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**Job Title**: Head of Engineering

**Department:** Engineering

**Reports to:** Director of People and Resources

**Direct Reports:** Principal Civil Engineers, Senior Civil Engineers, Civil Engineers, Assistant Civil Engineers, Engineering Technicians, CAD Technicians/Draughtspersons, Civil Engineering Apprentices

**Location:** Hybrid

**Grade:**

**Main purpose of the job**

* To lead the Mining Remediation Authority’s specialist engineering function including development of the function to meet core work and commercial delivery, staff management, and workload allocation.
* To provide advice on engineering matters to our Operational Delivery Teams, principally, Public Safety and Subsidence, Environment and Development but also to wider teams across the Mining Remediation Authority. This includes design, construction, procurement and contract management matters.
* To provide engineering input to support Business Development in developing new products and market opportunities including assisting in the preparation of engineering fee proposals.
* Contribute to the wider progress of the Mining Remediation Authority through the Senior Management Team.

**Responsibilities**

**Specific**

**Leadership**

* Create and implement best practice engineering vision, strategy, policies, processes and procedures to aid and improve delivery across the Mining Remediation Authority.
* To lead and develop the Engineering team to maintain and enhance its position as expert both for the economic and effective delivery of public task solutions but also for wider commercial delivered projects as required.
* Provide leadership and coach, mentor and develop team members, develop performance standards and manage a high performing team that delivers continuous improvement, added value and cost reductions.
* To ensure engineering standards within the team are maintained and enhanced and that the work of the team complies with appropriate legislation, codes and standards. Take ownership of the engineering policy, guidelines and any associated documents.
* Drive, monitor and develop quality and reliability standards commensurate with industry benchmarks, requirements of customers, research/design and development, and define the metrics required to assess performance against standards required.
* To create, periodically review and execute approaches to design and solutions that address the Mining Remediation Authority’s risk appetite and provide value for money.
* Initiate and develop creative and innovative engineering approaches and challenge the status quo.
* Drive the strategy of the Mining Remediation Authority through the senior management team.

**General Engineering**

* Ensure that engineering resources are well aligned to maximise delivery of projects.
* Leverage appropriate external contract resource as required to support projects and programmes and ensure that all required compliance projects are completed in line with regulatory expectations and that the top priority business projects are executed.
* Lead the preparation of technical and contract documentation for issue and analysis of returned tender documents.
* Provide advice to Business Development and other Mining Remediation Authority teams developing new products and market opportunities including assisting in the preparation of engineering fee proposals.
* Work with the rest of the leadership team to decide which engineering projects is the highest priority against the business targets and which can be executed with the available resource.
* Work collaboratively, negotiate and engage with key stakeholders to facilitate delivery and compliance with the engineering strategy.
* To support other operational teams and attending field visits and site meetings as and when required.
* To advise on budgetary requirements for engineering works necessary to achieve the Mining Remediation Authority’s objectives for property management.
* To adhere to the Mining Remediation Authority procedures and QMS requirements for internal and external work.
* To represent the Mining Remediation Authority in discussions and negotiations with other organisations including national and local government bodies, environmental protection agencies, the Health and Safety Executive, private companies and the general public.
* To act as Engineer to Contract. Discuss for civil engineering contracts awarded by the Mining Remediation Authority.
* To manage the Mining Remediation Authority’s professional engineering training programme.

**Technical**

**Note that this role is predominantly a leadership role.**

* To assess factual and interpreted information arising from field observations/investigations and review.
* To fulfil the role of Designer or Principal Designer under CDM Regulations, including liaising with the Mining Remediation Authority’s HSW team.
* To provide site specific hazard and risk assessments relating to the design of each project.
* To provide viable and cost effective technical treatment/remedial options required to fulfil the Mining Remediation Authority’s statutory and other responsibilities.
* To provide advice on the provision of solutions which contribute to the organisations sustainability ambitions.
* To undertake detailed civil engineering design to current design standards including the preparation of drawings, schedules and specifications.
* To be responsible for financial management of a project or contract where required.
* Liaise with the Mining Remediation Authority’s Procurement Department to enable competitive tenders to be sought where non-framework or specialist contractors are required to be appointed.
* To provide scope of works and specifications to allow contract documentation to be written. When required, be responsible for the preparation and administration of engineering contracts.
* To undertake designs and prepare specifications for ground investigation, ground stabilisation and geo-technical works.
* To prepare specifications and instructions where external specialists/consultants are required to undertake design works and manage that process.
* To develop options and cost implications of remediation to assist with the production of project justification documents.
* To assess and minimise where possible the environmental impact of remedial works during and post construction.
* To be conversant with best practice in managing Mining Remediation mining legacy including hazard management. To develop and review best practice guidelines in relation to the engineering teams work.
* To be part of a contactable team providing 24hr response to calls to the emergency number, giving Field Staff essential support, advice, coordination and back up. To make contact with other resources or emergency services as and when required.

**General**

* Act in line with the behaviours and values of the organisation
* 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 Authority and assist it to meet its objectives
* Support research and development projects
* Ensure that the 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 Mining Remediation Authority’s business priorities | **6** |
| **Changing and improving** - responsive, innovative and seek out opportunities for continuous improvement | **6** |
| **Making effective decisions** - objective; uses sound judgement, evidence and knowledge to provide accurate, expert and professional advice in a timely manner | **6** |
| **Leading and communicating** - leads from the front and communicates with clarity, conviction and enthusiasm | **5** |
| **Collaborating and partnering** - creates and maintains positive, professional and trusting working relationships with a wide range of people, within and outside The Mining Remediation Authority, to achieve results | **5** |
| **Building capability for all** - has a strong focus on continuous learning for self, others and the organisation | **6** |
| **Achieving commercial outcomes** - has a commercial, financial and sustainable mind-set to ensure all products and services deliver added value and stimulate growth | **6** |
| **Delivering good value for money** - achieves a good mix of quality and effectiveness for minimal cost and to improve return on investment | **6** |
| **Managing a quality service** - plans, organises and manages their time and activities to deliver a high-quality customer experience | **6** |
| **Delivering at pace** - delivers timely performance, with energy, and taking responsibility and accountability for high-quality outcomes | **6** |

**Person specification**

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| **Job Title:** Head of Engineering  **Department:** Programme and Contract Assurance Directorate | | |
|  | **Essential** | **Desirable** |
| **Qualifications and Training** | Degree or equivalent qualification in a relevant engineering field. | Chartered Membership of a relevant body |
| **Experience and Knowledge** | Managerial experience in a civil engineering, mining or related field.  Experience in the design and specification of civil engineering works and of CDM Regulations.  Experience in the best practices of surface hazard and spoil heap management.  Experience of communicating with general public, regulatory bodies, contractors, consultants and agents.  Knowledge of technical aspects of mine working, mining liability management, colliery closure and land management and disposal.  Knowledge of Mining, Property, Environmental, Health and Safety, Planning & CDM regulations. |  |
| **Skills and Abilities** | To satisfy the Mining Remediation Authority policy and procedures.  Excellent verbal and written skills.  Excellent decision making skills.  To assimilate information and analyses Data.  Excellent team working and interpersonal Skills.  Negotiation skills.  Risk management and liability assessment.  Budgetary control. |  |
| **Other** | Average of 1 visit every couple of weeks.  Occasional overnight stays will be required.  Travel on a national basis. |  |