



Job Description

Job Title:	Civil Engineer
Department:	Engineering
Reports to:	Principal Civil Engineer
Direct Reports:	None
Location:	Hybrid

Main purpose of the job

- To provide advice on engineering matters to the Principal Civil Engineers, Head of Engineering and to other Heads of Department and Directors within the Organisation as required. This includes design, construction, procurement and construction contract matters.
- To provide engineering support and expertise to the Mining Remediation Authority.

Responsibilities

Specific

- To provide advice on engineering matters to the Principal Civil Engineers, Head of Engineering, other Heads of Department and Directors along with other teams within the Organisation.
- To review and assess factual and interpreted information arising from field observations and ground investigations.
- To fulfil the role of Designer or Principal Designer under CDM Regulations, including liaison with the Mining Remediation Authority's HSW team.
- To develop viable technical options and associated costings and to assist with the production of the Project Justification documentation/feasibility reports where required.
- To undertake detailed civil engineering design to current design standards including the preparation of drawings, schedules and specifications for internal and external clients.
- To provide scope of works and specifications to allow contract documentation to be written. When required, be responsible for the preparation and administration of the engineering contract.
- To be responsible for the 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 undertake designs and prepare specifications for ground investigation, ground stabilisation and geotechnical works.
- To assess and minimise where possible the environmental impact of remedial works during and post construction.
- To consider sustainability for all projects and programmes through the design process.
- To prepare desk study and other technical reports for internal and external clients.
- To adhere to the Mining Remediation Authority procedures and QMS requirements for internal and external work.
- To support the deployment of emergency response where required.
- To be conversant with best practice in managing coal mining legacy including hazard management.
- To develop and review best practice guidelines in relation to the engineering teams work.
- To supervise civil engineering projects, including specialist works, where required.
- To support regional project managers, attend site visits and meetings on matters requiring engineering support and input.
- 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 provide civil engineering advice, designs and drawings to other departments within the Mining Remediation Authority.
- To obtain required consents and approvals, including building regulations, permits and licences.

General

- To act in accordance with the behaviours and values of the organisation
- To manage your own performance to be accountable for meeting individual, team and corporate objectives
- To act in accordance with the Scheme of Delegation and ensure propriety and regularity in the handling of public funds
- To actively demonstrate the Mining Remediation Authority's customer service standards expected of your role
- To comply with and contribute to the improvement of operational and team processes and procedures
- To assist with the preparation and execution of the team's objectives, budgets and financial records
- To identify opportunities and implement change leading to team development, system improvement and good value for money
- To maintain and develop positive stakeholder relationships in order to promote the Mining Remediation Authority and assist it to meet its objectives
- To support research and development projects
- To ensure that the Mining Remediation Authority's statutory responsibilities are effectively discharged
- To carry out any further reasonable requests from your line manager

Competencies

Level

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

4

Changing and improving - responsive, innovative and seek out opportunities for continuous improvement

4

Making effective decisions - objective; uses sound judgement, evidence and knowledge to provide accurate, expert and professional advice in a timely manner

4

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 Mining Remediation Authority, to achieve results

4

- Building capability for all** - has a strong focus on continuous learning for self, others and the organisation 4
- Achieving commercial outcomes** - has a commercial, financial and sustainable mind-set to ensure all products and services deliver added value and stimulate growth 4
- Delivering good value for money** - achieves a good mix of quality and effectiveness for minimal cost and to improve return on investment 4
- Managing a quality service** - plans, organises and manages their time and activities to deliver a high-quality customer experience 4
- Delivering at pace** - delivers timely performance, with energy, and taking responsibility and accountability for high-quality outcomes 4

Person specification

Job Title: Civil Engineer Department: Engineering		
	Essential	Desirable
Qualifications and Training	Degree in Civil Engineering or other suitable engineering qualification	Membership of professional civil engineering body
Experience and Knowledge	<p>Experience in civil, structural or geo-technical engineering. Experience in the design and specification of civil, structural or geo-technical engineering.</p> <p>Knowledge, experience of implementation of CDM 2015 Regulations.</p> <p>Experience and knowledge of civil engineering contracts and their administration.</p>	<p>Experience in mining.</p> <p>Knowledge of technical aspects of mine working, mining liability management, and colliery closure. Minerals and Estates management experience.</p> <p>Experience in the design and specification of ground investigation works.</p> <p>Experience in the design and specification of drilling and grouting.</p> <p>Knowledge of the Coal Mining Subsidence Act 1991.</p> <p>Project Management.</p> <p>Preparation of fee proposals.</p> <p>Client management.</p> <p>Use of GIS software</p> <p>Drainage and hydrology</p> <p>Earthworks</p> <p>Retaining structures</p>
Skills and Abilities	<p>Ability to work to a sustained and high workload.</p> <p>Excellent communication and interpersonal skills.</p> <p>Report writing skills.</p> <p>Ability to assimilate information and analyse data.</p> <p>Decision making skills.</p> <p>Team working skills.</p> <p>Risk Management and Liability assessment.</p> <p>AutoCAD</p>	<p>Software</p> <ul style="list-style-type: none"> • AutoCAD • Civils 3D • LSS • PDS Flow • Tedds

Additional Information:

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

