

Job Description and Person Specification

SENIOR STRUCTURAL ENGINEER

A Lambeth to be proud of



Job Title: Senior Structural Engineer

Department: Housing

Division: Housing Repairs

Grade: PO6

Reports to: Head of Repairs

Responsible for: Structural Engineer, Apprentice Structural Engineer

Job Purpose

- 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.

Responsibilities

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

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.

PERSON SPECIFICATION

It is essential that you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A). You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted. 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.			Shortlisting Criteria
<i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i>			
Qualification	Q1	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	
	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 VALUES AND BEHAVIOURS

Equity behaviours



One Lambeth
CONNECTED BY PURPOSE

- Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter.
- Ensure fairness and justice is at the heart of my decision making and support to my team and others.
- Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do.
- Develop others and ensure we work as one team for Lambeth, encouraging everyone to play their part.
- Take positive action to ensure everyone in my team has opportunities to learn and grow at work.
- Encourage everyone to be themselves at work and value who they are.
- I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals.

- Treat each member of my team with respect and dignity just as I would want for myself.
- Encourage each member of my team to do their very best work and am available to them to provide support and guidance.
- Personalise my support to each team members and look out for them, lending a hand wherever I can
- Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together
- Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard
- Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.
- Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.
- Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions.

Kindness behaviours



One Lambeth
CONNECTED BY PURPOSE

- I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way.
- I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives.
- I ensure my team plan ahead, getting the basics right and take swift action when problems arise.
- I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.
- I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track.
- I share my learning, knowledge and skills with others through coaching and mentoring and encourage others to do the same.
- I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do.
- I encourage my team to learn and grow and ask questions to find the information they need to do their jobs.

Accountability behaviours



One Lambeth
CONNECTED BY PURPOSE

Ambition behaviours



One Lambeth
CONNECTED BY PURPOSE

- Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do.
- Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved.
- Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together.
- Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes.
- I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities.
- Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.
- Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.