


Profile Title:	Assistant Engineer	 BARNSLEY Metropolitan Borough Council			
Reports to:	Manager				
Employee Management:	None	Grade:	8	Profile Ref:	35876
Purpose of the Post					
To assist in providing an effective engineering service, contributing to the identification, design, development and implementation of relevant works.					
Responsibilities					
<ul style="list-style-type: none"> Assist in relevant programme identification, prioritisation and treatment design and selection utilising relevant procedural manuals and Health & Safety legislation. Undertake preliminary site visits and surveys to undertake feasibility investigations into schemes. Design appropriate solutions, estimate costs and prepare relevant implementation schedules including an annual works programme, ensuring works are completed fully and in a timely manner. Collate and analyse data from a variety of sources, checking and auditing the information to ensure its accuracy and providing relevant information and analysis as required. Undertake design work using specialist IT programmes in relation to schemes. Assist with the completion of project work and ongoing research as required to ensure the provision of value for money services. Undertake contract management and supervision of relevant procured works, ensuring specifications, timescales and financial targets are met. Provide advice, guidance and information in relation to the relevant area of specialism, supervising the work of others and ensuring works are carried out in accordance with policies, procedures and plans. Prepare and deliver reports, presentations and statutory government returns, ensuring they are suitable for particular audiences. Undertake financial administration, monitoring budgets and issuing work orders. Liaise, negotiate, and collaborate with internal and external stakeholders including managers, employees, councillors, members of the public and partnership agencies, dealing with enquiries as required. Contribute to service performance management, promoting quality practice and service delivery, ensuring continuous improvement. Develop and maintain knowledge of local and national regulations, policies and procedures which have implications for service delivery, to satisfy internal and external demands. To undertake day to day work allocation to staff Undertake any other duties commensurate with the role as requested by management. 					
Education and Training					
• Level 4 qualification in a relevant area.					Measure A/C
• Member of a relevant professional institution.					Rank E
• Detailed training on the use of design software.					A/C
					E

Relevant Experience	Measure	Rank
<ul style="list-style-type: none"> Experience of project and programme development and prioritisation mechanisms. 	A/I	E
<ul style="list-style-type: none"> Experience and knowledge of using IT based data input and processing tools e.g. Microsoft Excel, Access or bespoke systems. 	A/I	E
<ul style="list-style-type: none"> Experience of providing advice and guidance to and dealing with people at all levels. 	A/I	E
<ul style="list-style-type: none"> Experience in the use of specialist IT design packages e.g. CAD, survey software. 	A/I	E
<ul style="list-style-type: none"> Experience of using financial management software to create orders, raise invoices and prepare reports. 	A/I	E
<ul style="list-style-type: none"> Experience and knowledge of procedure manuals in delivering work instructions and maintaining standards. 	A/I	E
<ul style="list-style-type: none"> Experience in the preparation and use of contract documentation including drawings, specifications, quotations etc. 	A/I	E
<ul style="list-style-type: none"> Experience of supervision of site personnel, e.g. working gangs, contractors and trainee technicians. 	A/I	D
General and Special Knowledge	Measure	Rank
<ul style="list-style-type: none"> Knowledge of local and national strategies, policies and legislation relevant to the area of work. 	A/I	E
<ul style="list-style-type: none"> Specialist working knowledge of Microsoft applications. 	A/I	E
<ul style="list-style-type: none"> Knowledge of procurement methods and contract elements. 	A/I	E
<ul style="list-style-type: none"> Specific knowledge of how to build up unit or budget rates for programme costs. 	A/I	E
<ul style="list-style-type: none"> Detailed knowledge and understanding of maintenance, repair, design and treatment processes. 	A/I	E
Skills and Abilities	Measure	Rank
<ul style="list-style-type: none"> Good communication, negotiation and interpersonal skills with the ability to deal with a variety of internal and external stakeholders including customers. 	A/I	E
<ul style="list-style-type: none"> Good organisation and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative under minimal supervision. 	A/I	E
<ul style="list-style-type: none"> Able to organise and prioritise work loads, working accurately to deadlines and carrying out tasks in a methodical manner. 	A/I	E
<ul style="list-style-type: none"> Ability to produce quality documentation including reports. 	A/I	E
<ul style="list-style-type: none"> Ability to understand and analyse plans at different scales. 	A/I	E
<ul style="list-style-type: none"> Able to work on your own as well as part of a team. 	A/I	E
<ul style="list-style-type: none"> Good numerical skills with the ability to monitor cost/spend against budgets. 	A/I	E
Additional Requirements	Measure	Rank
<ul style="list-style-type: none"> Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council. 	A/I	E
<ul style="list-style-type: none"> Willing to undertake training and continuous professional development in connection with the post. 	A/I	E
<ul style="list-style-type: none"> Work in accordance with the council's vision, priorities, values and behaviours. 	I	E
<ul style="list-style-type: none"> Able to undertake any travel in connection with the post. 	A/I	E