

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Assistant Engineer / Engineer	<b>Grade:</b> Scale 6 – Assistant Engineer SO1 - SO2 – Engineer
<b>Section:</b> Traffic and Engineering	<b>Directorate:</b> Environment & Community Services
<b>Responsible to following manager:</b> Senior Engineer	<b>Responsible for following staff:</b> N/A
<b>Post Number/s:</b>	<b>Last review date:</b> October 2025

#### Working for the Richmond & Wandsworth Better Service Partnership

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.

## Job Purpose

Responsible for providing support in the design, management and delivery of engineering services and projects which may include traffic management, highways, highways asset management, street lighting, drainage and flood prevention and cycling.

## Specific Duties and Responsibilities

1. To ensure that the services for both Councils are dealt with on an equitable basis to deliver the standards required for each, as agreed annually by the Executives of both Councils.
2. To provide supervision as required to assigned staff and take responsibility for the allocation and checking of work by staff.
3. To advise and support senior managers on relevant service and operational matters.
4. To contribute as required with performance review and improvement measures on an ongoing basis, helping to ensure that a customer focus is embedded within the function and innovative and creative solutions are evaluated to securing the highest quality and value for money function.
5. To contribute as required to change programmes within the service.
6. To support ways of working that ensure residents and stakeholders are actively engaged in the future of the function and are able to influence decision making.
7. To contribute as required to the commissioning, market testing and contract management of services including preparation of engineering contracts.
8. To assist with feasibility studies, site surveys and site investigations, including detailed topographical engineering surveys.
9. To work as required in ways that develop good working relations and collaborative arrangements with internal and external stakeholders.
10. To assist in the preparation of technical and committee reports and associated documentation and provides routine technical and administrative support to Senior Engineers within the team.

11. Identifies solutions to minor problems and makes recommendations to Senior Engineers.

12. Prepares detailed engineering drawings using AutoCAD.

#### **Progression to grade SO1 – and post retitled Engineer**

13. Carries out analysis and detailed design using computer design packages and makes recommendations to Senior Engineers.

14. Monitors contractor performance and prepares Contract Certificate Payments

15. Monitors site safety and safe working practices of contractors undertaking works and reports to Senior Engineer.

#### **Progression to grade SO2 – and post retitled Engineer**

16. To act as deputy to Senior Engineers as required.

17. Carries out complex topographical surveys and complex feasibility studies and surveys.

18. Acts as assistant to Senior Engineer's Representative under the ICE Conditions of Contract, including negotiating rates and claims with Contractors and makes recommendations to Senior Engineer.

#### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.

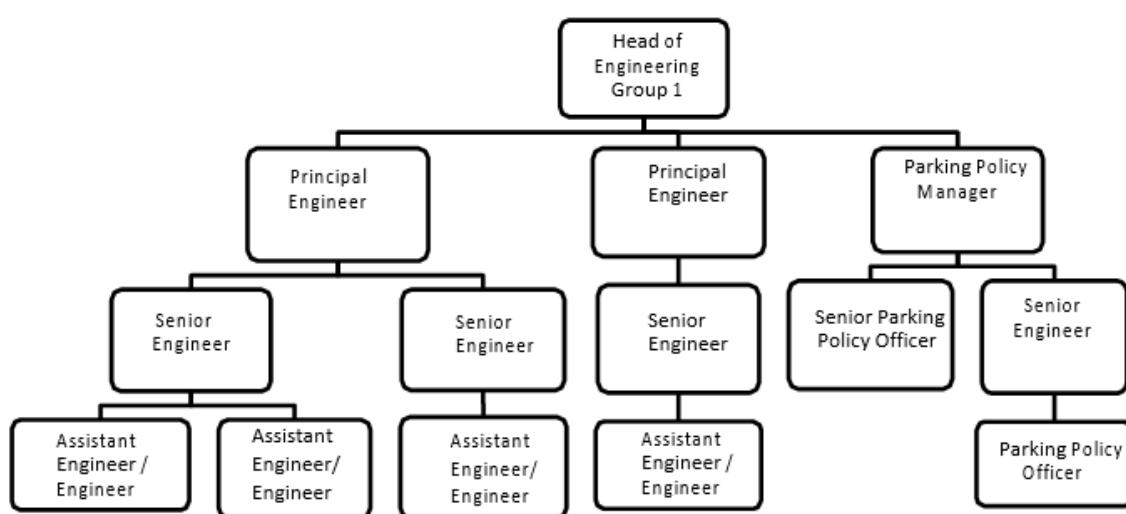
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

## Additional Information

- To assist with the effective financial management of assigned service areas and projects.
- To ensure that all services are provided in accordance with local and national health and safety requirements.
- To assist in the supervision of contractors including the measurement of works and checking of invoices.
- To periodically attend evening meetings.

## Team structure

**Engineering Group 1**



## Person Specification

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<b>Post Number/s:</b> TBC	<b>Last review date:</b> October 2025

### Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements	Assessed by A & I/ T/ C (see below)
<b>Knowledge</b>	
Practical highway/traffic engineering knowledge.	A/I
Working knowledge of health and safety associated with streetworks.	A/I
Sound understanding of the role of local government.	A/I
<b>Experience</b>	
Experience/understanding of working in an engineering/technical environment including use or understanding of AutoCAD and associated software packages.	A/I
Working to transport policies and highway design standards.	A/I

Experience of dealing effectively with customers.	A/I
<b>Skills</b>	
Ability to analyse and interpret data.	A/I
Numerate and literate.	A/I
Good time management skills.	A/I
<b>Qualifications</b>	
Ideally a degree or HND/HNC in appropriate subject or appropriate qualifications for college entrance and suitable work experience	A/I

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**