



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Capital Schemes Graduate Engineer
Service	Place and Growth
Team	Engineering, Development and Delivery
Location	Shute End/Hybrid
Reports to	Malcolm Pinto
Worker Style	Hybrid
Responsible for	N/A
Grade	Grade 6
Contract Type	Permanent

Main Accountabilities	
1.	Produce high quality engineering design deliverables using AutoCAD software. including drawings, schedules, annotations, and supporting information (e.g., road markings/signage to TSRGD principles, chainage and setting out information).
2.	Technical design to relevant UK standards (DMRB, Manual for streets) as well as producing high standard professional written technical reports.
3.	Liaising and maintaining a good relationship with internal and external clients answering queries and responding to technical issues, provide support, and ensure that we deliver successful outcomes, which add improvement to services, customer outcomes, and savings.
4.	Carry out site inspections, investigations and supervision for projects, liaising with designers and contractors to support construction works
5.	Liaising with surveyors, consultants, contractors and other collaborators.
6.	To produce traffic management deliverables required for the purpose of facilitating engineering tasks – including producing diversion plans and completing Temporary Traffic Regulation Order and S58 applications.
7.	Design and deliver capital schemes projects including but not limited to bus stops, road maintenance, cycle routes, signalised crossings, footway improvements, carparks, junction realignment etc





8.	Liaise with the contractor to secure road space/permits and coordinate advance notifications to residents and Members regarding upcoming works, including programme, access arrangements and key impacts.
9.	Contribute to projects by actively participating in internal meetings and collaborating across teams in a multidisciplinary environment and provide support in meetings with Clients and third parties
10.	To produce documentation required to facilitate C2 searches, and then to collect, process, review and file this information to assist design work.
11.	Support procurement and commercial processes , including obtaining quotations, preparing basic work packages, raising purchase orders, receipting, and assisting with invoice processing in accordance with internal procedures.
12.	Undertake project management and coordination activities , which may include monitoring programmes and budgets, liaising with teams and individuals and reporting progress and updates. Maintain accurate project records and trackers , ensuring information is stored correctly for efficient retrieval (e.g., programme trackers, defect registers, site inspection records, stakeholder logs, etc).
13.	Stakeholder management (internal and external), including required communications.
14	. Assist with cost and quantity information , including drafting basic Bills of Quantities / schedules of rates inputs to support estimating and procurement.
15.	Preparation of presentations, create and collate service specific information, e.g. newsletters and bulletins

Person Specification	Essential	Desirable
Education/Qualifications		
Bachelor's degree in Civil Engineering or similar	E	
Accredited First Class/2:1 Masters Degree in Civil Engineering		D
Graduate Member of appropriate professional body (ICE or IStructE)		D
Ability to develop competence in use of proprietary engineering programmes/software to suit specific role requirements		
Experience		





Experience with industry's most used design software (AutoCAD, Civils 3D, Causeway flow, etc) – additional training will be provided.		D
work experience in an engineering discipline.		D
Skills/Knowledge		
Knowledge of engineering procedures, and a basic understanding of civil engineering practices.	E	
Strong problem-solving abilities, analytical and numeracy skills; highly results orientated	E	
Familiar and good working use of core Microsoft applications including Teams, SharePoint, excel, PowerPoint & word. and project	E	
Strong team working to contribute to and collaborate with multi-disciplinary teams	E	
Good writing skills, attention to detail and accuracy	E	
interpersonal skills; ability to communicate effectively to stakeholders	E	
Able to work under pressure and ensure deadlines are met whilst maintaining high quality work	E	

Purpose Details	
Service Purpose	Place & Growth service encompasses the planning, delivery and maintenance of the built and natural environments in the Borough. The Highways & Transport (H&T) team provides a range of services linked to the planning, delivery and maintenance for users of the Borough network.
Role Purpose	To support the Engineering, Design and Delivery team with support services, associated with the planning and delivery of new highways and streets in the Borough.





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	To support the Engineering, Design and Delivery team with support services, associated with delivering development and the associated new highway works in the Borough, which may include support to other parts H&T service to deliver a consistent and high-quality service to our customers.
Corporate Parenting	You will champion the principles of corporate parenting by embedding its ethos in all aspects of service delivery, ensuring decisions and actions consistently reflect the responsibility to act as a corporate parent to children in care and care leavers, and actively contribute to shaping and implementing the wider corporate parenting strategy.

Supervision and Relationships	
Supervision Received	Line Manager
Supervision Given	Technical support by Engineers & Transport Planners
Contacts	Range of internal and external contacts, including Members, Senior Management, customers, carer's, partner organisations, provider organisations etc.

Resources/Budget Management
N/A





Special Requirements

N/A

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	N
Hand Arm Vibration	N
Lone Working	N
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Vulnerable Adults	N
Work Environment Details	N





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Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	N

Disclosure and Barring Service (DBS)	Details
DBS Requirement	N/A
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks
<Details of required regular checks in line with regulations.>

Evaluation Declaration	
Date of Evaluation:	<DD/MM/YYYY>
Evaluated by:	<Name, job title>

