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| Designation: | Assistant Civil Engineer – Missing Mile |
| Grade: | Stroud 5 |
| Hours: | 37 |
| Location: | Ebley Mill |
| Job Purpose: | To lead delivery of designated engineering aspects of the Cotswold Canals Connected (CCC) Phase 1B of the restoration of the Cotswold Canals |
| Responsible to: | Canal Engineering Manager |
| Responsible for: | Supervision and management of work carried out by the Project’s volunteer engineering teams and externally employed contractors in SDC-led projects |

KEY DUTIES

- **Management and co-ordination of the sub-project team managers, volunteers and/or external contractors engaged on the delivery of the sub-projects which combine to make up the Missing Mile section of the canal restoration project**
- **Supervision of and assurance of quality and standards in works of the canal restoration**
- **Manage the sub-project interfaces**
- **Work with other key members of the Engineering Management Team (i.e. Volunteer Manager, Buyer etc.) to ensure adequate resourcing for sub-projects is available when required**
- **Assist with management of the engineering budget and ensure proper accounts are kept and returns made**
- **General day to day support to the Canal Engineering Manager**
- **Report on sub-project progress in accordance with Project Programme**
- **Review proposed sub-project designs**
- **Support preparation, and assessment of, Risk Assessments and Method Statements and ensure their use**
- **Advise on the procurement of addition design requirements and/or services as necessary**
- **Ensure that all regulatory approvals are obtained within timescales required by the project**
- **Liaise with and support teams responsible for regulatory approvals**

- Collation and preparation of project management reports

SKILLS AND KNOWLEDGE

- Educated to degree level or equivalent in construction related subject and/or membership of a relevant professional institution
- Track record in project delivery in a civil engineering environment
- High quality verbal and written communication skills
- Computer literacy of typical office software
- Technical knowledge of the construction industry
- Problem solving skills
- Ability to set and achieve own targets
- Procuring, preparing and reviewing design drawings
- Planning/regulatory processes
- Keep up to date with changes in construction methods, statutory legislation and carry out continued professional development (CPD)

COMPLEXITY AND CREATIVITY

- To help develop and maintain an environment and atmosphere of active participation, co-operation, commitment and achievement
- To demonstrate an innovative and creative approach to the project delivery

JUDGEMENT AND DECISIONS

- Analyse and manage the project-specific and corporate risk attached to any decision made
- To be persuasive and diplomatic
- Have good judgement to decide when to insist on corrections, when to persuade or negotiate, and when to compromise

CONTACTS

- Volunteer engineering team managers and designers
- Representatives of regulatory bodies
- Suppliers and contractors
- Members of partner agencies within the CCC Project
- Members of the public/stakeholders

RESOURCES

Responsible for the:

- Day to day project and financial management of those sub-projects within the Missing Mile
- Support the procurement of works connected with the delivery of the project
- Management of regulatory licence and permit applications to meet the project needs

TRAVEL DESIGNATION

Mileage travelled on Council business will be reimbursed at the HMRC rate in accordance with the Council's Travel and Subsistence Policy.

GENERAL

- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.