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| **Group:** |  |
| **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 |

**Job Description & Person SPECIFICATION**

**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 reponsibilities 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 polices 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.

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| **ATTRIBUTE** | ESSENTIAL | **DESIRABLE** |
| KNOWLEDGE/EDUCATION | 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](http://www.rctcbc.gov.uk/WelshSkills)  Qualified to HNC/HND level in Geotechnical/Civil Engineering or a similar discipline.  Knowledge of geotechnical risks and assessment  Knowledge of ICT  Full UK Driving Licence | 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.  Qualified to degree level in Geotechnical/Civil Engineering or a similar discipline  Geotechnical post graduate qualification  Evidence of recent training and / or continuing professional development |
| EXPERIENCE | Asset inspection reporting  Specification, co-ordination and management of maintenance works  Maintenance and management of geotechnical assets  Interpretation of ground investigation information | On site works supervision  Resource Management  Managing programmes of work  Budgeting and reporting  Independent decision making  Risk Assessment and Prioritisation  Awareness of legislative framework |
| **COMPETENCIES** |  | |
| **Working in Partnerships and Teams** | **Builds lasting, positive & supportive relationships with a wide variety of people**  Is proactive and positive about giving support, advice, guidance and sharing best practice with colleagues | |
| **Communicating Effectively** | Consistently uses the form of communication that is best for the situation (e.g. verbal, email, writing).  **Cascades and shares information appropriately - on time and to the right people** | |
| **Professional Expertise and Development** | **Demonstrates excellent practice and an extensive knowledge base in their own professional area**  Analyses and evaluates information and data accurately | |
| **Managing Resources** | Seeks out alternative solutions to achieve outcomes within available budgets  **Anticipates problems and takes action to reduce the risk of things going wrong** | |
| Achieving Results | Makes decisions based on a wide range of information  Is proactive and flexible to changing demands and knows when to compromise | |
| Focusing on Service Users | Uses professional knowledge and expertise to raise standards of service for customers  Identifies and responds to all needs, not just those presented to them | |
| **Creating and Responding to Change** | Engages with new ideas and looks for ways to make them work  **Contributes ideas to better manage systems, processes or practices**. | |
| **Being Accountable** | **Takes full responsibility for delivery of tasks**  Demonstrates good knowledge and understanding of how their role fits in to the bigger Council Picture | |
| **SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS** | Ability to drive independently throughout the council to undertake testing in off road locations carrying equipment  Ability to work in locations with limited accessibility / difficult access such as tips, steep slopes, steep embankments and uneven terrain | |