

# Role profile

<b>Job title:</b>	<b>Structural Engineer</b>
<b>Grade:</b>	<b>CP</b>
<b>Discipline:</b>	<b>Structural / Geo / Civil</b>

## Role purpose:

The Structural Engineer will be responsible for the management of projects and will promote and maintain relationships.

## Accountabilities:

- 1) Complete planned work programmes and projects to timeframes and within budget.
- 2) Ensure day to day maintenance expenditure to pre-set targets.
- 3) Develop a strong rapport with clients.
- 4) Draft orders, prepare estimates, specifications, supervise contractors and check and approve accounts.
- 5) Prepare designs, calculations, specifications, drawings and carry out risk assessments for improvement, refurbishment and new build schemes, tender documents, and supervise works to completion including agreeing interim and final accounts.
- 6) Prepare schedules of dilapidations, improvement schemes, drawings and specifications, structural surveys and insurance reinstatements schemes.
- 7) Respond to emergency requests for action or advice regarding dangerous buildings. Attend and advise on ground collapse incidents.
- 8) Answer correspondence and telephone calls, including complaints from members of the public, tenants, councillors and MP's.
- 9) Provide advice to clients in respect of construction and refurbishment projects and actively promote surveying services on a fee paying basis.
- 10) Responsible for identifying new business opportunities.
- 11) Fee earning at 90%, and contribute to the achievement of business plan objectives and targets.
- 12) This role requires frequent travel to other offices and sites as required.
- 13) Carry out duties appropriate to the grade of the post.
- 14) Promote continuous improvement and deliver demonstrable high quality products and services which embrace quality standards.
- 15) Demonstrate personal commitment to the Norse Way CSR strategy.

## Qualifications:

- 1) Professional membership of the Institute of Structural Engineers and be working or prepared to work towards Chartered status – Essential
- 2) Bachelor's Degree or equivalent in an Engineering related discipline – Essential
- 3) Holds a current site card or is prepared to immediately attain – Essential

### Skills and knowledge:

- 1) Experience in a similar or related role - Essential
- 2) Proficient in the use of Microsoft Office Suite and AutoCAD – Essential
- 3) Familiar with relevant construction, health and safety legislation and risks and hazards associated with asbestos – Essential

### Competencies:


<b>Improving for excellence</b>	<b>Level 2</b>	<b>Commercial focus</b>	<b>Level 2</b>
<b>Drive for results</b>	<b>Level 2</b>	<b>Customer focus</b>	<b>Level 2</b>
<b>Effective decision making</b>	<b>Level 2</b>	<b>Managing positive relationships</b>	<b>Level 2</b>
		<b>Leadership and development</b>	<b>Level 1</b>

### General:

Role Profiles are a reflection of the character and work priorities at a given point in time and it will be subject to regular review.

It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.

The individual is required at all times to comply with the provisions of the Data Protection Act 1998 and with any policy introduced by the Company to comply with the Act.

<b>Creation date:</b> 25 <sup>th</sup> October 2016	
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This role profile has been reviewed and validated by the Group Director – Human Resources.  
Last modified: 22<sup>nd</sup> December 2016

# Role profile



**Job title:** Senior Structural Engineer

**Grade:** DP

**Discipline:** Structural / Geo / Civil

## Role purpose:

The Senior Structural Engineer will be responsible for the design, specification, programme and project management of structural services.

## Accountabilities:

- 1) Carry out the design and management of all types of structural service projects including producing budgets estimates, drawings, detailed service specifications, tender documentation and undertaking full contract administration duties on structural led projects.
- 2) Deliver structural projects in accordance with client's brief and professional standards.
- 3) Promote and manage the competitive, efficient and effective delivery of structural services to clients.
- 4) Promote energy efficiency and provide advice and support for the development of energy efficient practices.
- 5) Provide coaching and guidance to colleagues on professional and technical standards.
- 6) Carry out all allocated tasks competently within determined timescales, financial budgets and free costs targets.
- 7) Ensure planned work programmes are completed to schedule and timescale.
- 8) Assist with resource management of the Structural Engineering workload.
- 9) Delivery of commercial targets in Structural Engineering.
- 10) Draft orders and prepare estimates of identified works.
- 11) Responsible for identifying new business opportunities.
- 12) Fee earning at 90%, and contribute to the achievement of business plan objectives and targets.
- 13) This role requires frequent travel to other offices and sites as required.
- 14) Carry out duties appropriate to the grade of the post.
- 15) Promote continuous improvement and deliver demonstrable high quality products and services which embrace quality standards.
- 16) Demonstrate personal commitment to the Norse Way CSR strategy.

## Qualifications:

- 1) Professional membership of the Institute of Structural Engineers and be working or prepared to work towards Chartered status – Essential
- 2) Bachelor's Degree or equivalent in a Structural Engineering related discipline – Essential
- 3) Holds a current site card or is prepared to immediately attain – Essential

## Skills and knowledge:

- 1) Extensive experience in a similar or related role – Essential
- 2) Proficient in the use of Microsoft Office Suite – Essential
- 3) Familiar with relevant construction, health and safety legislation and the risks and hazards associated with asbestos – Essential

## Competencies:


<b>Improving for excellence</b>	<b>Level 3</b>	<b>Commercial focus</b>	<b>Level 2</b>
<b>Drive for results</b>	<b>Level 3</b>	<b>Customer focus</b>	<b>Level 3</b>
<b>Effective decision making</b>	<b>Level 3</b>	<b>Managing positive relationships</b>	<b>Level 3</b>
<b>Thinking with vision</b>	<b>Level 1</b>	<b>Leadership and development</b>	<b>Level 2</b>

## General:

Role Profiles are a reflection of the character and work priorities at a given point in time and it will be subject to regular review.

It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.

The individual is required at all times to comply with the provisions of the Data Protection Act 1998 and with any policy introduced by the Company to comply with the Act.

<b>Creation date:</b> 25 <sup>th</sup> October 2016	
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This role profile has been reviewed and validated by the Group Director – Human Resources.  
Last modified: 22<sup>nd</sup> December 2016

# Role profile

**Job title:** Associate Structural Engineer

**Grade:** DM

**Discipline:** Structural / Geo / Civil

## Role purpose:

The Associate Structural Engineer will be responsible for the technical and commercial management of major projects as well as providing inspirational leadership for the team.

## Accountabilities:

- 1) Ensure all projects are completed in a timely manner and cost effective way.
- 2) Manage client needs, defining project technical specifications, manage costs, fees and commercial requirement and ensure that projects are delivered to client satisfaction.
- 3) Assist the relevant director in managing engineering resources across the Structural Engineering team.
- 4) Support business development activity to enhance, grow and diversify the engineering capabilities.
- 5) Manage the implementation of best practice in the Structural Engineering team.
- 6) Lead major projects ensuring that they are delivered to the specification.
- 7) Responsible for identifying new business opportunities.
- 8) Fee earning at 80%, and contribute to the achievement of business plan objectives and targets.
- 9) This role requires frequent travel to other offices and sites as required.
- 10) Carry out duties appropriate to the grade of the post.
- 11) Inspire a culture of excellence and continuous improvement, ensuring the delivery of demonstrable high quality products and services which embrace quality standards.
- 12) Demonstrate personal commitment to the Norse way CSR strategy.

## Qualifications:

- 1) Professional membership of the Institute of Structural Engineers and be working or prepared to work towards Chartered status – Essential
- 2) Bachelor's Degree or equivalent in an Structural Engineering related discipline – Essential
- 3) Holds a current site card or is prepared to immediately attain – Essential

## Skills and knowledge:

- 1) Extensive experience in a similar or related role – Essential
- 2) Experience in managing a team – Essential
- 3) Proficient in the use of Microsoft Office Suite –Essential
- 4) Familiar with relevant construction, health and safety legislation and risks and hazards associated with asbestos – Essential

## Competencies:


<b>Improving for excellence</b>	<b>Level 3</b>	<b>Commercial focus</b>	<b>Level 2</b>
<b>Drive for results</b>	<b>Level 3</b>	<b>Customer focus</b>	<b>Level 3</b>
<b>Effective decision making</b>	<b>Level 3</b>	<b>Managing positive relationships</b>	<b>Level 3</b>
<b>Thinking with vision</b>	<b>Level 1</b>	<b>Leadership and development</b>	<b>Level 2</b>

## General:

Role Profiles are a reflection of the character and work priorities at a given point in time and it will be subject to regular review.

It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.

The individual is required at all times to comply with the provisions of the Data Protection Act 1998 and with any policy introduced by the Company to comply with the Act.

<b>Creation date:</b> 25 <sup>th</sup> October 2016	
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