monmouthshire
sir fynwy

Come and join the team!

ADVERT

ROLE TITLE: **Assistant Engineer – Highways Design - PERMANENT**

ADVERT TEXT:
An exciting opportunity has arisen within the Highways & Flooding team for an Assistant Engineer. The successful candidate will be supporting the Highway Design Team in the delivery of highways and Civil infrastructure schemes within the authority's Projects team.

POST ID: ROHT71

LOCATION: Agile working is adopted by MCC however the postholder's Office space is MCC offices at Usk or Raglan, which may change in the future if the service location needs to relocate and which disturbance expenses will not be paid. The nature of the role requires travel within and outside of the county.

GRADE: BAND F SCP 19 (£33,119) – SCP 23 (£35,570)

HOURS: 37 Per Week.

TEMPORARY: No

DBS CHECK: No

CLOSING DATE: **18.12.26**

Additional Information
Please note that we are not able to accept CVs

To apply for this post please complete the online application form which can be found on the following page:
https://www.monmouthshire.gov.uk/jobs-employment/

Applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.

All posts are open to job-share unless stated otherwise.

Monmouthshire County Council is:-

- an equal opportunities employer and welcomes applications from all sections of the community.
- a disability confident committed employer.
- an Armed Forces friendly employer.
- Autism aware and committed to removing barriers to employment

- committed to supporting young people who leave our care to access new opportunities and gain experience.

ROLE PROFILE

ROLE TITLE: **Assistant Engineer – Highways Design - PERMANENT**

POST ID: ROHT71

GRADE: BAND F SCP 19 (£33,119) – SCP 23 (£35,570)

HOURS: 37 Per Week

WORK PATTERN: Full time 37 hours wkly on a flexible basis agreed with line manager.

LOCATION: County Hall, Usk or Raglan Depot. The nature of the role also requires travel within and outside of the county.

DISCLOSURE AND BARRING SERVICE (DBS) CHECK: No DBS Required for this post

RESPONSIBLE TO: Rob Davies - Design Team Manager 01633644746

WELSH LANGUAGE ASSESSMENT: Welsh language skills are desirable

SAFEGUARDING:
Child and Adult Safeguarding are key priorities for the Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. All Council employees and volunteers are responsible for playing their part in the well-being, safety and protection of children and adults at risk. All employees and volunteers will be trained to the appropriate level of safeguarding and have a duty to fulfil their personal responsibilities for safeguarding.

Our Purpose:-

This Highway & Flood Management (H&FM) team provides some of the most high-profile services to the public and wider Monmouthshire community, the quality of which, directly reflects upon the public's perception of the Council. These vital highway and flood management services include the effective asset management approach to prioritising and planning the refurbishment of the highway network and the related infrastructure (bridges, drains etc.), that are all important in maintaining and improving the authorities most valuable infrastructure. The management and development of this asset includes functions such as the planning and Maintenance of new roads across the county, and how the road network operates safely and effective through the control of traffic orders such as speed limits, traffic signals, utilities and other traffic control measures etc. The team also manage the council's statutory role in managing water

courses and controlling flood risks, along with the response service offered when properties are at risk.
Our vision is to provide good quality and cost effective services, that create an environment of which we can be proud.

The Purpose of this Role:-

To assist in the delivery of highway, drainage, active travel and civil engineering projects across the County by providing technical engineering expertise and project support. The postholder will be responsible for undertaking design work, preparing drawings, specifications, surveys and contract documentation, and assisting with the planning, procurement, supervision and delivery of construction projects. The role will contribute to asset management activities, stakeholder liaison and site inspections, ensuring schemes are delivered in accordance with relevant standards, budgets and programme requirements. The position offers opportunities to develop professional engineering skills and experience whilst contributing to the successful delivery of infrastructure improvements schemes.

Expectation and Outcomes of this Role:-

To provide active support in the delivery of schemes, continually developing knowledge and competence in:

- Highway engineering design principles.
- AutoCAD and Civils 3D.
- Topographical surveys and engineering data collection.
- Sustainable Drainage Systems (SuDS).
- Active Travel Act guidance and inclusive design principles.
- Highway asset management systems.
- NEC4 contract procedures.
- Construction Design and Management Regulations 2015.
- Highway construction methods and materials.
- Site supervision and project delivery.
- Traffic management and road safety.
- Professional development towards EngTech, IEng or CEng accreditation.

Your responsibilities are to:-

1. *Assist Engineers and Senior Engineers in the preparation of highway and civil engineering designs.*

2. *Prepare and amend engineering drawings using AutoCAD, Civils 3D and associated design software.*

3. *Undertake site visits, inspections and surveys associated with proposed schemes.*

4. *Assist with topographical surveys, asset inspections and engineering investigations.*

5. *Collect, analyse and maintain engineering and asset management data.*

6. *Assist in the preparation of specifications, schedules, estimates and contract documentation.*

7. *Support the procurement and management of site investigations, drainage CCTV surveys and utility enquiries.*

8. *Assist with feasibility studies, option appraisals and technical assessments.*

9. *Maintain accurate project records, drawing registers and document control systems.*

10. *Assist with the measurement of completed works and preparation of payment records.*

11. *Support Engineers with construction supervision and monitoring of project progress.*

12. *Liaise with contractors, consultants, utility companies and statutory undertakers as required.*

13. *Respond to enquiries from members of the public, elected members and stakeholders in a professional manner.*

14. *Assist with the management and development of Highway Asset Management Systems and associated data sets.*

15. *Support the analysis of condition survey information and development of forward works programmes.*

16. *Ensure compliance with Health & Safety legislation, CDM Regulations and Council procedures.*

17. *Participate fully in training and professional development programmes.*

18. *Maintain high standards of professional conduct and customer service.*

19. *Demonstrate commitment to equality, diversity and inclusion in service delivery and employment.*

20. *Undertake any other duties reasonably requested commensurate with the grade of the post.*

Here's what we can provide you with:-

Working for this council means that you will be offered the scope, opportunity and challenge to think about doing things differently; this is an ideal culture in which to deliver on some of those changes.
The work environment is different to a traditional office. Very few staff have an office or even a desk to call their own. You work agilely from different offices, depots, at home (sometimes wherever you can get wifi) and '9 to 5' does not exist. There are no core hours but you are expected to work the hours necessary to deliver the demands of the job. This is a minimum of 37 hours for a full time employee.

If you incur business mileage over and above your normal home to office journey whilst using your own vehicle then a mileage allowance will be paid. Pool cars may be available although, cannot be guaranteed so using your own car may be necessary.

Leave entitlement depends upon local government service.

You will be afforded the opportunity to develop Welsh language skills.

What else you need to know…..Our Values:

Our purpose is underpinned by a clear sense of who we are as an organisation. We expect people who work with us to share a strong value set and expect that these are evident in the ways in which we work and engage with our communities.

Teamwork: We will work with you and our partners to support and inspire everyone to get involved. We will make the best of the ideas, and resources available to make sure we do the things that most positively impact our people and places.
Openness: We are open and honest. People have the chance to be involved and tell us what matters.
Flexibility: We are flexible, enabling delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.
Fairness: We provide opportunities for people and communities to thrive. We will always try to treat everyone fairly and consistently.
Kindness: We will show kindness to all those we work with, putting the importance of relationships and the connections we have with one another at the heart of all interactions.

This role will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

Person Specification

How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-

REQUIREMENTS	WEIGHTING Essential/Desirable	HOW TESTED
1.EDUCATION/QUALIFICATION KNOWLEDGE		
1.1 HNC/D Civil Engineering	ESSENTIAL	APPLICATION FORM
1.2 Continuing with relevant professional and personal development	DESIRABLE	APPLICATION FORM
1.3 Knowledge of AutoCAD/KeyLine/KeySign/ Civils 3D or equivalent	DESIRABLE	APPLICATION FORM/ INTERVIEW
2. EXPERIENCE		
2.1 Awareness of Engineering Design Environment	ESSENTIAL	APPLICATION FORM/ INTERVIEW
2.2 Awareness of: Monitoring of costs/budgets, Programming of Work, Project Management.	DESIRABLE	APPLICATION FORM/ INTERVIEW
Construction design management Regulations 2015 (CDM)	DESIRABLE	APPLICATION FORM/ INTERVIEW
Engineering and Construction contract (nec4) and its associated options and roles	DESIRABLE	APPLICATION FORM/ INTERVIEW
Three dimensional design using Autocad and Civils 3D	DESIRABLE	APPLICATION FORM/ INTERVIEW
Manual of Contract Documents for Highway Works	DESIRABLE	APPLICATION FORM/ INTERVIEW
Active travel guidance	DESIRABLE	APPLICATION FORM/ INTERVIEW
Conduction and interpretation of Topographical Surveys	DESIRABLE	APPLICATION FORM/ INTERVIEW
Sustainable urban drainage design	DESIRABLE	APPLICATION FORM/ INTERVIEW
3. APTITUDE & SKILLS		
3.1 Strong written and oral skills along with good presentational skills.	ESSENTIAL	INTERVIEW

3.2 Ability to learn and apply technical information	ESSENTIAL	APPLICATION FORM/ INTERVIEW
3.3 Understand and respect the principles of confidentiality	ESSENTIAL	APPLICATION FORM/ INTERVIEW
3.4 Ability to prioritise and to work independently and as part of a team	ESSENTIAL	APPLICATION FORM/ INTERVIEW
3.5 Willingness to undertake and practice Health & Safety procedures to comply with legislation, to ensure the safety of themselves and others at all times	ESSENTIAL	INTERVIEW
3.6 Flexible approach to working hours and duties	ESSENTIAL	INTERVIEW
4. PERSONAL ATTRIBUTES		
4.1 Commitment to personal and professional development	ESSENTIAL	INTERVIEW
4.2 Strong work ethic	ESSENTIAL	INTERVIEW
4.3 Innovative & flexible	ESSENTIAL	INTERVIEW
4.4 Ability to self manage outputs in an agile working environment	ESSENTIAL	INTERVIEW
5. EQUAL OPPORTUNITIES		
5.1 Able to demonstrate a commitment to equal opportunities principles and practice	ESSENTIAL	APPLICATION FORM/ INTERVIEW
6. SPECIAL CIRCUMSTANCES		
6.1 Current full driving license and access to a car	ESSENTIAL	APPLICATION FORM/ INTERVIEW

Should you require any further information regarding this post, please contact: Rob Davies DesignTeam Manager (Highway & Flood Management) – 01633644746

Closing Date: 18.12.26

monmouthshire sir fynwy

WELSH LANGUAGE SKILLS FRAMEWORK

LEVEL 1			
Can understand basic everyday phrases if the speaker talks slowly and clearly and is willing to help. Can introduce yourself and others and can ask and answer questions regarding basic information, e.g. individual asking to see someone, where is the xxx meeting, toilet etc. Can transfer phone calls pass on a simple message or make a straightforward request, e.g. via e-mail.			
UNDERSTANDING	**SPEAKING**	**READING**	**WRITING**
➢ Can understand simple questions: where is the xxx meeting, where is the toilet, who is the person they wish to see. Can understand who to transfer a phone call to etc,	➢ Can pronounce place names and personal names correctly. ➢ Can greet individuals face to face or over the phone ➢ Can open and close a conversation or open and close a meeting.	➢ Can read short sentence, e.g. basic signs, simple instructions, agenda items, simple information on forms	➢ Can open and close an e-mail or letter ➢ Can write personal names, place names, job titles ➢ Can write a simple message to a colleague on paper or e-email, e.g. such and such has called.
LEVEL 2			
Can understand sentences when people talk about everyday situations, e.g. simple personal and family information. Can hold a basic conversation with someone to obtain or exchange straightforward information, e.g. discuss how a person is feeling; something which has happened; simple plan for the future. Can write and read messages in letters or e-mails describing familiar issues and written in short sentences.			
UNDERSTANDING	**SPEAKING**	**READING**	**WRITING**
➢ Can understand when people speak slowly about everyday situations, e.g. providing personal information, talking about what they have been doing, what they would like to do, how they feel general ➢ Can understand when people ask you do something	➢ Can communicate simple information or ask common questions, e.g. to acquire information from an individual ➢ Can use Welsh to get to and emphasise with the individual but not able to conduct the entire conversation or session in Welsh ➢ Can hold a short conversation with an individual or exchange relatively straightforward information ➢ Can contribute to a meeting, but need to revert to English for specialist terms.	➢ Can read short message and certain letters or e-mails, e.g. those which make a request or ask you to pass on a message	➢ Can write a short message to a colleague asking a question, thanking her/him, explaining something, e.g. time and place of a meeting ➢ Can write a short letter or e-mail to arrange an appointment
LEVEL 3			
Can understand the main points when an individual or colleague is talking about familiar subjects, e.g. during a conversation or small group meeting. Can hold extended conversations with fluent speakers about familiar subjects involving everyday work. Can describe experiences and events and provide concise explanations and reasons for opinions and plans. Can read articles, letters or e-mails about general subjects. Can write letters or e-mails about most subjects, e.g. requesting something; providing information; inviting somebody or organising an event.			
UNDERSTANDING	**SPEAKING**	**READING**	**WRITING**

➢ Can understand individuals and colleagues when exchanging information or discussing plans, if the subject is familiar. ➢ Can understand a discussion at a meeting if the subject is familiar. ➢ Can understand individuals and colleagues in a familiar situation or in everyday conversation.	➢ Can take part in most conversations with colleagues about work and plans if the vocabulary is not too technical. ➢ Can hold a conversation with an individual or exchanging relatively straightforward information. ➢ Can contribute to a meeting but need to revert to English for specialist terms. ➢ Can adapt the style of language to suit the audience.	➢ Can understand most e-mail messages or letters concerning day to day work. ➢ Can guess the meaning of a word based on context if the subject is familiar. ➢ Can read a simple, straightforward article in a newspaper or magazine types of written material.	➢ Can write a letter or e-mail to an individual, or colleague about most topics in order to request something; provide an explanation; describe an experience or situation; invite people or organise an event. ➢ Can write relatively accurately when drafting a short information leaflet or poster in Welsh as required.
LEVEL 4			
Can usually follow most conversations or discussions, even on unfamiliar topics, Can talk confidently with fluent speakers about familiar subjects relating to work, and an express an opinion, take part in discussion, and talk extensively about general topics, e.g. in meetings or one-to-one situations with individuals. Can understand most correspondence, newspaper articles and reports intended for fluent speakers with the aid of Welsh language resources and can scan long texts to find details. Can complete forms and write reports relating to work and respond accurately.			
UNDERSTANDING	**SPEAKING**	**READING**	**WRITING**
➢ Can follow most conversations and discussions with individuals or colleagues even if the subject matter is unfamiliar.	➢ Can contribute effectively to internal and external meetings in a work context. ➢ Can converse comfortably with individuals and exchange information as required. ➢ Can argue for and against a specific case. ➢ Can chair meetings and answer questions from the chair confidently.	➢ Can read most correspondence and scan long texts to find details. ➢ Can understand most newspaper articles and reports with the aid of a dictionary. ➢ Can understand texts, unless written in a very formal or colloquial form.	➢ Can produce correspondence of all types, short reports, documents and literature with support of Welsh language translation aids eg. Cysgeir, cysill.
LEVEL 5			
Can understand everything that is being said. Can talk extensively about complex issues, presenting difficult information and can facilitate and summarise extended or complex discussions. Can summarise information from different sources (orally and in writing) and present it in a coherent way. Can express themselves spontaneously, fluently and in detail, adapting the language to suit the audience.			
UNDERSTANDING	**SPEAKING**	**READING**	**WRITING**
➢ Can follow all conversations and discussions with individuals or colleagues. ➢ Can understand the ambiguity and nuance of language.	➢ Can express yourself fully in detail, even when discussing complex issues. ➢ Can adapt the style and register of your language to suit the audience.	➢ Can read and understand almost all written texts without difficulty, referring to a dictionary occasionally. ➢ Can read long texts to find relevant details and can understand most types of written material.	➢ Can write reports in a clear style appropriate to the reader with the support of electronic language aids. ➢ Can write formal or informal Welsh as required. ➢ Can write a range of documents accurately and with confidence.