



Role Profile

GRADUATE ENGINEER

Reference No.	I560.01	Type	Individual
Service	Roads and Transportation		
Job Family	Para Professional 5	Grade	FC7

Purpose

To assist the Lead Consultant in the design and construction management of roads and/or structures related projects. Also to assist in Feasibility Studies Flood Risk Management functions, Asset Management and Engineering Contracts related activities (depending on team placement).

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Participating in inspections and applying in-depth theoretical technical knowledge and experience of civil engineering in identification of problems with existing roads and road structures.	Educated to SCQF level 10, which includes an Honours Degree or equivalent preferably in Civil Engineering or Structural Engineering MEng/MSc in Civil Engineering or Structural Engineering Experience of working in a local authority civil engineering related environment	✓	✓
Assisting in the development of roads and/or structures related design solutions, from initial assessment and option appraisal, through detailed design and contract supervision.	Knowledge of typical design solutions, and key tasks required for implementation, applicable to work undertaken by civil engineers working in the public sector roads authorities (Deliver results – See ‘How We Work Matters’ Framework)		✓

E = Essential Criteria D = Desirable Criteria

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Assisting in the preparation of contract documentation related to design solutions including but not limited to preparation of sketches and drawings, scopes, specifications, tender documentations and bills of quantity.	Knowledge of civil engineering forms of contract, design processes and methods of measurement		✓
Developing skills in the use of, and use, available and emerging technology in the development of design solutions and contract supervision such as Computer Aided Design, Design and Analysis Programs, Project Management Software and Contract Management Systems. Continually review and refresh these skills as technology progresses.	IT skills (Embrace technology and information) Experience in the use of specialist computer software (such as AutoCAD, Microsoft project)	✓	✓
Assisting in preparing cost estimates in relation to maintenance and design solutions, and continuously monitor expenditure and cost projections in the implementation of projects. Reporting financial information to Lead Consultant on regular basis.			
Assisting in Risk Assessment in relation to design solutions and routine activities, such as inspections, and contribute to development of pre-construction Health and Safety Information and completion of Health and Safety files, in order to ensure compliance with all appropriate Health and Safety legislation, in particular the Construction (Design and Management) Regulations 2015.	Knowledge of the importance of health and safety (Take ownership)	✓	
Assisting in the procurement and supervision of specialist services such as Site Investigation, Flood Risk & Environmental Surveys, Materials testing, and implement the recommendations of these investigations in the development of design solutions.	Theoretical knowledge of methods of obtaining information from surveys Knowledge of Fife Council procedures for procuring such services	✓	✓

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Assisting in the supervision of in-house and external contractors to ensure schemes are constructed in accordance with the contract documentation.	Experience of the construction process and working with contractors		✓
Assisting in developing projects and programmes in compliance with the Service's instructions on public consultation: Minimising disruption and inconvenience to the general public and local businesses and including appropriate advance consultation and on-going publicity for communities, businesses, schools, by means of exhibitions, meetings and press releases as required.	Experience of working with customers (Work together) Experience of making and delivering presentations (Focus on customers)		✓ ✓
Assisting in the preparation of asset management information, Flood Risk Management information, and participating in routine inspections necessary for the monitoring of asset condition.	Ability to provide a regular and effective service	✓	
Assisting in preparing and presenting reports on matters related to projects to senior management and elected representatives..	Communication skills	✓	
Assisting in providing technical advice on roads, roads structures, marine structures, coastal and flood risk management assets, and related matters within the services, to other services and to external bodies.			
Contributing to achieving the Councils corporate objectives through co-operation with other appropriate services and officials by the provision and exchange of appropriate information.			
Participating in ongoing training and development in order to gain and update personal skills and knowledge.	Committed to personal development and maximising personal potential.	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results