

## **JOB DESCRIPTION**

### **Assistant Engineer**

#### **Full time, Permanent Post**

**Starting Salary, dependent on experience: £20,798- £25,061**

#### **Overview:**

The Assistant Engineer will be a key member of Transport Planning and Engineering (TP&E), the sustainable transport social enterprise consultancy established by Cycling Scotland. Working in cooperation with and under supervision of the Senior Manager they will assist in achieving the vision of TP&E – *“A social enterprise transport consultancy delivering sustainable transport networks to allow anyone, anywhere to enjoy the benefits of cycling”*.

The role is primarily based at the office in Blythswood Square, Glasgow, with various aspects of site work being undertaken throughout Scotland as required.

#### **Place in Organisational Structure:**

The Assistant Engineer reports to the TP&E Senior Manager.

#### **The responsibilities comprise at minimum:**

1. Assisting the planning, detailed design and project management of active travel infrastructure projects in the categories of off-road cycle paths, on-road cycle lanes, traffic management schemes and any other relevant schemes. The work is carried out to the latest design standards with recognition to worldwide best practise.
2. Assist in producing comprehensive feasibility studies detailing alternative analysis of cycle routes and locations for local cycle networks. To perform accurate surveys of conditions to be found affecting the design of engineering interventions.
3. Assisting in the conduct of stakeholder engagement events and consultation focus groups including liaison with clients, regulatory bodies, landowners and the public.
4. Assisting in the preparation of tender documents including drawings, bills of quantities and contract conditions, the issue of tenders and operation of the tender process.
5. Assisting in on-site supervision of construction works and contract implementation as required.
6. Assisting in the management and/or execution of cycle audits and cycle reviews on new and existing road schemes throughout Scotland.
7. Assisting with research into how cycling is best accommodated on various categories of rural roads.
8. Assisting in engineering-related Cycling Scotland projects as and when requested.
9. Performing administrative tasks such as timesheet completion, purchase order completion, expenses claim, personal development and other management and administrative systems as required.
10. Any other duties considered relevant to the post.

**Person Specification:**

	<b>Essential</b>	<b>Desirable</b>
<b>Relevant Experience</b>	Educated to minimum HND level in civil engineering, transport engineering or equivalent.	Educated to degree level in civil engineering, transport engineering or equivalent.
	Understanding of health, safety and environmental management, including CDM regulations.	Understanding in the design of cycle facilities
	Awareness of on-site construction management procedures and contracts	Understanding in the design of shared-use paths.
	Awareness of on-site construction management procedures and contracts	Understanding of highway engineering design.
		Experience of communicating with project stakeholders.
<b>Special Knowledge and Skills</b>	Ability to use AutoCAD.	Excellent negotiation skills.
	Ability to produce detailed design and construction drawings.	Appreciation of project finances, particularly construction projects.
	Presentation and communication skills including the ability to write concise reports.	Understanding of local authority structure and processes.
		Understanding of planning processes and requirements.
		Appreciation of possible environmental and economic impacts of rural and urban developments.
	Ability to effectively use common office software packages.	Ability to use ArcGIS or equivalent GIS software.
Awareness of drainage design in both rural and urban environments.		
<b>Other Requirements</b>	Interpersonal and organisational skills, particularly in relation to client liaison.	Awareness of sustainable transport policy.
	Ability to work independently.	Keen interest in cycling and walking.
	Ability to take ownership of workload, managing deliverables and deadlines.	
	Committed to the promotion of cycling as a sustainable transport mode.	Interest in innovative technological solutions and the evolution of processes that benefit project efficiency.
	Full clean driving licence.	