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### Job Description

**Job title:** Senior Engineer, Wales

**Reference:** SUS3093

**Salary:** Grade H: £31,369 per annum

plus a Retention Allowance of £3,993 pa

**Hours**: up to 37.5 hours per week

**Contract:** Permanent

**Base:** Sustrans office in Cardiff (office-based with some flexibility)

Note: this role will require the post-holder to travel and work at other locations in Wales as necessary to undertake projects on behalf of Sustrans.

Initial home working may be expected due to office closures during current C19 restrictions

# Purpose of Job:

To support the Sustrans Cymru Senior management team, in providing direction, professional leadership and delivery of all aspects of Sustrans design work associated with our Liveable Towns and Cities and National Cycle Network (NCN) Programmes.

# Place in Organisation Structure:

# The post holder will report to the Head of Built Environment, Sustrans Cymru.

# Key Relationships:

**Internal:** Head of Built Environment

Active Travel Fund Programme Manager

Head of Behaviour Change and Partnerships

Director for Wales

Network Development and collaborative design projects team

Paths for Everyone projects team

Other Sustrans Cymru staff

Other Sustrans staff

**External:** Local authority and other clients and funders, including key senior officers and decision makers

Welsh Government

Public and voluntary stakeholder groups

Local cycling and walking groups

Land owners, their tenants, land agents and solicitors

Contractors

Engineering consultants

Potential funders

**Key Responsibilities:**

**Supporting delivery of projects or services:**

1. To support the Sustrans Cymru Senior Leadership team in providing strategic direction and professional leadership to all aspects of Sustrans infrastructure work.
2. To lead a team of professionals, primarily in south Wales, to carry out projects associated with:
   1. Liveable Towns and Cities, including development of our Liveable Neighbourhoods programme and school engagement programmes. Projects will focus on working with communities to improve safety, accessibility, cohesion and the appearance of their built environment.
   2. National Cycle Network, including refurbishment and development of new walking and cycling routes and community work associated with them. This will include provision of physical measures such as new walking & cycling infrastructure, detailed design, including structures, supporting Sabs and planning processes as well as work to increase biodiversity and invigorate adjacent communities to create routes that are accessible by everybody.
3. To manage selected technical staff to deliver high quality walking and cycling related feasibility studies, designs and implementation works.
4. To provide design expertise and advice to regional colleagues, including creating and presenting appropriate CAD designs, sketches and drawings, with specific reference to the Active Travel Act (Wales) Design Guidance.
5. To contributes innovative ideas to traditional cycle and walking schemes.
6. To assist team members to design and deliver participative design processes with local people, engaging communities as widely as possible.
7. To assist team members to design and deliver creative and eye-catching community engagement activities and events, such as consultation events, street parties, etc.
8. To ensure effective local partnerships are developed and maintained in order to support wider project objectives.
9. To participate in project meetings with partners and other stakeholders.
10. To provide project management including scheduling and budget management.
11. To develop and submit Planning Applications.
12. To support the integration of Sustrans infrastructure, community-led design approaches, and behaviour change solutions.
13. To support infrastructure teams to comply with relevant legislation (including CDM).
14. To work closely with the Research and Monitoring Unit to ensure robust analysis and clear presentation of the impact of our work to connect people and places.

**Business Development:**

1. To contribute to the development of project proposals and bids and participate in bid writing for projects.
2. To contribute toward the development of new ideas and innovative strategies for product development, marketing, branding, or business opportunities.

**Communication and Marketing:**

1. To contribute towards raising the profile of Sustrans, by representing the charity at meetings, activities and events, as required.
2. To support and comply with the charity’s guidance on branding, tone of voice and key messages, positively contributing towards raising Sustrans’ profile.

**Training and personal development:**

1. To attend essential Sustrans training as required by the Charity
2. To ensure own personal development by working to objectives set as part of the Charity’s appraisal process.

**Health & Safety, Safeguarding and Equality, Diversity and Inclusion**:

1. To support and comply with the organisation’s policies for the management of Health and Safety.
2. To support and comply with the organisation’s policies for the management of safeguarding.
3. To support and comply with the organisation’s policy and procedures relating to Equality, Diversity and Inclusion and apply principles of best practice in own role.

**Networks:**

1. This role may have additional responsibilities as a member of a network of colleagues working on Sustrans-wide coordination of infrastructure work.

**Other:**

1. To perform any other duties consistent with the nature and grade of the role as agreed with the line manager.

**Working conditions:**

The post-holder will live close to the nominated office base although there may be opportunities to work from home at times. Overnight stays away from home may be necessary when undertaking work away from the designated base. Occasional weekend and late working may be required with time off in lieu. The post-holder must be prepared to walk, cycle or use public transport for the majority of work journeys.

**Special Note:**

This job description does not form part of the contract of employment, but indicates how that contract should be performed. The job description may be subject to amendment in the light of experience and in consultation with the jobholder.

Compiled by: Head of Built Environment, Wales

Date: January 2020

**Senior** **Engineer, Wales (SUS3093)**

**Person specification**

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| **Criteria** | **Essential** | |
| Qualifications, education and training | HNC/HND/Degree in Civil Engineering or Traffic Engineering or equivalent  or previous experience in a related field and/or an alternative, relevant and demonstrable specialism (e.g. collaborative design or greenway development)  Membership of a professional body and actively working towards professional qualifications | |
| Experience | Experience in the design of cycling and walking facilities  Experience of project management of infrastructure projects  Experience of managing people within a team or within projects  Production of technical drawings and specifications  Development and delivery of infrastructure projects Experienced in report writing  Health and safety management including CDM  Experience of feasibility studies  Experience in community engagement | |
| Skills and abilities | Excellent communication skills, both verbal and written  Ability to prioritise and manage own workload  Presentation skills  Ability to build successful working relationships  Imaginative approach to problem solving | |
| Knowledge | Cycling and walking design guidance  IT literacy  Understanding of urban design principles and a holistic approach to highway design | |
| Other | Committed to Sustrans’ vision | |
| **Criteria** | | **Desirable** |
| Qualifications, education and training | | Chartered or Incorporated Engineer status |
| Experience | | Highway engineering design  Delivering training  Civil engineering contract management  Preparation of contract documents  Experience of working with public bodies or government in Wales |
| Skills and abilities | | Ability to use Computer Aided Design software AutoCAD or a similar CAD package  Ability to use relevant specialist software such as Autotrack, Sketchup, photoshop, GIS |
| Knowledge | | Active Travel Act, Wales Design Guidance  Highway regulations and guidance such as Manual for Streets and Traffic Signs Regulations and General Directions  Urban design and shared space  Traffic Modelling (Arcady, Picady, Transyt, Linsig, Vissim)  Traffic Signal Design  Highway network management |