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### Job Description

**Job Title:** Engineer

**Reference:** SUS3141

**Salary:** Grade G:£27,528 per annum

plus recruitment & retention allowance of £1,412pa

**Hours :** Up to 37.5 hours per week negotiable

**Contract:** Permanent

**Base:** Sustrans office inManchester (other Sustrans office locations and home working will be considered)

 Note: this role will require the post-holder to travel across the UK to undertake projects**.**

# Job Purpose:

To provide design and contract management support to our UK-wide Estate Management team. The post holder will be involved in the delivery of a wide range of maintenance work for our estate. This will include both walking and cycling paths and over 500 former railway bridges, viaducts, tunnels, retaining walls and culverts many of which form part of the National Cycle Network.

# Place in Organisation:

The post holder reports to the Infrastructure Director.

# Key Relationships

Internal: Infrastructure Director

 Estate Director

Land Managers

Asset Manager (Railway Paths Limited)

Ecologists

Regional/National Sustrans teams

Other Sustrans staff

External: Local authorities

Contractors and sub-contractors

Landowners, tenants and land agents

Sustrans volunteers

Members of the public

**Key responsibilities:**

1. To support the Land Managers by preparing designs and specifications for maintenance projects including liaising with the internal or external Ecologists.
2. To support the Land Managers by preparing contract documentation to enable the selection and appointment of contractors to undertake maintenance projects.
3. To oversee the work of contractors undertaking maintenance work.
4. To support the Infrastructure Director and Asset Manager (Railway Paths Limited) in planning and monitoring the annual programme of maintenance work.
5. To support the Infrastructure Director in carrying out a review of the longer-term maintenance work that will be required for Sustrans’ structures and land assets.
6. To undertake inspections of structures if required.
7. To liaise with landowners and other external parties as required, with the support of the Land Managers.

**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.
3. To undertake training as appropriate to develop in preferred career path

**Health and safety, safeguarding and Equality, Diversity and Inclusion:**

1. To support and comply with the organisation’s policies for the management of Health and Safety including CDM.
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.

**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 within convenient reach of the chosen office base although there will be opportunities to work from home. 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. Sustrans staff are encouraged to walk, cycle or use public transport whenever possible for 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: Infrastructure Director

Date: March 2021 **Engineer (SUS3141)**

# Person Specification

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| **Criteria** | **Essential** |
| Qualifications, education and training | * HNC Civil Engineering or equivalent built environment related discipline
* Achieved or working towards EngTech professional qualification with either the ICE, IHE or CIHT
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| Experience | * Civil engineering design
* Production of technical drawings and specifications
* Preparation of contract documents including construction cost estimates
* Experience of managing contracts/contractors
* Health and safety management including CDM experience
* Experience of writing options reports
 |
| Skills and abilities | * Computer Aided Design software e.g. AutoCAD or a similar CAD package
* Excellent communication skills, both verbal and written
* Ability to prioritise and manage own workload
* Ability to build successful working relationships
* Imaginative approach to problem solving
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| Knowledge | * Understanding of bridge engineering
 |
| Other | * Committed to Sustrans’ vision
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| **Criteria** | **Desirable** |
| Qualifications, education and training | * IEng professional qualification with either the ICE, IHE or CIHT
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| Experience | * Design of cycling and walking facilities
* Experience in community engagement
* Experience of working with volunteers
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| Knowledge | * Use of NEC3 or NEC4 forms of contract
* Comprehensive understanding of Sustrans work
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