

## **London Borough of Lambeth JOB DESCRIPTION**

**Job Title:** Structural Engineer  
**Department:** Resident Services  
**Division:** Housing  
**Business Unit:** Repairs  
**Grade:** **PO3**  
**Responsible to:** Senior Structural Engineer  
**Responsible for:** N/a

### **Main purpose of post**

Commissioning structural surveys in response to requests made by teams within Resident Services including Responsive Repairs, Income Maximisation, Capital Works, and Disrepair. The post holder will assist Lambeth's Legal Team as required in defending the Council's interests in litigation cases etc.

Managing a caseload of structural survey projects. Ensuring surveys are completed to a high quality, on time and to budget. Liaising and co-ordinating survey results and repair activities and ensuring effective and timely communications with all key stakeholders.

Assisting in carrying out the recommended remedial works given in the consultant structural engineer's reports. 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.

### **Key Unit Accountabilities**

1. Provision of structural services including the delivery of works and services programmes and projects to time, cost and quality.
2. Work with residents, stakeholders and other teams to provide appropriate and effective consultation prior to undertaking works
3. Commissioning structural surveys for long term void properties which are uninhabitable due to underlying structural issues. Ensure accurate specifications are provided to enable effective repairs
4. 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.

5. "Right to Buy" search to assist Home ownership Services: maintain a database for the structural surveys of housing properties.
6. 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.
7. Contract managing urgent structural repairs schemes to comply with H&S Regulations and Court Orders from inception to completion.
8. Identification and accurate diagnosis of structural issues for occupied and empty homes.
9. Provision of precise specification and schedule of works of structural repairs to a professional standard.
10. Liaison with and efficient monitoring of structural engineering consultants and repair contractors.
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.
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. Contribute to the Business Planning Process and service improvement initiatives.
16. Assume a leadership role in working with agencies, other departments, council members and community organisations.
17. To deal with complex and contentious correspondence, members' enquiries, resident complaints, Ombudsman complaints and Freedom of information requests.
18. To keep up to date with professional development, legislative changes and best practice.
19. 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.

20. Generates a culture and environment where excellent customer service and improved quality of performance is fundamental to service delivery.
21. Assist Senior Structural Engineer with interventions to prevent service or works underperformance and initiate effective improvement plans.
22. Develop a collaborative approach and effective working relationship with colleagues, agencies, contractors and citizens, promoting mutual trust and shared benefits.
23. Manage and monitor a variety of performance indicators. Ensure that performance targets are met, customer care measures are implemented and services standards are achieved.
24. Represent Lambeth Council at internal and external groups and forums when requested.
25. Undertake continuous professional development and learning identified and monitored through the post-holder's Personal Performance Plan as part of the Performance Appraisal process.
26. Carry out other duties as may be reasonably required, including off site travel.
27. 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.
28. Participate in day-to-day cover as a member of the team.
29. 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.
30. 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.
31. To take responsibility, appropriate to the post, for tackling racism and promoting good race, ethnic and community relations.
32. 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.
33. 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

### Structural Engineer (PO3)

<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 Confident 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> 			<b>Shortlisting Criteria</b>
<p><b><i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i></b></p>			
<b>Qualification</b>	Q1	Holds degree level qualification, relevant professional qualifications or has equivalent substantial demonstrable experience at a managerial level	✓A
<b>Key Knowledge</b>	K1	To have sound knowledge in structural analysis, structural design, Geotechnical & Foundation Engineering.	✓A
	K2	To have sound knowledge of structures, structural defects in low- & high-rise buildings	✓A
	K3	To have sound knowledge in contracts, contract administration, CDM, Building Regulations and Partywall Matters	✓A
	K4	Computer literate and able to use MS Office software to assist in report writing and management of projects. Competent in preparing drawings using AutoCAD & Revit software. Competent in the use of TEDDS-Structural design software.	
<b>Relevant Experience</b>	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	✓A
	E2	Experience of, effectively managing consultants who produce specifications for schemes. Experience of achieving best value through procurements.	✓A
	E3	Communicating in writing	✓A

		Writes clearly and succinctly, conveying key information effectively and creating a positive impact	
	E4	Demonstrable experience working for a Local Authority in a similar role	
<b>Core Behaviours</b>		<b>Focuses on People:</b> <ul style="list-style-type: none"> <li>▪ Showing empathy to help people inside the council as well as outside</li> <li>▪ Providing support, advice and guidance</li> <li>▪ Take time to understand residents' concerns and priorities</li> </ul>	
		<b>Takes Ownership:</b> <ul style="list-style-type: none"> <li>▪ Going the extra mile, valuing success, being proactive and knowledgeable and taking the initiative</li> <li>▪ At a level, being accessible and accountable to senior managers, members and the community.</li> <li>▪ Working with teams and service areas to achieve positive outcomes and develop personal capabilities</li> </ul>	
		<b>Works collaboratively:</b> <ul style="list-style-type: none"> <li>▪ Finding out what other colleagues do and working closely with them</li> <li>▪ Being a good team player and stepping in to assist manager or colleagues during absences</li> <li>▪ Being approachable, listening and building constructive honest relationships</li> </ul>	✓A
		<b>Communicates Effectively:</b> <ul style="list-style-type: none"> <li>▪ Targeting the message to the audience, ensuring that everyone can access the information.</li> <li>▪ Using clear language when we talk or write to people, so that they can understand and engage</li> <li>▪ Escalating issues that may arise to the appropriate person (e.g. manager or other service)</li> </ul>	
		<b>Focuses on Results:</b> <ul style="list-style-type: none"> <li>▪ Getting my work done to the best of my ability with the resources and finances we have</li> <li>▪ Making sure I understand my objectives and what I need to do</li> <li>▪ Keeping my manager informed of progress</li> </ul>	