

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Senior Structural Engineer	<b>JE NUMBER:</b> A13486
<b>DIRECTORATE:</b>	Economic Growth	<b>BAND:</b> 11
<b>RESPONSIBLE TO:</b>	Corporate property maintenance and engineering manager	
<b>RESPONSIBLE FOR:</b>	Structural Engineer	
<b>MAIN PURPOSE OF POST:</b>	To lead on the undertaking of structural engineering works for projects relating to Chesterfield Borough Council properties and external clients as required.	

### DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	Lead on the assessment, implementation and supervision of the Council's housing and non- housing repairs and maintenance requirements with regards structural issues.
2.	Lead on the response to and provide technical support and advice including compliance with Health & Safety regulations & other statutory duties of Designer, Client, Client Agent & Principal Designer as imposed by the Construction (Design & Management) Regulations.
3.	Lead on and undertake the preparation of technical formal reports including tender/contract documents, tender analysis and cost estimates.
4.	Lead on and carry out budget preparation and monitoring of expenditure for any scheme of works relating to structural repairs (up to £1million)
5.	Lead on concept and detailed analysis/designs and drawings relating to Civil and Structural Engineering and building projects including the appraisal of internal and external designs, undertaken by other specialists.
6.	Undertake with geotechnical engineering, including site investigations, foundation engineering, contamination, land reclamation, also providing advice to CBC departments and private developers.
7.	Lead on the checking of structural calculations submitted by developers and 3 <sup>rd</sup> party sub-contractors for compliance with current building regulations and latest design standards and codes of practice.
8.	Lead on the liaison and management of specialist consultants to provide structural advice to CBC directorates.
9.	Undertake forensic engineering, investigating and reporting on building failures, negotiating with insurers, loss adjusters and external consultants. Undertaking design and supervision of remedial works.
10.	Lead on the undertaking of structural condition surveys and detailed reports of all CBC properties and dwellings on request.
11.	Ensure compliance with the Health and Safety at Work Act. CDM Regs 2015 and other associated legislation in respect of the Groups' activities e.g. Building Regulations, Party Wall Act, Defective Dwelling Act.

12.	Lead on all enquiries relating to structural engineering issues are addressed within specified time scales.
13.	To work in partnership with other stakeholders and external organisations and assist with queries as required.
14.	To lead and manage employees within the area of responsibility including overall responsibility for performance management, recruitment, training, development, appraisals and deployment of staff.
15.	Complete as directed all other reasonable duties commensurate to the scale and seniority of the post.

#### **GENERAL – To be aware of and implement the following:**

**Equalities** – The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

**Code of Conduct** – All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.

**Health & safety** – To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council's Health and Safety policy.

**Staff Development** - The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

**Data Protection** – All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

**Safeguarding Children and Vulnerable Adults** - The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

**Climate Change** – The council's commitment to becoming a carbon neutral organisation by 2030 and to support the wider Borough to become carbon neutral by 2050 in line with the Council's Climate Change Strategy.

<b>SPECIAL FEATURES OF POST:</b>				
Political Restriction	YES		NO	✓
Vetting Checks e.g Disclosure and Barring Service (DBS)	YES		NO	✓
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES	✓	NO	
You may be required to carry out those duties at your present workplace or at another council venue.	YES	✓	NO	

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work that the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

## PERSON SPECIFICATION

<b>JOB TITLE:</b>	Senior Structural Engineer	<b>JE NUMBER:</b>	A13486
<b>DIRECTORATE:</b>	Economic Growth	<b>DATE:</b>	February 2024

<b>KNOWLEDGE / SKILLS / ABILITIES</b>		<b>Assessment Method</b>
-		Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
<b>Essential</b>		
•	Extensive knowledge and experience of civil/structural engineering works from conception to implementation and construction.	AF/ I
•	Extensive and comprehensive knowledge of construction related health and safety legislation and issues and the ability to apply safe systems of work to projects	AF/ I
•	Ability to carry out structural engineering design and checking, including experience in the use of CAD	AF/ I
•	Ability to maintain excellent customer relationships and good negotiation skills	AF/ I
•	Ability to progress planned work and to analyse and use complex information – good understanding of mathematical processes used.	AF/ I
•	Ability to form effective relationships with other teams and service providers	AF/ I
•	Comprehensive knowledge of Autocad and Microsoft Office software	AF/ I
•	Commitment to personal development	AF/ I
<b>Desirable</b>		
•	Ability to use TEDD's and or Master Series	AF/ I
•	Extensive knowledge of CDM regulations, Party Wall Act and all H&S regulation	AF/ I
•	Extensive knowledge of costings for work and managing budgets	AF/ I
<b>EXPERIENCE</b>		
<b>Essential</b>		

•	Extensive and relevant experience and knowledge in Structural Engineering design work	AF/ I
•	Relevant experience and knowledge of Building Condition Surveys, assessing remedial requirements and presenting solutions	AF/ I
<b>Desirable</b>		
•	Experience of managing programmes of work	AF/ I
•	Experience of local government working practices	AF/ I
•	Experience in approval process of building regulations Part A	AF/ I
<b>QUALIFICATIONS</b>		
<b>Essential</b>		
•	BEng Engineering Degree or equivalent qualification in Civil\Structural Engineering or HND in Civil\Structural Engineering with appropriate experience	AF/ I
•	Chartered membership of an appropriate professional institution	AF/ I
•	Full driving licence	AF/ I
<b>Desirable</b>		
•	Evidence of CPD to date	AF/ I
<b>OTHER REQUIREMENTS</b>		
<b>Essential</b>		
•	To display the council's values and behaviours when carrying out the job role	AF/ I
•	To perform the job role in accordance with the specified level of the council's Competency Framework	AF/ I
•	Commitment to self-development, service improvement and organisational effectiveness	AF/ I
<b>COMPETENCY REQUIREMENT:</b>		
<b>Seeing the Big Picture</b>	Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value. For leaders, it is about scanning the political context and taking account	
<b>Level: 2</b>		

	of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.	
<b>Changing and Improving</b>	<p>People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.</p> <p>For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.</p>	
<b>Level: 2</b>		
<b>Making Effective Decisions</b>	<p>Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.</p> <p>For leaders it's about reaching evidence based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.</p>	
<b>Level: 2</b>		
<b>Leading &amp; Communicating</b>	<p>At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm.</p> <p>It's about championing difference and external experience and supporting principles of fairness of opportunity for all. For leaders, it is about being visible, establishing a strong direction and persuasive future vision; managing and engaging with people in a straightforward, truthful, and candid way.</p>	
<b>Level: 2</b>		
<b>Collaborating and Partnering</b>	<p>People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions.</p> <p>For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however</p>	
<b>Level: 2</b>		

	uncomfortable	
<b>Developing self and others</b>	<p>Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving.</p> <p>For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change</p>	
<b>Level: 2</b>		
<b>Delivering Value for Money</b>	<p>Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.</p> <p>For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available</p>	
<b>Level: 2</b>		
<b>Managing a Quality Service</b>	<p>Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery.</p> <p>For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services</p>	
<b>Level: 2</b>		
<b>Delivering at Pace</b>	<p>Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.</p> <p>For leaders, it is about building a performance culture</p>	

**Level: 2**

where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly