programmes of construction works or services</p>			

Principal Accountabilities	
1	To provide a multi-disciplinary consultancy service including construction management, procurement, engineering, project management, technical advice, feasibility studies, scheme designs, contract administration, investigation and operational management.
2	To assist in delivery of step change improvements in the efficiency of construction service delivery and be accountable for: <ul style="list-style-type: none"> • The technical competence of the section • The quality of construction services provided by the section • The value for money procurement of resources (inc external resources) • Delegated project budget expenditure and performance • Meeting needs of the client (whether expressed or implied)
3	Interview applicants and recommend appointments for senior and junior staff vacancies.
4	To advise on the prioritisation of a multi-million pound capital investment and planned maintenance programme for the Council and where appropriate external clients and partners.
5	To help promote good customer relations and develop the marketing and promotion of Infrastructure & Facilities to Elected Members, other Council departments, suppliers, external agencies and the wider public.

General Information

1	The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
2	The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.
3	The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.



Employee Specification

Post Title: Assistant Principal Engineer

ERYC Grade: 12

Essential Criteria

- Relevant construction related qualification plus relevant post qualification experience.
- Actively studying for a management qualification.
- Sound all round knowledge of construction industry and construction methods.
- Working knowledge of risk management, project management and delivery programming.
- Professional, technical, legal, financial skills in relation to particular specialist area.
- Must understand customer standards and work within them.
- Must consider the need of the customer and value for money.
- Should consider mechanisms for involving customers or customer groups in designing services.
- Negotiation and technical advocate
- Interpersonal skills in the form of oral and written communication.
- Management and leadership in a multi – disciplinary team environment.
- Leadership, interpersonal and motivational skills.
- Good knowledge of construction procurement procedures and associated regulations.
- Experienced with financial control of programme budgets and project costs.
- Project Management and delivery programming skills.
- Ability to organise and prioritise finite resources.
- Flexible, Motivating, Progressive personal qualities.
- Requirement to work additional / unsociable hours at short notice.
- Mainly office based but mobility to attend meetings, meet with members of the public etc.
- Ability to predict and where possible avoid problems using both established and creative techniques.
- Knowledge of Rethinking Construction best practice.
- Analytical, judgemental and creative skills.
- Creativity and flair and the ability to translate these in to value for money project solutions.
- IT specialist skills for mathematical / engineering analysis.



Desirable Criteria

- Registered PRINCE2 Practitioner.
- Equivalent to NVQ Level 4 in an appropriate construction discipline.
- CSCS – Managers & Professionals Card Holder.
- Institution of Occupational Safety and Health ‘Managing Safely’.
- Management qualification.
- Both public and private sector construction / management experience.
- Analysis of complex problems, development of solutions and conveyance to non-technical audiences.
- Undertake the role of Principal Designer for complex schemes.
- Employment and contract law including health and safety and a high level of understanding of the CDM regulations.
- Knowledge of Council Policy administrative and political systems