



JOB DESCRIPTION & PERSON SPECIFICATION

Group:	PROSPERITY, DEVELOPMENT FRONTLINE SERVICES
Division:	Highways and Engineering
Section:	Infrastructure Asset Management
Sub Section:	Tip Safety Management Team
Post Title:	Senior Engineer
Vision Post Number:	POST017988
Grade:	GR11
Responsible to:	Principal Tip Safety Engineer
Posts Reporting to this Post:	GR8 Inspectors x 2 GR6 Technician
Team:	Tip Safety Management Team
DBS Required Level:	None
Location:	Sardis House, Pontypridd (with Agile Working where appropriate)
Date of Description:	February 2022

KEY OBJECTIVES

To contribute to the provision of effective, efficient, responsive and high quality services in respect of the management of tips and tips safety.

Assist with the discharge of the council's responsibilities under the Mines and Quarries (Tips) Act 1969 and any future legislation

Assist with the council's safety responsibilities as a landowner of significant numbers of spoil tips across RCT



SPECIFIC RESPONSIBILITY

To make a positive contribution to the achievement of the objectives and performance targets as set out in the strategy and plans for Tips Safety

To assist with the formulation of policies and procedures for the management and maintenance of Tips in accordance with the requirements of related legislation, appropriate Codes of Practice and secondary legislation.

To be responsible for the day to day maintenance and management of Council owned Tips

To be responsible for the development, co-ordination and implementation of programmes of inspections, to review, approve and oversee quality of output and collate data and recommend actions in response to the inspections

To successfully manage the programmes of maintenance; ensuring that projects are delivered to time, budget and specification requirements.

To provide high quality project management of projects, successfully developing and managing specific project teams made up of a variety of representatives from both internal and external partners.

To respond to complaints, queries, and requests for service or information in accordance with Council Policy and direction.

To be responsible for compliance with all relevant legislation, regulations and other statutory obligations.

To represent the Council at meetings with external funding bodies and various stakeholders.

To liaise and work successfully with external organisations and range of other Corporate colleagues.

To notify and liaise with private owners of tips.

To assist the Principal Tip Safety Engineer in the provision of comprehensive management and financial information to support funding application bids.

Be able to visit sites to evaluate data and information such as surveys and inspections or to meet with relevant parties, sometimes in isolated and difficult to access locations

To respond to emergency situations at any time



To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).



PERSON SPECIFICATION

This Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
KNOWLEDGE/ EDUCATION	<p>Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online www.rctcbc.gov.uk/WelshSkills</p> <p>Qualified to HNC/HND level in Geotechnical/Civil Engineering or a similar discipline.</p> <p>Knowledge of geotechnical risks and assessment</p> <p>Knowledge of ICT</p> <p>Full UK Driving Licence</p>	<p>Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.</p> <p>Qualified to degree level in Geotechnical/Civil Engineering or a similar discipline</p> <p>Geotechnical post graduate qualification</p> <p>Evidence of recent training and / or continuing professional development</p>
EXPERIENCE	<p>Asset inspection reporting</p> <p>Specification, co-ordination and management of maintenance works</p> <p>Maintenance and management of geotechnical assets</p> <p>Interpretation of ground investigation information</p>	<p>On site works supervision</p> <p>Resource Management</p> <p>Managing programmes of work</p> <p>Budgeting and reporting</p> <p>Independent decision making</p> <p>Risk Assessment and Prioritisation</p> <p>Awareness of legislative framework</p>
COMPETENCIES	Tech. Specialist and Prof. Competency Framework	

Working in Partnerships and Teams	<p>Builds lasting, positive & supportive relationships with a wide variety of people</p> <p>Is proactive and positive about giving support, advice, guidance and sharing best practice with colleagues</p>
Communicating Effectively	<p>Consistently uses the form of communication that is best for the situation (e.g. verbal, email, writing).</p> <p>Cascades and shares information appropriately - on time and to the right people</p>
Professional Expertise and Development	<p>Demonstrates excellent practice and an extensive knowledge base in their own professional area</p> <p>Analyses and evaluates information and data accurately</p>
Managing Resources	<p>Seeks out alternative solutions to achieve outcomes within available budgets</p> <p>Anticipates problems and takes action to reduce the risk of things going wrong</p>
Achieving Results	<p>Makes decisions based on a wide range of information</p> <p>Is proactive and flexible to changing demands and knows when to compromise</p>
Focusing on Service Users	<p>Uses professional knowledge and expertise to raise standards of service for customers</p> <p>Identifies and responds to all needs, not just those presented to them</p>
Creating and Responding to Change	<p>Engages with new ideas and looks for ways to make them work</p> <p>Contributes ideas to better manage systems, processes or practices.</p>
Being Accountable	<p>Takes full responsibility for delivery of tasks</p> <p>Demonstrates good knowledge and understanding of how their role fits in to the bigger Council Picture</p>

SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS	<p>Ability to drive independently throughout the council to undertake testing in off road locations carrying equipment</p> <p>Ability to work in locations with limited accessibility / difficult access such as tips, steep slopes, steep embankments and uneven terrain</p>
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