

**Job Title**: Principal Civil Engineer

**Department:** Engineering

**Reports to:** Head of Engineering

**Direct Reports:** Senior Civil Engineers, Civil Engineers, Assistant Civil Engineers, Civil Engineering Technicians, CAD Technicians, Apprentice Civil Engineers

**Location:** Activity-based onsite

**Main purpose of the job**

* Providing civil engineering support and expertise to the Mining Remediation Authority.
* Assisting the Head of Engineering with day-to-day leadership of the Engineering Team. This includes colleague management, workload allocation, implementation of engineering best practice. Developing strategy, policies, processes and procedures to aid and improve the delivery of the Mining Remediation Authority’s engineering service.
* Deputising for the Head of Engineering as required

**Responsibilities**

**Specific**

* Assisting the Head of Engineering in maintaining, improving and developing expertise and to act as a lead in the areas of training, knowledge transfer and development of the team.
* Assisting the Head of Engineering with the management of the Engineering team providing support and direction to the Engineering members within the team.
* Providing civil engineering advice, support and services related to design, construction, procurement and NEC4 contract matters to the support the functions of the Mining Remediation Authority.
* Providing engineering support and expertise to the Public Safety and Subsidence (PSS) team on technical issues involving the remediation of surface incidents and subsidence damage
* Providing engineering support and expertise to assist with the delivery of the Mining Remediation Authority’s coal, non-coal and NRW environmental projects and programmes.
* Designing ground investigations, reviewing and assessing factual and interpreted information arising from field observations and ground investigations.
* Fulfilling the role of Designer and/or Principal Designer under CDM Regulations.
* Developing outline design options and options reports with associated costings and embodied carbon.
* Preparing feasibility study, desk study and other technical reports.
* Preparing detailed civil engineering designs to current standards including calculations and the preparation of scopes, drawings, schedules, specifications and contract and tender documentation. This includes considering sustainability and minimising the environmental impact of the project where possible.
* Applying for consents, licenses and permits from regulatory bodies related to the civil engineering design where required.
* Preparing NEC4 contract documentation and fulfilling the role of Client, Service Manager, Project Manager and Supervisor as required in administering the NEC4 suite of contracts.
* Represent the Mining Remediation Authority in discussions and negotiations with stakeholders such as other organisations including national and local government bodies, environmental protection agencies, the Health and Safety Executive, private organisations, customers and the general public.

**General**

* Act in line with the behaviours and values of the Mining Remediation Authority
* Manage your own performance to be accountable for meeting individual, team and corporate objectives
* Act in accordance with the Scheme of Delegation and ensure propriety and regularity in the handling of public funds
* Actively demonstrate the Mining Remediation Authority’s customer service standards expected of your role
* Follow and contribute to the improvement of operational and team processes and procedures
* Assist with the preparation and delivery of the team’s objectives, budgets and financial records
* Identify opportunities and implement change leading to team development, system improvement and ensuring good value for money
* Maintain and develop positive stakeholder relationships in order to promote the Mining Remediation Authority and assist it to meet its objectives
* Support research and development projects
* Ensure that the Mining Remediation Authority’s statutory responsibilities are effectively discharged
* Carry out any further reasonable requests from your line manager

**Competencies Level**

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| **Seeing the bigger picture** - has an in-depth understanding and knowledge of how the role fits with and supports The Coal Authority’s business priorities | **5** |
| **Changing and improving** - responsive, innovative and seek out opportunities for continuous improvement | **5** |
| **Making effective decisions** - objective; uses sound judgement, evidence and knowledge to provide accurate, expert and professional advice in a timely manner | **5** |
| **Leading and communicating** - leads from the front and communicates with clarity, conviction and enthusiasm | **4** |
| **Collaborating and partnering** - creates and maintains positive, professional and trusting working relationships with a wide range of people, within and outside The Coal Authority, to achieve results | **4** |
| **Building capability for all** - has a strong focus on continuous learning for self, others and the organisation | **5** |
| **Achieving commercial outcomes** - has a commercial, financial and sustainable mind-set to ensure all products and services deliver added value and stimulate growth | **5** |
| **Delivering good value for money** - achieves a good mix of quality and effectiveness for minimal cost and to improve return on investment | **5** |
| **Managing a quality service** - plans, organises and manages their time and activities to deliver a high-quality customer experience | **5** |
| **Delivering at pace** - delivers timely performance, with energy, and taking responsibility and accountability for high-quality outcomes | **5** |

**Person specification**

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|  | **Essential** | **Desirable** |
| **Qualifications and Training** | * Degree in Civil Engineering or other suitable engineering qualification * Chartered membership of a professional civil engineering body, or significant experience aligned with typical industry requirements of this grade. * Valid driving licence |  |
| **Experience and Knowledge** | * Experience in civil, structural or geo-technical engineering. * Experience in the design and specification of civil, structural or geo-technical engineering. * Experience and knowledge of implementation of CDM 2015 Regulations. * Experience and knowledge of civil engineering contracts and their administration. | * Experience in mining. * Knowledge of technical aspects of mine working, mining liability management, and colliery closure. Minerals and Estates management experience. * Experience in the design and specification of drilling and grouting. * Experience in the design and specification of ground investigation works. * Knowledge of the Coal Mining Subsidence Act 1991. * Project Management. * Preparation of fee proposals. * Client management. * Use of GIS software * Drainage and hydrology Earthworks * Retaining structures |
| **Skills and Abilities** | * Ability to work to a sustained and high workload. * Excellent communication and interpersonal skills. * Report writing skills. * Ability to assimilate information and analyse data. * Decision making skills. * Team working skills. * Risk Management and Liability assessment. * AutoCAD | * Use of design software   + AutoCAD   + Civils 3D   + LSS   + PDS Flow   + Tedds   + Slide 2 |

Additional Information:

Average of one site visit every two to four weeks with overnight stays will be required. Travel on a national basis. Approximately 7000 miles per year.