

## **JOB DESCRIPTION & PERSON SPECIFICATION**

<b>Group:</b>	PROSPERITY, DEVELOPMENT FRONTLINE SERVICES
<b>Division:</b>	Highways and Streetcare
<b>Section:</b>	Infrastructure Asset Management
<b>Sub Section:</b>	Structures
<b>Post Title:</b>	Geotechnical Engineer
<b>Vision Post Number:</b>	17111
<b>Grade:</b>	GR11
<b>Responsible to:</b>	Principal Structure Engineer
<b>Posts Reporting to this Post:</b>	Highway Engineer x 1
<b>Team:</b>	Structures
<b>DBS Required Level:</b>	None
<b>Location:</b>	Sardis House, Pontypridd
<b>Date of Description:</b>	March 2020

### **KEY OBJECTIVES**

**To provide effective, efficient, responsive and high quality services in respect of the Infrastructure Asset Management Section of the Prosperity, Development and Frontline Services Group.**

### **SPECIFIC RESPONSIBILITY**

To make a positive contribution to the achievement of the objectives and performance targets as set out in the Business Plan for the Infrastructure Asset Management Section.

To assist the Infrastructure Asset Manager in the formulation of policies and procedures for the management and maintenance of the Council's geotechnical assets in accordance with the requirements of related legislation, appropriate Codes of Practice and secondary legislation.

To assist in the management of the resources, financial, human and physical of the Asset Infrastructure Team.

To be responsible for the day to day maintenance and management of the Council's geotechnical assets.

To be responsible for the development, co-ordination and implementation of ground investigations required for major and minor works programmes primarily in the highways structures team.

To successfully manage the progress of projects through all preliminary stages, design and construction; 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 provide geotechnical advice to the Council's Planners and Engineers.

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

To make an active and positive contribution to the overall management of Highways Services.

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 assist the Infrastructure Asset Manager in the provision of comprehensive management and financial information to support funding application bids.

To ensure compliance with all relevant legislation, regulations and other statutory obligations associated with the highways infrastructure.

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
<b>KNOWLEDGE/ EDUCATION</b>	<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 <a href="http://www.rctcbc.gov.uk/WelshSkills">www.rctcbc.gov.uk/WelshSkills</a></p> <p>Qualified to Degree level in Geotechnical / Civil Engineering or a similar discipline</p> <p>Knowledge of geotechnical engineering</p> <p>Knowledge of geotechnical asset management principles</p> <p>Knowledge of ICT.</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>Geotechnical post graduate qualification</p> <p>Evidence of recent training and / or continuing professional development</p>
<b>EXPERIENCE</b>	<p>Specification, co-ordination and management of ground investigation works</p> <p>Maintenance and management of geotechnical assets</p> <p>Interpretation of ground investigation information</p> <p>CAD / GIS Systems</p>	<p>On site supervision</p> <p>NEC Project Management</p>
<b>COMPETENCIES</b>	<b>Tech. Specialist and Prof. Competency Framework</b>	
<b>Working in Partnerships and Teams</b>	<p><b>Builds lasting, positive &amp; supportive relationships with a wide variety of people</b></p> <p>Is proactive and positive about giving support, advice, guidance and sharing best practice with colleagues</p>	
<b>Communicating Effectively</b>	<p><b>Consistently uses the form of communication that is best for the situation (e.g. verbal, email, writing).</b></p> <p>Cascades and shares information appropriately - on time and to the right people</p>	

<b>Professional Expertise and Development</b>	<p><b>Demonstrates excellent practice and an extensive knowledge base in their own professional area</b></p> <p>Analyses and evaluates information and data accurately</p> <p>Proactively keeps up-to-date with changes to legislation, policy, procedure and best practice within Council and in other organisations</p>
<b>Managing Resources</b>	<p><b>Seeks out alternative solutions to achieve outcomes within available budgets</b></p> <p>Anticipates problems and takes action to reduce the risk of things going wrong</p>
<b>Achieving Results</b>	<p><b>Makes decisions based on a wide range of information</b></p> <p>is proactive and flexible to changing demands and knows when to compromise</p> <p>Creates effective action plans identifying the relevant stages required to complete a project.</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>
<b>Creating and Responding to Change</b>	<p>Engages with new ideas and looks for ways to make them work</p> <p><b>Contributes ideas to better manage systems, processes or practices.</b></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>
<b>SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS</b>	<p>Ability to travel independently throughout the Council</p> <p>Ability to work in locations with limited accessibility / difficult access such as tips, steep slopes, steep embankments and uneven terrain</p> <p>Able to work weekends and night time working for inspections and monitoring and site supervision as required.</p>