

JOB DESCRIPTION & PERSON SPECIFICATION

Group:	Corporate and Frontline Services
Division:	Highways and Streetcare
Section:	Strategic Projects Unit
Sub Section:	Projects Team
Post Title:	Principal Engineer
Vision Post Number:	15951
Grade:	GR12
Responsible to:	Senior Principal Engineer
Posts Reporting to this Post:	Senior Engineer (GR11) (3758) Assistant Engineers (GR10) Senior Technician Gr8 Technician (GR6)
Team:	Projects
DBS Required Level:	N/A
Location:	Sardis House, Pontypridd
Date of Description:	March 2018

KEY OBJECTIVES

To provide effective, efficient, responsive and high quality services in respect of the Strategic Projects Section.

SPECIFIC RESPONSIBILITY

1. To make a positive contribution to the achievement of the objectives and performance targets as set out in the Business Plan for the Strategic Projects Section.
2. To manage in the management of the resources, financial, human and physical of the Projects Team.
3. To assist in the mangement of a team of Engineers / Technical Staff in the co-ordination and processes of undertaking all project management and project design where necessary.
4. To provide high quality project management of projects, successfully developing and managing specific project teams made up of a variety of representatives from internal and external stakeholders.
5. To successfully manage and be responsible for the progress of schemes through all preliminary stages, (e.g. Planning/CPO) design and construction. To represent the Council at meetings with external funding bodies and various stakeholders.
6. To liaise with external organisations in achieving successful delivery of projects.
7. To provide comprehensive information to internal departments in order to support the submission of funding bids
8. To liaise and work successfully with a range of other Corporate colleagues in the delivery of major schemes.
9. To liaise directly with elected member to ensure they are kept fully informed regarding progress of projects
10. To successfully manage all necessary interactions with other parties e.g. Utilities, to avoid disruption to scheme progress.
11. To monitor, record and report on all aspects of scheme progress.
12. To undertake site investigations, appraisals and design and produce contract documents, calculations and drawings using CAD for individual schemes and to liaise with other bodies as required.
13. To carry out all design work as in compliance with all statutory requirements including statutory undertakes procedures and all relevant Design and Safety Codes.

14. To supervise, examine and monitor, as necessary, work carried out by Contractors/consultants with regard to contract requirements and authorised budget and programme. To be responsible for any corrective action required.
15. To respond to complaints, queries and requests for service in accordance with Council Policy and direction.
16. To deputise for the Senior Principal Engineer as required.

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>Qualified to HNC/HND in Civil Engineering or Environmental Engineering/Geo Science or a similar discipline.</p> <p>Excellent Knowledge of Civil Engineering Design.</p> <p>Excellent Knowledge of Project Management techniques.</p> <p>Excellent Knowledge of Health and Safety legislation in the construction sector.</p> <p>Good Knowledge of ICT.</p> <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 Degree level in Civil Engineering or Environmental Engineering/Science or a similar discipline).</p> <p>MSc in Construction/ Contracts Management.</p> <p>Knowledge of Environmental Engineering and/or water engineering.</p> <p>Project Management qualifications eg Prince 2.</p> <p>Professional Qualification Incorporated Engineer or Equivalent and membership of a relevant construction institution (ICE. CIHT etc.).</p> <p>Welsh Language Level 2-level 5. For detail 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>

EXPERIENCE	<p>Experience working in successful project management and design of engineering construction projects.</p> <p>Experience of taking projects from inception to completion including the detailed design process.</p> <p>Liaison with elected Members and other stakeholders.</p> <p>Effective management of budgets and human resources</p> <p>Project Feasibility/Appraisal/design</p> <p>Presentation skills</p>	<p>Experience of managing a civil engineering projects design Team</p> <p>Site/Contract Supervision</p> <p>Capital Programme Management</p>
COMPETENCIES	Technical Specialist and Professional	
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>Cascades and shares information appropriately – on time and to the right people</p> <p>Communicates clearly and concisely</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>Plans well in advance to meet deadlines</p> <p>Prioritises workloads according to needs and risk; uses the business plan as reference point</p>	
Achieving Results	<p>Anticipates potential problems and resolves them early</p> <p>Sets objectives and targets based on team, division and Council's strategy and business plans</p>	

Focusing on Service Users	<p>Uses professional knowledge and expertise to raise standards of service for customers</p> <p>Acts in order to understand the needs of internal customers and Service Users</p>
Creating and Responding to Change	<p>Contributes ideas to better manage systems, processes or practices</p> <p>Uses own creative and innovative skills to achieve best results</p>
Being Accountable	<p>Demonstrates good knowledge and understanding of how their role fits in to the bigger RCTCBC picture</p> <p>Takes full responsibility for delivery of tasks</p>
SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS	