

Designation:	Assistant Civil Engineer – Missing Mile
Grade:	Stroud 6 plus Market Supplement
Hours:	37
Location:	Ebley Mill / Site Project Office
Job Purpose:	To lead delivery of designated engineering aspects of the Cotswold Canals Connected (CCC) phase 1B of the restoration of the Cotswold Canals within the agreed budget and timescales
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

KEY DUTIES

- **Management and co-ordination of volunteer and/or external contractors engaged on the delivery of various projects which combine to make up the Missing Mile section of the canal restoration project**
- **Site supervision, measurement, record keeping and assurance of quality and standards in works of the canal restoration**
- **Manage the project construction interfaces with adjacent projects**
- **Work with other key members of the Engineering Management Team to ensure adequate resourcing for projects is available when required**
- **Assist with management of the engineering budget and ensure proper accounts are kept and reported**
- **General day to day support to the Canal Engineering Manager**
- **Reporting on project progress in accordance with Project Programme**
- **Review proposed project designs and input to their final design**
- **Support preparation, and assessment of, Risk Assessments and Method Statements and ensure their use**
- **Advise on the procurement of addition design requirements and/or other external 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 site based 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.