

<b>Designation:</b>	<b>Assistant Civil Engineer</b>
<b>Grade:</b>	<b>Stroud 5</b>
<b>Responsible to:</b>	<b>Canal Engineering Manager</b>
<b>Service Area:</b>	<b>Canal Team</b>
<b>Post Number:</b>	<b>TBC</b>

## ESSENTIAL CRITERIA

### QUALIFICATIONS

- Good standard of literacy and numeracy
- Education to degree standard or equivalent
- A relevant professional qualification

### EXPERIENCE

- Project management in a civil engineering environment
- Proficiency in procuring and reviewing design drawings and specifications
- Report writing
- Hands on experience of site management of civil engineering projects

### SKILLS & KNOWLEDGE

- Ability to communicate with people of all ages and backgrounds
- Site record keeping and progress monitoring
- Knowledge of the planning and regulatory framework
- Written and verbal communication skills

### PERSONAL ATTRIBUTES

- Committed to providing excellent customer service
- Ability to work as part of a team and to 'muck in'
- Excellent team working and interpersonal skills
- Assertiveness
- A high level of personal enthusiasm and motivation
- Willingness to undertake relevant training
- Keen ambassador for maintaining a safe and healthy working environment.

### OTHER

- Committed to working for an employer that values diversity and equality of opportunity
- Current full driving licence
- Demonstrate a flexible 'can do' attitude
- Post may require a check by the Disclosure and Barring Service

## DESIRABLE CRITERIA

### QUALIFICATIONS

- Membership of a relevant professional institution
- Current Site Supervisors' Safety Training Scheme (SSSTS) certificate
- A degree in Engineering or a related subject

### EXPERIENCE

- Ability to prepare design drawings
- Knowledge of waterway projects

## SKILLS & KNOWLEDGE

- Computer literacy of typical office software including CAD
- Familiar with the use of Microsoft project management software
- Knowledge of construction techniques and health and safety processes

## CORE COMPETENCIES

### 1. **Effective Communication**

Ability to communicate clearly and effectively with a diverse range of people.  
You can vary your communication dependent to your customer, using effective listening with the ability to persuade and influence where appropriate.

### 2. **Customer Service**

Ability to deliver the highest quality of service to our customers - internal and external.  
You will strive to deliver a consistently high quality service, with commitment to understanding and meeting their needs, inline with policies.

### 3. **Working Together**

Ability to work co-operatively with colleagues and partners to achieve results and develop good working relationships.  
Ability to focus on the development of yourself and colleagues in order to enhance performance, motivation and ability to change.

### 4. **Innovating**

Ability to seek better, more effective ways of delivering services.

### 5. **Accepting Change**

Ability to adapt to new work challenges and situations, adopting a positive attitude to change.

### 6. **Supporting the delivery of SDC priorities**

Ability to demonstrate an understanding of and commitment to the Council and its Services.  
Ability to demonstrate how your work supports and meets the needs of the service.

### 7. **Conscientiousness**

Ability to be conscientious in the work you do and demonstrate that you can work in an organised and orderly manner.  
Ability to demonstrate that you can be industrious in the way you work.