**Leeds City Council**

**Directorate:** City Development

**Service Area:** Geotechnical Section

**Job Title:** Geotechnical Group Engineer

**Grade:** PO4

**Conditions Of service:** NJC Conditions apply

**Responsible To:** Principal Engineer Geotechnical Section

**Responsible For:** Senior Geotechnical Engineers, Geotechnical Engineers

**Job Purpose:** To provide geotechnical expertise as a key part of a team engaged on ground and mining investigations, earthworks control and geotechnical design. To analyse and interpret data and to draft technical reports and correspondence.

**Responsibilities for Grade:**

• Author geotechnical and geoenvironmental interpretative reports, including all necessary calculations.

• Review technical reports submitted to the Department for adequacy

• Design ground investigations

• Draw up work programmes and allocate work to staff and sub-contractors

• Prepare estimates and monitor performance to budget. Complete work and reports to programme

• Provide clients with verbal advice in respect of current and future project status, including interim technical opinion and advice.

• Liaise with clients, landowners, police and any other interested parties with regard to implementation of site investigation works.

• Maintain a familiarity with appropriate specifications, codes of practice and manuals, including those related to contaminated land.

• Ensure, through in-house training, that delegates are fully competent to carry out site procedures allocated to them.

• Support the development of staff within the team following the current staff development procedures, including staff appraisals as required.

• Work within the relevant Statutory and Departmental Safety Policies taking responsibility for your own safety and that of others.

It should be noted that this job description is subject to occasional changes in response to organisation change/review or to assist flexibility. The duties outlined are not meant as an exhaustive list. Other duties may be undertaken which are commensurate with the grade and within the spirit of the post as specified by the Manager after consultation with staff concerned/trade unions.

**Principal Accountabilities:**

• To manage a defined activity or a small range of the Department's activities to ensure delivery of Best Value services to customers, to meet the objectives of the Council's Strategic and Business Plans and comply with Government Standards.

• To motivate, develop and coach within your area of the directorate to achieve the Leeds Strategic Plan and Engineering Services Service Plan.

• To undertake and manage the delivery of specified elements of the relevant Leeds Strategic and Business Plans, in relation to a defined activity or small range of activities, in order to meet targets and achieve improvements.

• Promote and deliver positive solutions to achieving diversity and equality in all aspects of service delivery, community engagement events, focussing on equality of outcome.

• Actively support continuous improvement initiatives through contributing to cross Council projects and supporting Service Management Team.

• To take responsibility for maintaining effective communications with staff, service users, councillors, trade unions, partners and other stakeholders in accordance with Council good practice and with regard to implementing e-government objectives.

• To develop and maintain good working relationships with internal and external customers and other stakeholders to achieve corporate objectives and to maintain a position of service provider of first choice.

• To be accountable for the safety of staff, service users and contractors in accordance with the Departments Health and Safety Policy.

**Relationships:**

**The post holder will be required to liase with:**

• Staff of City Development

• Client Departments of the City Council

• External clients (including other West Yorkshire authorities), contractors, developers, consultants, statutory undertakers and land owners.

**The post holder may be required to have contact with:**

• The Departmental Management Team(s)

• Council Members, Members of Parliament and members of the public

**Physical Conditions:**

Currently based in Merrion House, Leeds

**Social Conditions:**

Must be able to work as a member of a team and/or alone as required. A 37-hour week, with flexitime, is in operation. There may be occasions where due to the demands of the service, additional hours may have to be worked. Annual leave is 28 days per annum, with five additional days after five years continuous service, plus statutory holidays that fall within the year.

**Economic Conditions:**

The post is within the PO4 Scale (£37,107 to £39,961 per annum). During your employment with the Council your Terms and Conditions of employment will be in accordance with collective agreements negotiated from time to time by the National Joint Council (NJC) for Local Government Services, as set out in the Scheme of Conditions of Service as supplemented by local collective agreements reached with trade unions recognised by the Council and by the rules of the Council. The latter to be monitored by periodic formal assessment.

**Qualifications:**

Graduate in an appropriate discipline. Chartered member of an appropriate discipline or, exceptionally qualified by specialist expertise.

**PERSONAL SPECIFICATION ESSENTIAL REQUIREMENTS:** It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements.

Method of Assessment will be through one or more of the following Application Form, Test, Interview or Certificate.

**Skills Required**

* Able to write detailed professional reports relevant to the role.
* Ability to communicate effectively both verbally and in writing.
* Ability to undertake presentations in a variety of forums including Senior Management
* Ability to work in difficult terrain, carry out trial pit and soakaway investigations.
* Ability to interpret corporate visions and values and put into practice through agreed policies and strategies.
* Ability to drive through change programmes, improve service quality and develop a culture that drives up standards and performance.
* Ability to manage and monitor performance effectively, to set clear objectives for the review of individual and service performance.
* Ability to make an effective contribution to internal and external meetings.
* Ability to take forward initiatives and policies from development to implementation.
* Ability to resolve conflict.
* Ability to develop and contribute to partnerships involving various stakeholders to achieve positive outcomes.
* Ability to develop productive working relationships that command respect, trust and confidence
* Ability to manage competing priorities whilst delivering on a range of projects and adapting to changing circumstances and priorities.

**Knowledge Required**

• Graduate in an appropriate discipline. Also either chartered member of an appropriate discipline or, exceptionally qualified by specialist expertise.

• Expert knowledge in an area covered by the post.

• Understanding of employees' responsibility for health and safety.

• Full driving licence.

**Experience Required**

• Evidence of appropriate experience at a senior level in an organisation directly employing staff engaged in a variety of geotechnical areas.

• Experience of supervising geotechnical site work and sub-contractors

• Evidence of sufficient experience of geotechnical interpretative reporting.

• Experience of contaminated land appraisals

• Experience of active involvement in preparing, managing and controlling budgets.

• Experience of working effectively with others to deliver cross discipline projects.

• Experience of managing services to meet customer needs.

**PERSONAL SPECIFICATION DESIRABLE REQUIREMENTS:** It is desirable that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates are not required to meet all the Desirable requirements however these may be used to distinguish between acceptable candidates.

**Skills Required**

• Ability to develop and contribute to partnerships involving various stakeholders to achieve positive outcomes

• Ability to develop productive working relationships that command respect, trust and confidence

• Ability to manage competing priorities whilst delivering on a range of projects and adapting to changing circumstances and priorities.

**Knowledge/ Qualifications Required**

• A post graduate qualification in a geotechnics or geoenvironmental subject.

• Understanding of local government and experience of achieving results in a politically sensitive context

• Understanding of and commitment to sustainability in service delivery

• Understanding of public sector issues.

• An understanding of service delivery issues.

• Highways related geotechnics knowledge

• Knowledge of current specifications, codes of practice and manuals as they apply to ground and mining investigations, earthworks control and soils testing.

**Experience Required**

• Experience of management of other geotechnical staff

• Experience of contaminated land remediation works

• Computer slope stability experience

**Job Risk Analysis:**

|  |  |
| --- | --- |
| Recruiting Employer | Leeds City Council |
| Department and Section | City Development – Highways & Transportation |
| Post/Job Title | Geotechnical Group Engineer (12040) |
| Description of main activities the applicant would be required to undertake | To provide geotechnical expertise as a key part of a team engaged on ground and mining investigations, earthworks control and geotechnical design. To analyse and interpret data and to draft technical reports and correspondence. |
| Hours/work pattern | 37hrs Monday to Friday |

**If the work contains any of these elements it is defined as a PART A ROLE**

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| **Work element** | **YES** | **NO** |
| Work at heights (e.g. over 2m ) |       | X |
| Work in excessively noisy environments. |       | X |
| Work in unusual environmental conditions, e.g. confined spaces (where the air does not flow free and fresh or where there may be a build up of gases, vapours or fumes or the need for the use of breathing apparatus) |       | X |
| Use of tools and equipment associated with hand-arm or whole-body vibration. |       | X |
| Driving Leeds City Council Vehicles. |       | X |
| Transporting others (i.e. only those driving HGV’s over 7.5 tonnes, PCV’s, minibuses (e.g. requiring MIDAS qualification/DVLA Gp 2) and anyone transporting, as part of their normal duties, more than 3 persons |       | X |
| Contact with hazardous substances identified as requiring regular health surveillance under COSHH n.b. this includes infectious agents egg from bodily fluids, or zoonosis. |       | X |
| Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust. |       | X |
| Work with lead or lead-based products. |       | X |
| Work with, or regularly in, environments where there is likely to be, asbestos containing materials. |       | X |
| Where the role requires an employee to be immunized.  |       | X |
| Fieldwork or work in extreme conditions e.g. involving excessive heat, cold, frequently walking long distances over rough terrain in all weather conditions; | X |  |
| Any other occupational hazards/comments relevant to this post (state): |       | X |

**All other roles are defined as Part B. Please indicate if the work involves any of these elements.**

|  |  |  |
| --- | --- | --- |
| **Work element** | **YES** | **NO** |
| Face to face contact with the public/service users  |       | X |
| Working in isolation/lone working | X |  |
| Work with electrical wiring  |       | X |
| Work where there may be occupational exposure to bodily fluids (all reasonable control measures will have been identified and implemented). N.B. if the risk assessment identifies that immunization is required, this should be classed as a Part A role. |       | X |
| Work that may bring the employee into contact with rodents or other animals or livestock N.B. if the risk assessment identifies that immunisation is required, this should be classed as a Part A role. |       |  X     |
| Manual handling/moving and handling (i.e. other than routine office lifting and carrying). |       | X |
| Working with vulnerable service users. |       | X |
| Work with repetitive movements or forced posture. |       | X |
| Work as a regular display screen user. | X |       |
| Work involves the preparation or handling of unwrapped foods, to be consumed without further cooking e.g. sandwich preparation. |       | X |
| General office-based activities. | X |       |
| Driving own vehicle on Council business. | X |  |
| Any other occupational hazards/comments relevant to this post (state): |       | X |

**N.B. Appropriate control measures for these identified hazards will have been identified and implemented.**

**This is a Part A Role**

**Job Description Content Prepared / Reviewed by:**

**Name** R Barson  **Date** January 2019

**Job Description Approved by:**

**Name**  S Swift **Date** January 2019