

London Borough of Lambeth JOB DESCRIPTION

Job Title: Senior Structural Engineer
Department: Resident Services
Division: Housing
Business Unit: Repairs
Grade: PO6
Responsible to: Head of Repairs
Responsible for: Structural Engineer, Apprentice Structural Engineer

Main purpose of post

To provide expert and timely structural engineering services across Lambeth's Housing stock, to protect Council assets and ensure buildings are safe and comply with Health and Safety regulations? Assisting in carrying out the recommended remedial works given in the structural engineer's reports. The post holder will assist Lambeth's Legal Team as required in defending the Council's interests in litigation cases etc.

Line management and supervision of a small professional team which comprises of a structural engineer and apprentice. Developing, monitoring and managing structural engineering consultant budgets. Managing and monitoring the quality of work performed by structural engineering consultants.

Commissioning structural surveys in response to requests made by teams within Resident Services including Responsive Repairs, Income Maximisation, Capital Works, and Disrepair. Contract managing urgent structural repairs schemes to comply with H&S Regulations and Court Orders from inception to completion.

Key Unit Accountabilities

All Council managers are expected to work in a way which supports the achievement of the Council's citizen-centred and engaging approach. To ensure an effective structural engineering service is provided for Housing Services in a number of key areas in accordance with specifications, procedures and legislation; which include but is not exclusive to the following:

1. Provision of high quality structural engineering services, including the delivery of works and services programmes and projects to time, cost and quality.
2. To line manage the individual team members, providing appropriate support and guidance. Undertaking regular one to one's to review performance, identify ongoing training needs and opportunities for ongoing continuous professional development are maintained.
3. Work with residents, stakeholders and other teams to provide appropriate and effective consultation prior to undertaking works.

4. Identification and accurate diagnosis of structural issues for occupied and empty homes.
5. Provision of precise specification and schedule of works of structural repairs to a professional standard. This involves implementing the report's recommendations by instructing the term contractor to organise trial pits, soil investigation, CCTV drain surveys, and liaising with Lambeth's Tree's Section regarding removal of trees.
6. Liaison with and efficient monitoring of structural engineering consultants and repair contractors
7. Commissioning structural surveys for long term void properties which are uninhabitable due to underlying structural issues.
8. Crack monitoring of buildings: Monitoring foundation movement of buildings to ascertain whether the movement is seasonal or progressive in order to assist building insurance claims and recommending cost effective solutions such as tree removal, underpinning and drainage repairs.
9. Manage Right to Buy searches to assist Home ownership Services: maintain a database for the structural surveys of housing properties.
10. Managing "Party Wall Notices "served on Lambeth Housing Properties. Allocating party Wall related works to external Consultants on a rotational basis. Keeping the database of Party Wall related tasks up to date.
11. Devising and recommending cost effective solutions to structural repair problems. Certification of invoices for payments: creating purchase orders for invoices received from Structural Engineering Consultants. Monitor allocation, delivery and cost of structural surveys to each consultant via the current database.
12. Managing performance of structural engineering consultants through close scrutiny of key performance indicators
13. Work as part of the Repairs Team and deputise for the Senior Structural Engineer as requested
14. Work in partnership with the Responsive Repairs and Disrepair Teams to manage and reduce disrepair cases
15. To deal with complex and contentious correspondence, members' enquiries, resident complaints, Ombudsman complaints and Freedom of information requests.

16. To keep up to date with professional development, legislative changes and best practice.
17. The post holder is required to comply with all health and Safety at work policies, procedures and guidelines which form part of the job description.
18. Lead interventions to prevent service or works underperformance and initiate effective improvement plans.
19. Develop a collaborative approach and effective working relationship with colleagues, agencies, contractors and citizens, promoting mutual trust and shared benefits.
20. Manage and monitor a variety of performance indicators. Ensure that performance targets are met, customer care measures are implemented and services standards are achieved.
21. Represent Lambeth Council at internal and external groups and forums when requested.
22. Undertake continuous professional development and learning identified and monitored through the post-holder's Personal Performance Plan as part of the Performance Appraisal process.
23. Carry out other duties as may be reasonably required, including off site travel.
24. Ensure accurate specifications are provided to enable effective repairs
25. Resolve all problems of service delivery and issues of customer dissatisfaction, which are within the scope of personal responsibility. Where necessary escalate to senior members of staff and other sections.
26. Identify any staff based training needs and assist in training staff in the specification of repairs based on the approved schedule of rates.
27. To create a working environment where everyone feels safe, valued and motivated in accordance with policies and procedures with particular reference to equality and diversity.
28. To take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld. This includes the Data Protection Act, the Health and Safety at Work Act, Equalities and Diversity, Standing Orders and Financial regulations.
29. To take responsibility, appropriate to the post, for tackling racism and promoting good race, ethnic and community relations.
30. To work flexibly in undertaking the duties and responsibilities of this job, and participate as required in multi-disciplinary cross-department and cross organisational groups and task teams.

31. To undertake any other duties that may be required. These may be varied from time to time to meet the needs of the service.

PERSON SPECIFICATION
Senior Structural Engineer (PO6)

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confidence scheme, you will need to give evidence or examples of your proven experience in the areas marked with "Ticks" (✓) on the person specification when you complete the application form.</p>			Shortlisting Criteria
<i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i>			
Qualification		Holds degree level qualification, relevant professional qualifications or has equivalent substantial demonstrable experience at a managerial level	A✓
Key Knowledge	K1	To have sound knowledge in structural analysis, structural design, Geotechnical & Foundation Engineering.	A✓
	K2	To have sound knowledge in structural defects in low- & high-rise buildings	A✓
	K3	To have sound knowledge in contracts, contract administration, CDM, Building Regulations and Party wall Matters.	A✓
	K4	Computer literate and able to use MS Office software to assist in report writing and management of projects. Able to use structural design & Cad drawings software packages.	A✓
Relevant Experience	E1	Able to diagnose structural defects in low- & high-rise buildings and be able to write complex reports in an easy-to read and understood manner. Experience of, effectively managing consultants who produce specifications for schemes. Experience of achieving best value through procurements.	A✓
	E2	Able to write briefs for appointments of structural and Partywall consultants and effectively managing them who produce structural reports and Partywall Awards	

	E3	Communicating in writing Writes clearly and succinctly, conveying key information effectively and creating a positive impact	
	E4	Worked for a Local Authority on a similar role for more than ten years	
Core Behaviours		Focuses on People: <ul style="list-style-type: none"> • Maintaining and developing staff by having one-to-ones, appraisals, team meetings and training plans • Empowering and supporting staff and being responsible for your team • Recruiting the best staff and providing quality learning opportunities 	
		Takes Ownership: <ul style="list-style-type: none"> • Having regular one-to-ones and conversations with your staff to discuss how they are doing and seek their feedback • Owning your budget and spend, ensuring your teams focus on meeting outcomes • Engaging your staff in discussions about what's required to deliver and giving a sense of resource available 	
		Works collaboratively: <ul style="list-style-type: none"> • Ensuring all work with colleagues from across the council to reduce silo working and get things done in the most informed and best way • Encouraging staff to input to their objectives, then summarising goals and monitoring via regular one-to-ones • Seek to broaden the skill set of teams so that they can have transferable skills and support across a range of teams • Encouraging your staff to support each other where necessary to complete tasks and meet objectives 	A✓
		Communicates Effectively: <ul style="list-style-type: none"> • Finding out and knowing your staff's skills and strengths, listening to what each other has to say and working as a team to deliver work • Having regular, open conversations with people, clearly expressing ideas and views, seeking and passing on customer and staff feedback and suggestions 	

		<ul style="list-style-type: none"> Thinking carefully about avoiding jargon both internally and externally 	
		<p>Focuses on Results:</p> <ul style="list-style-type: none"> Ensuring teams are clear about the outcomes and objectives of the Council and show a clear link between what they do and how it makes an impact on the customer Setting clear objectives and targets, ensuring they are SMART and measurable and linked to business plans Meeting regularly with staff to ensure work is on track and focussed on objectives and tasks Working with staff to make sure they have the right resources, tools and support to achieve their objectives 	A✓