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Job Profile comprising Job Description and Person Specification

Job Description

| | |
|---|---|
| Job Title: Assistant Engineer / Engineer | Grade: Scale 6 – Assistant Engineer SO1 - SO2 – Engineer |
| Section: Traffic and Engineering | Directorate: Environment and Community Services |
| Responsible to following manager: Senior Engineer | Responsible for following staff: N/A |
| Post Number/s: | Last review date: April 2016 |

Working for the Richmond/ Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

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.



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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.



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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 the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, 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 role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

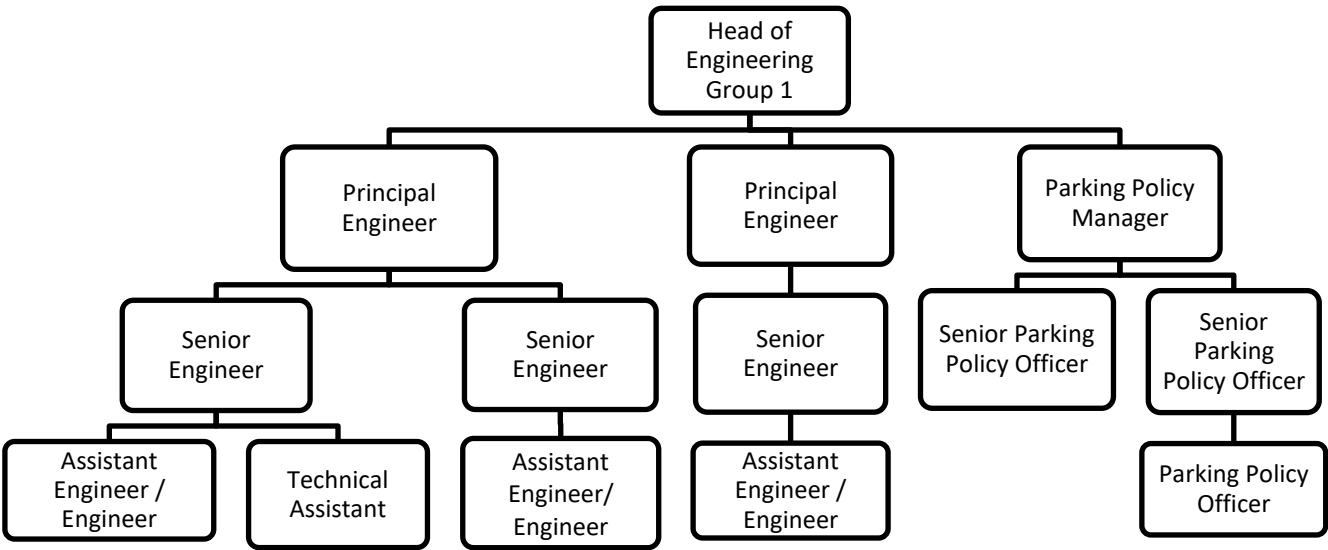


Additional Information

- 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.

Current team structure

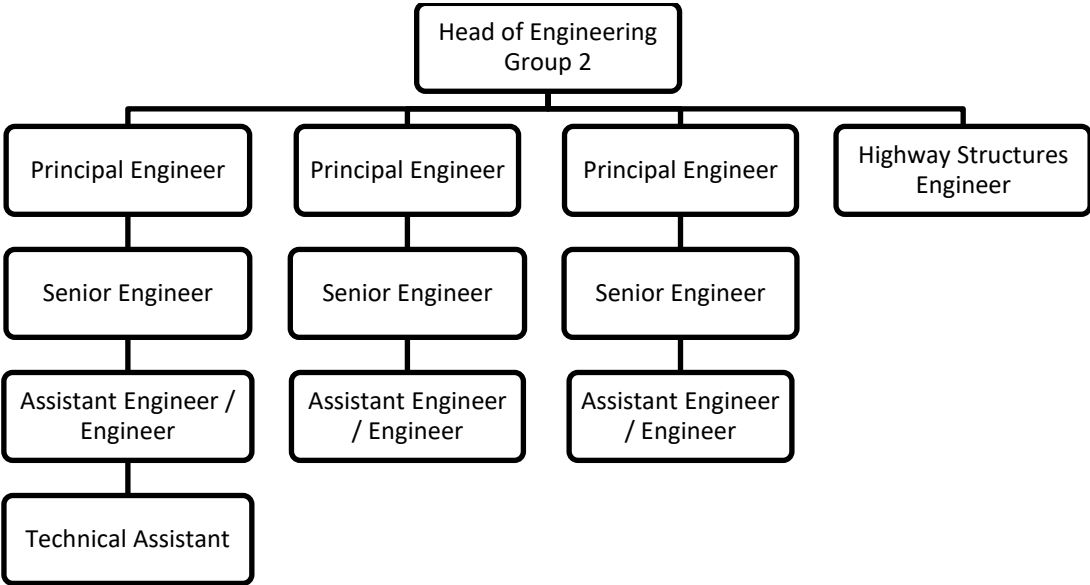
Engineering Group 1



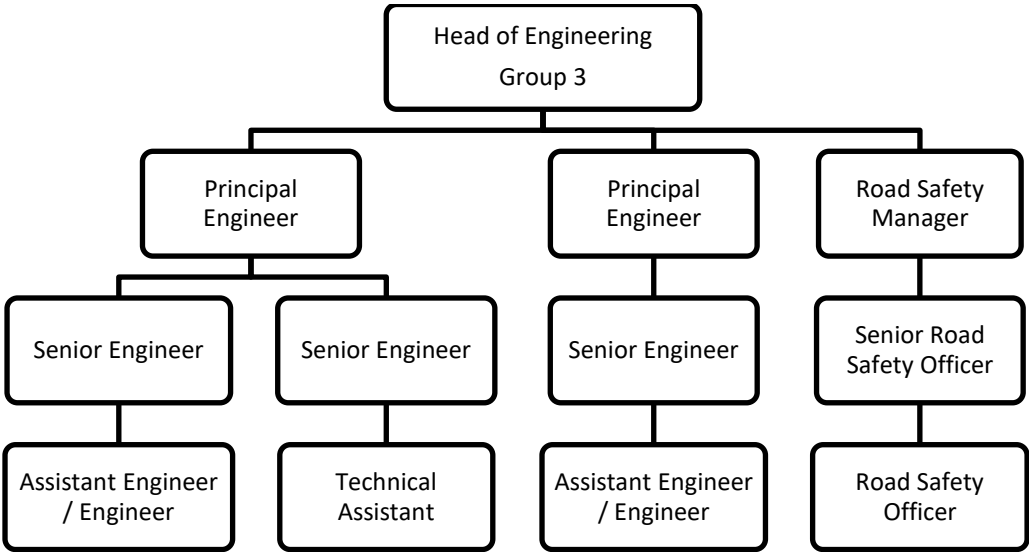


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Engineering Group 2



Engineering Group 3





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Person Specification

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Our Values and Behaviours

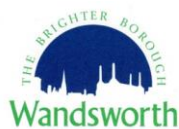
The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

| Person Specification Requirements | Assessed by A & I/ T/ C (see below for explanation) |
|--|---|
| Knowledge | |
| 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 |
| Experience | |
| Experience of working in an engineering/technical environment including use 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 |
| Skills | |



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|--|-----|
| Ability to analyse and interpret data. | A/I |
| Numerate and literate. | A/I |
| Good time management skills. | A/I |
| Qualifications | |
| Degree or HND/HNC in appropriate subject or Appropriate qualifications for college entrance and suitable work experience | A/I |

A – Application form

I – Interview

T – Test

C – Certificate