

## Job specification

**Job title:** Graduate Engineer - Major Projects

**Service:** Major Projects and Regeneration

**Grade:** G6

**Reporting to:** Project Delivery Manager

### Your job

The Major Projects and Regeneration Service develops, co-ordinates and delivers major transport infrastructure and development schemes including new link roads, cycle and walking routes, Town Centre regeneration, new bus interchanges, HS2 and more.

Within the Major Projects team you will assist colleagues in carrying out their duties and meeting the aims, objectives and business interests of the service. You will have responsibility for design, contract administration and site supervision, together with all associated procedures in connection with transport and infrastructure schemes from conception to completion.

You will prepare contract documentation, including tender documents and reports. You will also be responsible for the preparation of cost estimates and financial management of contracts, including checking of contractor valuations and other accounts.

You will work closely with colleagues from the Major Projects & Regeneration team, and with officers from other service areas including Planning Policy and Highways. You will be expected to proactively undertake professional training and development in accordance with the Institution of Civil Engineers (ICE) procedures with ambition and drive to secure Chartered Engineer status.

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

### In this job you will

In the next 12 months, you will:

- Be responsible for a number of cycle and walking schemes, taking these from concept through to delivery on site
- Work with colleagues to prepare contract drawings, cost estimates, scheduling and tender documents to support the delivery of the major projects' multi-million pound programme of cycle schemes
- Prepare business cases and funding bids for new transport infrastructure, including assisting with feasibility studies, surveys and outline design work

On an ongoing basis you will:

- Develop a good knowledge of the planning aspects of the Major Projects service, including service plans that provide a business-focussed vision and ensuring all associated policies and strategies are consistent with the Council's vision and priorities
- Assist in carrying out the development, design, site supervision, contract administration, financial

management and budget monitoring of schemes within the Major Projects and Regeneration portfolio

- Prepare contract drawings, cost estimates, scheduling and preparation of tender documents to support the delivery of schemes
- Work at all times in a manner which will ensure your own personal safety and that of others, including reporting identified hazards
- Support colleagues to scope, commission and co-ordinate appropriate feasibility studies and technical surveys from specialist contractors; analysing outcome reports and proposing solutions
- Ensure that projects are delivered in accordance with applicable legislation and regulations, and to the client's required standards, specification and schedule, through regular site visits and inspections
- Assist in the co-ordination, programming and project management of schemes to meet timescales and reporting and monitoring requirements, as directed by the Major Projects Delivery Manager
- Ensure that the whole Major Projects and Regeneration portfolio is delivered to the required quality standards, timescales and budget, and in accordance with all relevant legislation and briefs
- Assist with the preparation of reports to Council Committees and other organisations, and attend committee meetings and public participation meetings where required
- Assist the Major Projects Delivery Manager through a process of continuous improvement to deliver an effective and efficient service that is customer driven, fit for purpose and cost effective
- Demonstrate flexibility and innovation to identify and deliver effective engineering solutions driven by outcome based objectives
- Assist in the review and development of service best practice and initiatives to improve service/integrated working
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

### **In this job you will need**

You must be able to demonstrate the following essential requirements:

- BEng (Hons) Degree in Civil Engineering minimum 2:1 or equivalent
- Experience in monitoring the delivery of projects through construction, including a working knowledge of applicable legislation, regulations and codes of practice and health and safety regulations
- Experience of successfully managing several tasks with varying deadlines and delivering results
- Experience of working within a team towards a shared goal, with the ability to build effective working relationships with stakeholders, partners and customers
- User knowledge and understanding of ICT and computer systems and relevant design software
- Evidence of initiating projects and generating ideas in addition to putting forward clear and logical reasons for proposals and decisions
- Evidence of using initiative to assess and challenge current way of doing things to get the best outcome and generating a wide range of solutions to tackle problems
- Ability to carry out research and analyse, interpret and report findings
- Good customer care skills including effective oral and written communication skills
- Hold a current valid driving licence or can demonstrate the ability to travel as required using own or public transport in the most effective manner

## Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

**Be Positive...** take pride in all that you do

**Be Accountable...** be responsible for making things better

**Be Courageous...** be open to doing things differently

Individuals with line management responsibilities are also expected to ...

**Inspire...** lead by example and help others to see the big picture

**Care...** show genuine concern for people as individuals and value their contributions

**Engage...** I connect with others both within and beyond the organisation

## Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

### Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

### Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough