

Designation:	Canal Engineering Manager
Grade:	Stroud Grade 7
Hours:	37
Location:	Ebley Mill
Job Purpose:	To lead the engineering aspects of the Stroudwater Navigation Connected (SNC) Phase of the restoration of the Cotswold Canals within budget and timescales to the satisfaction of the Heritage Lottery Fund
Responsible to:	Canal Project Manager for overall project delivery and senior volunteer Programme Managers within the Engineering Team on a day to day basis
Responsible for:	The management of work carried out by the Engineering Team and management of externally employed contractors and their staff working in SDC-led projects

KEY DUTIES

- Manage and co-ordinate a team of xx volunteer sub project leaders
- Project manage the overall SNC Engineering programmes of work, ensuring that they are delivered according to HLF requirements
- Deputise for the Canal Project Manager
- Provide leadership, management, support and motivation to the volunteer-based engineering team
- Interaction and coordination with the 'project architect'
- Undertake the role of Principal Designer for relevant sub projects
- Own certain deliverables, including a particular project being prepared for Invitations To Tender (ITT)
- Resolve issues that arise during the Development Phase of the programme, preparing and collating documents for planning, regulatory, and other important elements required for a successful outcome
- Manage the engineering budget and ensure proper accounts are kept and returns made
- Produce/edit CAD drawings as necessary
- Ensure that all regulatory approvals are obtained within timescales required by the project
- Liaise with and support teams responsible for regulatory approvals
- Lead the collation and preparation of management reports
- Procurement of goods and services, ensuring that both the Council's and HLF's Procurement Standing Orders are met
- Liaise with project delivery partners and programme stakeholders

- Work subject to constant change and the management of conflicting priorities and deadlines

SKILLS AND KNOWLEDGE

- Educated to degree level or equivalent and/or membership of a relevant professional institution
- Proven track record in project leadership in a civil engineering environment
- Proven experience of:
 - ITT in Civil Engineering works
 - Technical knowledge of the construction industry
 - Procuring, preparing and reviewing design drawings
 - Effectively managing contractor performance and delivery
 - Planning/regulatory processes
 - Acting as Principal Designer under CDM Regulations
- Ability to:
 - React positively and supportively to change both internally and externally
 - Exhibit the skills and attributes of a Stroud Manager and produce high performing teams and good employee/volunteer relations
 - Hit the ground running due to tight project deadlines
 - Work effectively and responsively in a political and partnership environment

COMPLEXITY AND CREATIVITY

- To develop and maintain an environment and atmosphere of active participation, commitment and achievement.
- To demonstrate an innovative and creative approach to canal engineering delivery
- To create, deliver and develop partnerships which maximise resources and enable better local delivery

JUDGEMENT AND DECISIONS

- Negotiate on behalf of the SNC Partnership within the delegations and constraints provided by HLF, SDC Standing Orders, Financial Regulations and the Constitution
- Analyse and manage the project-specific and corporate risk attached to any decision made.

CONTACTS

- Members of the Council
- Suppliers and contractors
- Senior members of partner agencies within the SNC Project
- Members of the public/stakeholders
- Members of funding bodies

RESOURCES

Responsible for the:

- Financial management of the project engineering budget Stage 1 (£873,000) and Stage 2 (£18.8 million)
- Procurement of all works connected with the delivery of the canal

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.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

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.

General:

This is a hands on and varied management role within the Stroudwater Navigation Connected (SNC) project (which is receiving major Heritage Lottery Fund (HLF) support) requiring initiative and drive working with a wide spectrum of people, many of whom are volunteers. The successful candidate will have excellent interpersonal skills, have proven project management experience, will be good at supervising and assisting members of

the wider team, and will want to immerse themselves in the success of an exciting community project.