

**JOB DESCRIPTION & PERSON SPECIFICATION**

<b>Job Title</b>	Assistant Engineer	<b>Status</b>	Live
<b>Reports To:</b>	Engineer	<b>Date Effective:</b>	Dec 2024
<b>Function:</b>	Engineering	<b>Grade</b>	7

**ROLE & PURPOSE OF JOB:**

The post holder contributes to the comprehensive, efficient and effective maintenance of the complex range of Humber Bridge Board (HBB) multidisciplinary assets. This will also include drawing on their engineering knowledge in new ways to sustainability solve problems with complex constraints.

The post holder will support the Engineer. They will assist with driving compliance, continuous improvement and ensuring efficient use of resources both internal and external.

**PRINCIPAL ACCOUNTABILITIES:**

1.	<b>Strategy</b> <ul style="list-style-type: none"> <li>● Assist with the long-term asset maintenance plan of HBB assets to ensure the objectives in the Strategic Plan are achieved.</li> <li>● Monitor technical compliance across multiple simultaneous and complex Engineering activities.</li> <li>● Being a champion for collaboration with other departments to maximise efficiency and achieve business objectives.</li> </ul>
2.	<b>Customer Focus</b> <ul style="list-style-type: none"> <li>● Deliver projects using methodologies that minimise disruption to customers;</li> <li>● Provide sustainable asset management to deliver value for money</li> <li>● Engage with customers with professionalism and courtesy</li> <li>● Contribute to external communications</li> </ul>
3.	<b>Performance Management</b> <ul style="list-style-type: none"> <li>● Support the Engineer to fulfil their role.</li> <li>● Support the Engineering Supervisor to fulfil their role.</li> <li>● Support the achievement of the department KPIs and asset management strategy.</li> <li>● Drive and deliver excellence in line with KPI contributing to improved service.</li> <li>● Ensure efficient coordination of external service providers, stakeholders and contractors.</li> <li>● Carrying out Safety &amp; Environment Tours.</li> </ul>

	<ul style="list-style-type: none"> <li>● Programme works to ensure the availability and efficiency of resources.</li> <li>● Deliver safety briefings.</li> </ul>
4.	<p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>● Through observation and liaison with the workforce and subcontractors create and maintain continuous improvement in the service area.</li> <li>● Support the Engineer and Engineering Supervisor to provide leadership to technicians</li> </ul>
5.	<p><b>Financial</b></p> <ul style="list-style-type: none"> <li>● Assist with procuring and project management.</li> <li>● Assist with providing budget information for allocated works</li> <li>● Assist with monitoring of expenditure.</li> <li>● Contribute to the management of assets valued &lt;£500m.</li> <li>● Assist with ensuring the best value is secured for expenditure on specific projects as part of the overall frameworks of corporate and departmental budgets.</li> </ul>
6.	<p><b>Delivery of Service</b></p> <ul style="list-style-type: none"> <li>● To undertake asset management of HBB assets involving: <ul style="list-style-type: none"> <li>○ Investigations, principal, general and special inspections, assessment, structural review and diagnosis of defects, develop solutions and strategies to problems identified by applying appropriate analysis and design techniques and completing all site-related documentation.</li> <li>○ The management and design for routine maintenance and general repairs.</li> <li>○ Preparing outline and/or detailed designs for major maintenance, strengthening or refurbishment schemes or replacements, including the preparation of contract documents and drawings in accordance with relevant standards ensuring fit for purpose, statutory compliance and minimised whole life-cycle costs.</li> <li>○ Responding to incidents and damage reports to the bridge and highway assets.</li> <li>○ Liaising with colleagues in HBB and third parties to ensure the safety of all users.</li> </ul> </li> <li>● Ensure compliance and provide feedback on relevant Policies in the service area.</li> <li>● Contribute to the review and production of relevant procedures.</li> <li>● Contribute to decisions within the delegated authority for specific projects and schemes to ensure compliance with quality, safety timescales and cost.</li> <li>● Support STEM (Science, Technology, Engineering and Mathematics) and during and outside business hours.</li> <li>● Undertake continued professional development and provide peer group learning.</li> <li>● Contribute to the development of emergency response plans.</li> <li>● Identify and record non-conformance and actions to prevent recurrence.</li> <li>● Ensure efficient inductions and briefings regarding safety documentation.</li> <li>● Produce and review Risk Assessments, methodology and quality documentation.</li> <li>● Produce inspection reports and quality documentation.</li> </ul>
7.	<p><b>Statutory Obligations</b></p> <ul style="list-style-type: none"> <li>● Contribute to ensuring service area complies with statutory legislation, Humber Bridge Acts, HBB Policies and Procedures, Constitution and Standing Orders, and Byelaws.</li> <li>● Assist the Engineer in their role of Client / Designer as required, in accordance with the current Construction and Design Management (CDM) Regulations.</li> <li>● To carry out risk assessments and provision of design information for the Health and Safety file.</li> </ul>

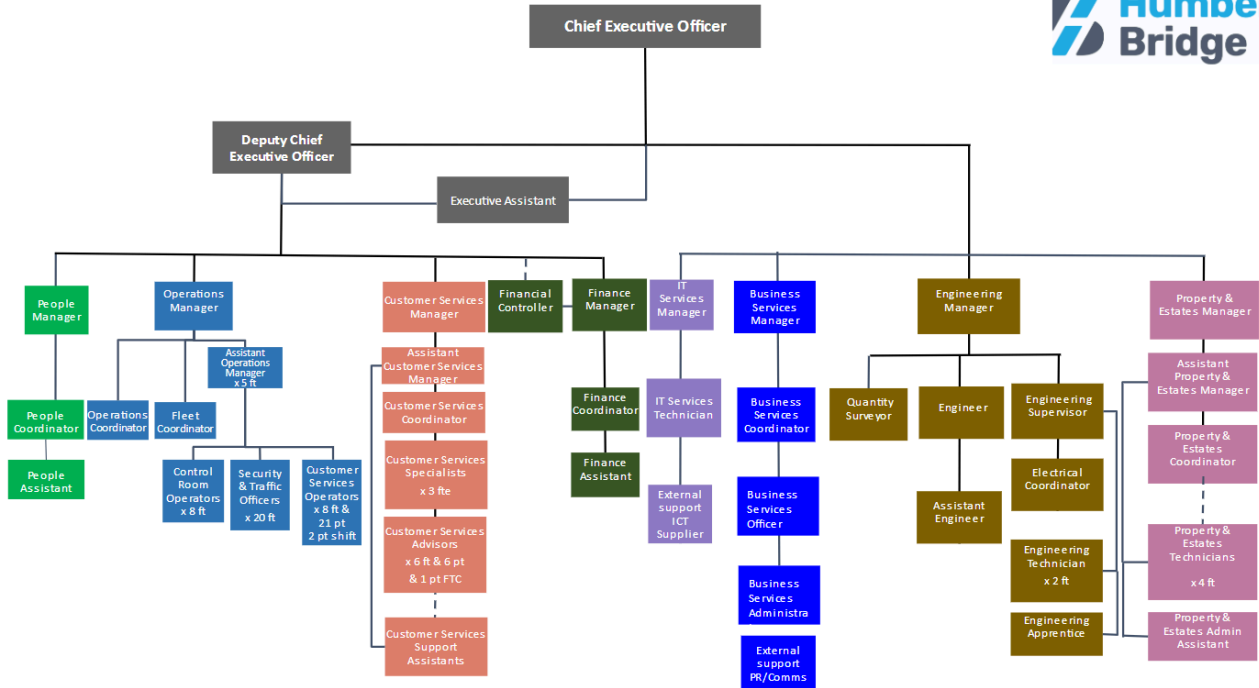
	<ul style="list-style-type: none"> <li>• Ensure compliance with audit protocol.</li> <li>• Comply with Data Protection and General Data Protection Regulations (GDPR).</li> <li>• Responsible for the Health, Safety and Welfare of employees, contractors, volunteers, visitors, customers and the public within the service area, in accordance with the Health and Safety at Work Act (and all relevant H&amp;S guidance) and HBB Health and Safety Policy.</li> </ul>
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<b>CORPORATE RESPONSIBILITIES:</b>	
1.	<p><b>GENERAL</b></p> <p>The above principal duties and responsibilities do not include or define all the tasks which may be required to be undertaken. The post holder must be flexible to ensure the operational needs of the organisation are met. This includes the undertaking of duties of a similar nature and responsibility as and when required.</p>
2.	<p><b>DIGNITY AT WORK</b></p> <p>To show, at all times, a personal commitment to treating all customers and colleagues fairly and respectfully, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes equal opportunities across the business.</p>
3.	<p><b>HEALTH AND SAFETY</b></p> <p>The Health and Safety at Work etc Act 1974 and associated legislation places responsibilities for health and safety on the Humber Bridge Board, as your employer and you as an employee. In addition to the Board's overall duties, the post holder has personal responsibility for their own health, safety and well-being and that of other employees; additional and more specific responsibilities are identified in the Board's Health &amp; Safety policy and associated procedures.</p>

<b>JOB CHARACTERISTICS:</b> The post has the following characteristics	
✓	Postholders will be required to have a range of either professional or specialist knowledge or experience.
✓	The role has the latitude to determine appropriate actions within set policies and practices. The role is subject to structured direction and supervision with set objectives.
	Sufficient HR skills to lead and motivate their direct report and other team members as required (short term) and ensure health and wellbeing, including the development of staff to improve service delivery
✓	The role has a requirement to identify and establish relevant policies and practices within their specific area of responsibility.
✓	The role is required to monitor budgets in line with corporate policy
	The role has the authority to make key decisions impacting on the Principal

Accountabilities.

**ORGANISATION CHART:** The chart shows this post, its peers, reporting lines and management tier:



RESOURCE MANAGEMENT:	
1.	<p><b>Responsibility for Staff:</b>            Contribute to Leadership and supervision of technicians and contractors            Providing rescue to those within the structure.</p>
2.	<p><b>Responsibility for 3rd parties:</b>            Coordinating and managing 3rd party service providers including contractors, consultants and stakeholders.</p>
3.	<p><b>Impact on Departmental spending:</b></p> <ul style="list-style-type: none"> <li>Assist with compliant procurement of materials, plant, labour and contracts valued ≤£2m.</li> <li>Contribute to budget information for allocated works ≤£2m.</li> <li>Contribute to financial forecast for allocated works ≤£2m.</li> <li>Contribute to Project management of works valued ≤£2m.</li> </ul>

	<ul style="list-style-type: none"> <li>Contribute to Developing inspection strategies and resourcing methods to maximise efficiency and value for money.</li> </ul>
4.	<b>Responsibility for Physical Resources / Assets:</b> Contribute to Sustainable management of assets valued <£500m

<b>WORKING RELATIONSHIPS:</b>	
1.	<b>Within own Function:</b> <ul style="list-style-type: none"> <li>Develop professional working relationships to support, challenge and inform decision-making, offering innovative and feasible solutions.</li> <li>Team members - engage and communicate on service-related matters.</li> <li>Champion continuous improvement and business collaboration.</li> </ul>
2.	<b>Within the wider Business:</b> <ul style="list-style-type: none"> <li>Managers - develop professional working relationships to support, challenge and inform decision-making, offering innovative and feasible solutions.</li> <li>Data Protection Officer - collaborate on data protection matters.</li> <li>Staff - engage and communicate on service-related matters and business initiatives.</li> </ul>
3.	<b>External Parties to the Business:</b> <ul style="list-style-type: none"> <li>External suppliers - develop professional working relationships to manage contracts</li> <li>Provide coordination of external stakeholders requiring access to HBB premises.</li> <li>Auditors - collaborate on operational aspects for audit purposes.</li> </ul>

<b>WORKING CONDITIONS INCLUDING PHYSICAL &amp; EMOTIONAL DEMANDS</b>		
	<i>State for each: Not Applicable, Low, Moderate, High, Very High, Intense.</i>	Supporting Information (if applicable).
<b>PHYSICAL DEMANDS:</b> Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day-to-day office environment).	Very High	Climbing long ladders, undertaking rescue training, manual tasks, and walking long distances.
<b>EMOTIONAL DEMANDS:</b> Exposure to objectionable situations over and above that normally incurred in a day-to-day office environment.	High	Likely to be exposed to Emotionally distressed members of the public and possible suicide. High-pressure situations such as rescue.
<b>WORKING CONDITIONS:</b> Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above	Very High	At great height, within enclosed areas, exposed to wind, rain and heat whilst on/in the structure.

that normally incurred in a day-to-day office environment).		Undertaking tasks that require the use of Respiratory Protection.
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<b>PERSON SPECIFICATION</b>		
The information listed as essential is used as part of the job evaluation process.	Essential (E) or Desirable (D)	How identified A - Application/CV C - Certification I - Interview P - Presentation T - Test/Assessment
<b>1. Qualifications:</b>		
Degree or equivalent level of experience within construction/ highways/ bridges.	E	
Evidence of continuing professional development and/or membership in a professional body.	E	
Health and Safety Qualification - SMSTS or equivalent.	E	
Working at height.	E	
Rescue from height.	E	
Emergency First Aid trained.	E	
<b>2. Relevant Experience:</b>		
Work within the construction industry.	E	
Work on bridges or highways.	E	
Awareness of DMRB - Standards for Highways.	E	
Provide support to NEC supervisors.	D	
Undertake formal inspection.	D	
<b>3. Skills (including thinking challenges/mental demands):</b>		
Make decisions for yourself regarding safety and progress.	E	
Good administrative, organisational and time management skills with the ability to work efficiently and accurately, meet deadlines and stay calm when under pressure.	E	
Day-to-day management of contractors - Inductions, briefings, logistics.	E	
Ability to recognise and highlight non-conformance to contractors with the aim of resolving at the source. Ability to escalate when required.	E	
Ability to promote collaboration between contractors and HBB colleagues.	E	
Practical and logical; able to solve problems and learn quickly.	E	
Verbal communication in challenging conditions- radio/phone/in-person.	E	
Ability to produce basic, short-term programmes of work.	E	
Ability to administer a permit-to-work system.	E	
<b>4. Knowledge:</b>		
Ability to analyse and solve problems with an appreciation of possible longer-term implications.	E	

	<p>Awareness of:</p> <ul style="list-style-type: none"> <li>• Bridge design types and construction methods.</li> <li>• Maintenance and repair approaches, techniques and practices in bridges and civil structures.</li> <li>• Asset Management.</li> </ul>	E	
	<p>Knowledge of:</p> <ul style="list-style-type: none"> <li>• Code of Practice and best practice (HMEP, ADEPT, etc).</li> <li>• Design Manual for Roads and Bridges.</li> <li>• Manual of Contract Documents for Highway Works.</li> <li>• Management of Highway Structures and Inspections.</li> <li>• Manual for Highway Structures.</li> <li>• Design Standards for concrete and steel bridges.</li> </ul>	E	
	<p>Awareness of:</p> <ul style="list-style-type: none"> <li>• NEC engineering and construction contract or similar.</li> <li>• HBB/Local Government Procurement procedures.</li> <li>• Abnormal Load Categories.</li> </ul>	E	
	Fully conversant with Health, Safety and Welfare applicable to the role including CDM regulations.	E	
5.	<b>Interpersonal/Communication Skills:</b>		
	<b>Verbal Skills</b>		
	Ability to build and manage effective relationships with stakeholders.	E	
	Strong analytical skills with the ability to process complex information and explain/present the information.	E	
	High level of communication and interpersonal skills. Clearly spoken with good telephone, face-to-face and presentation skills.	E	
	Capable and experienced in verbal communication with a high degree of courtesy, tact and clear articulation of instructions.	E	
	Self-motivated team player with a positive approach and ability to promote good teamwork with an ability to make judgements and decisions, using own initiative, and presenting clear arguments in a manner appropriate to the circumstances.	E	
6.	<b>Written Skills</b>		
	Ability to write structured and concise reports.	E	
	Contribute to contract documents.	E	
7.	<b>Other: If there aren't any state 'none'</b>		
	Full driving licence	E	
	Capable of carrying out inspections/supervision at height and in a confined space, and in various weather conditions including nighttime time as necessary.	E	

HBB's Mission Statement is: "keeping the region connected, whilst providing safe, sustainable and reliable use of the bridge and estate" and key to this are the values listed below



### Embedding our values into working practice - Our Behaviours

	Value	Meaning	Supporting Behaviours
	Healthy and safe	Creating a healthy and safe environment for everyone	<ul style="list-style-type: none"> <li>• Take responsibility for health and safety</li> <li>• Be Supportive, empathetic, and caring</li> <li>• Wellbeing is at the heart of what we do</li> </ul>
	Unique	We are a regional icon	<ul style="list-style-type: none"> <li>• Pride in what we do</li> <li>• Demonstrate resilience</li> <li>• Embrace flexibility</li> </ul>
	More than a Bridge	The bridge is a community, and the community is the bridge	<ul style="list-style-type: none"> <li>• Engaged with our community</li> <li>• Promote and demonstrate inclusivity</li> <li>• Be an ambassador of the Humber Bridge</li> </ul>
	Best at what we do	Be the best at what we do and exceed expectations	<ul style="list-style-type: none"> <li>• Accountable and behave with integrity</li> <li>• Bring a positive attitude</li> <li>• Customer focussed in all that we do</li> </ul>
	Everyone matters	Everyone is important and everyone matters	<ul style="list-style-type: none"> <li>• Respect for everyone</li> <li>• Always act with consideration</li> <li>• Always work together</li> </ul>
	Resourceful	Innovative and efficient in the approach to using our limited resources	<ul style="list-style-type: none"> <li>• Innovative in our approach</li> <li>• Transparent with our decisions</li> <li>• Be efficient to get the best results</li> </ul>

1.	<b>Disclosure of Criminal Record:</b> <i>Note: For Standard, Enhanced, Enhanced &amp; Barring List Disclosures the candidate is required to declare full details of everything on their criminal record. In any event, where the post holder requires a 'Basic Disclosure' or no disclosure is required, the candidate is required to declare unspent convictions only.</i>	
	Is a DBS Disclosure Required? Mark as essential if the post holder requires a DBS disclosure with a satisfactory check as a condition of their employment.	No.
	State type of check required: <i>no disclosure, Basic, Standard, Enhanced, Enhanced &amp; Barring List Disclosure.</i>	<i>No disclosure but the candidate is required to declare unspent convictions only.</i>



**I confirm I have read, understood and agree to the Job Description which outlines the purpose of my role. I also understand the job description may need to change over time and this will be done by consultation.**

Signed by:	
Name:	
Date:	