

Job Description

Associate Director Technical and Management Highways / Drainage / Flood Risk / Infrastructure

Our reference: NMc/00000/JD01 – Rev03

1.0 GENERAL DUTIES AND RESPONSIBILITIES:

An Associate is expected to confidently perform the following tasks on a day-to-day basis. The list below is not limited to the daily duties and reference should be made to the relevant sections within the Skills Matrix.

The role of an Associate will be considered for those who are technical specialists in excess of the normal requirements for this role but with reduced experience and capability of project management as outlined in the Management section below and Project Management section of the skills matrix. In the absence of experience in project management a higher level of technical skill would be required to compensate for the reduced management capabilities.

General

1. Maintain and develop technical or management capability through CPD, attending internal and external seminars regularly.
2. Understand and implement internal company policy and procedures for HERRR, Quality and SHEQMS procedures at project level.
3. Attend training seminars when relevant and present key points to colleagues.
4. Associates should use their experience to advise and mentor more junior members of the team.
5. Experienced in use of Microsoft products including Excel, Word and Power Point.
6. Experience in drawing production in accordance with standard procedures and quality of outputs.
7. Understand and implement Designer's duties under the CDM Regulations 2015.
8. Practical understanding of civil engineering principles sufficient with your grade.
9. Expected to work across different offices where required as part of a multidisciplinary team working on a project and to take direction and instruction from the lead engineer on these projects.

Management

1. Associates within design team on designated projects, reporting to Directors.
2. Provide technical leadership in at least one of the key core skills of the business.
3. Hold the project management skills suitable to lead multiple small to medium sized projects and small teams.
4. Understand and appreciate their role within design team and timescales available for undertaking required works for your role and others working on a projects worth circa £50k design and project management fees.
5. Understand and appreciate the role of the other members of the design team members on a multi-discipline project (Architect, M&E Engineer, Client etc). Associates should have the ability and

confidence to challenge and lead others within the design team through their project management and technical skills.

6. Understand the required programme, co-ordination, communication and SCP involvement within project to ensure satisfactory delivery of a project.
7. Associates are expected to have project management capabilities to setup projects, produce project plan (DPH), carry out monthly resource management and financial forecasting, ensure quality control, deadline delivery, and leadership.
8. Plan and manage project team resources and ability to adapt resource plans to clients programmes to achieve deadlines.
9. Understand the project scope, parameters and constraints to set out and manage a delivery plan to achieve the goals through to completion.
10. Correspond with Local highway and/or Drainage/Flood Risk authority engineers on design for adoptable works (Section 104, Section 185, Section 106, Section 38 and Section 278, Section 50 etc.).
11. Carry out negotiations with statutory utilities undertakers to obtain layouts and quotations (C2-C7).

Technical

1. Ability to provide design strategies and briefs to be developed by junior staff, whilst overseeing and guiding them through the detailed stage of the design.
2. Ability to review concept designs and provide value engineering solutions to projects and present the benefits of solutions to clients and the wider design team.
3. Understanding of the stages of design and the detailed output required at each stage within your chosen field of expertise.
4. Keep up to date with changes in legislation, codes of practice, design codes and proprietary suppliers.
5. Checking of drawings and calculations prepared by colleagues to improve the quality of deliverables.
6. Undertake calculations and designs using an efficient and rationalised process to the latest design standards and, where applicable, using relevant design software to your chosen field of expertise. Working knowledge of software within chosen field of expertise, example of this include:
 - a. MircoDrainage / Flow / InfoDrainage
 - b. AutoCAD Civil 3D / PDS / Open Roads
7. Working knowledge of technical standards and guidance in chosen field of expertise, examples of this include:
 - a. DMRB / Manual for Streets
 - b. Relevant sections of the NPPF and PGG's
 - c. Relevant sections of Building Regulations / NHBC / LABC
 - d. CIRIA 753 SuDS Manual
 - e. Sewers for Adoption / DCG
8. Understanding of technical application processes and requirements for highways and/or drainage adoptions S278 / S38 / S50 / S104 / S106 / S185.
9. Experienced in the design of roads & sewers across a variety of sectors including residential, commercial, industrial, energy, education and healthcare.
10. Experience in the production and preparation of reports and documents relevant to chosen field of expertise including:

- a. Flood Risk Assessments, Operation and maintenance manuals and Drainage strategy Reports
- b. Departures from standards identification and reporting

Technical Skills Matrix:

Expectations of ability levels for an Associate Engineer role when compared against leading engineers in their chosen field of expertise.

Knowledge Area 1 - Knowledge of SCP/RSK Policies:

Average Scores of 5+ This is a general area of expertise, an expectation for all staff to have an awareness of these policies with a better understanding provided at senior levels with the ability to advise and teach junior staff.

Knowledge Area 2- Health and Safety - Legal Requirements:

Average Scores of 5+ This is a general area of expertise, an expectation for all staff to have an awareness of these policies with a better understanding provided at senior levels with the ability to advise and teach junior staff.

Knowledge Area 3 - Technical Design Standards:

Average Scores of 5+ in their chosen field. The technical standards are not limited to those within the matrix. At Associate Director level, an expectation that a solid understanding, experience in using the standard and the ability to identify where it is applicable, how it is implemented and its constraints and limitation is expected. An awareness and understanding of other areas for minimum **scores 2+** would be expected at this grade.

Knowledge Area 4 - Project Management:

Average Scores of 5+ This is a general area of expertise, an expectation for all staff to have an awareness of project management roles with an introduction to project management of small projects at more junior grades. At senior grade, it is expected that project management skills are refined and multiple projects can be managed effectively and efficiently at any one time. The ability to advise and teach junior staff.

Knowledge Area 5 – Highways:

Average Scores of 5+ where relevant to their role. The technical standards are not limited to those within the matrix. At Associate Director level, an expectation that suitable experience in highways related projects has been obtained. An awareness and understanding of other areas for minimum **scores 2+** would be expected at this grade.

Knowledge Area 6 – Drainage:

Average Scores of 5+ where relevant to their role. The technical standards are not limited to those within the matrix. At Associate Director level, an expectation that suitable experience in drainage related projects has been obtained. An awareness and understanding of other areas for minimum **scores 2+** would be expected at this grade.

Knowledge Area 7 – Housing:

Average Scores of 5+ where relevant to their role. The technical standards are not limited to those within the matrix. At Associate Director level, an expectation that suitable experience in housing related projects has been

obtained. An awareness and understanding of other areas for minimum **scores 2+** would be expected at this grade.

Knowledge Area 8 – Other Skills:

Average Scores of 5+ where relevant to their role. The technical standards are not limited to those within the matrix. At Associate Director level, an expectation that suitable experience in projects related to their chosen field has been obtained. An awareness and understanding of other areas for minimum **scores 2+** would be expected at this grade.

Knowledge Area 9 – Design Software:

Average Scores of 2+ Where relevant to role. Ability to adapt the software to provide logical engineering solutions to design problems. An understanding of the limitations of the software and how to work around them to provide a safe working solution. A minimum score of 4+ for Microsoft Office suite is expected for all staff at Associate Director grade.

2.0 PERSON SPECIFICATION:

The following are qualifications, experience and attributes that an Associate is expected to have to deliver this role within SCP.

1. Engineer with minimum 12+ years relevant work experience
2. Prior knowledge of the full engineering / development process.
3. Educated to degree level or HNC level with relevant further learning experience.
4. Working towards professional qualifications, evidenced through completion of IPD.
5. Self-motivated and ambitious.
6. A good self-manager of time and work.
7. Strong team player with an energetic outlook that motivates others.
8. Effective written and verbal communication skills.