

Role Profile

Role title	Graduate (Engineering Design)
Business Division	Consultancy
Grade	COR8
Reports to (role title)	Senior Engineer
Version	1.0
Job code	3999

Approving Manager	Andrew Archer
Approving Business Divisional Head	Richard Taylor
Approving Director	Dominic Bostock
Date	May 2017

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Role purpose



The principal element of this role is to undertake the design of Highway Engineering projects throughout Cornwall and the UK for the Engineering Design Group (EDG). This involves working with Cormac colleagues within EDG, their Partners and the Construction Teams as well as Cornwall Council staff. The post holder will also be required to liaise with Elected Members, Town and Parish Councils, Police, External Clients, General Public and User Groups.

Dimensions

Annual financial accountability
To be responsible for project delivery. Value circa £25k.
Direct accountability for the following roles
Up to 4 staff within EDG: graduates and technicians. Post holder will also advise and guide staff working at our Strategic Partner.
Total number of employees that report to the role (directly and indirectly)
4 staff + 2-6 at Strategic Partner
Other key statistics
CORMAC Consultancy manages a divisional Fee Turnover of c£6 million of which: • Highways and traffic data = £3.5 million; • Highway Structures = £1.5 million; • Laboratory including asbestos management and geo-environmental = £1.0 million. • The Consultancy delivers infrastructure projects into Cornwall to maintain and develop our environment with support from European Convergence funding, Homes and Community Agency funding and other national funding pathways. The division manages and maintains: • 7,180km of road network; • 4,300km of footpaths and bridleways; • 2,700 bridges; • 1,200 retaining walls; • Services a maintenance Contract valued at £40 million per annum; • External contracts valued at £20 million per annum; • 50+ managed sub-contractors and sub-consultants.

Context



CORMAC provides local communities with the essential services for everyday life through a multi-service delivery model, maximising the value and effectiveness of the solutions we provide through our local experience and diverse, locally based resources. Our technical resources enable us to not only to deliver frontline services, but to also design the way they are delivered, developing a collaborative relationship with clients and communities to create innovative solutions for service delivery.

CORMAC, operating from three major work bases across the County serves the whole of Cornwall and into Devon, is a C£90M turnover company providing services ranging from Engineering and Technical Services to Fleet Management and Caretaking to Cornwall Council and businesses in Cornwall.

CORMAC comprises of **CORMAC Solutions Ltd** and **CORMAC Contracting Ltd**.

- **CORMAC Solutions** delivers in-house services for Cornwall Council and the wider public through partnership with Town and Parish Councils, local Small and Medium Enterprises (SMEs) and Social Enterprise Groups, providing a complete solution and helping local communities grow and thrive in a sustainable way.
- **CORMAC Contracting** delivers competitive solutions to all major and specialist construction challenges by working together with our clients and supply chain to enhance whole-life value while reducing total cost, improving quality and innovating. We are widely recognised as being one of the South West's leading Civil Engineering contractors for the public and private sector.
- **CORMAC Consultancy**, a part of CORMAC Solutions Ltd, is a technical consultancy service providing feasibility, design, engineering and project management services for infrastructure projects including structures, highways, environmental, traffic and engineering solutions.

The Engineering Design Group is Cornwall's largest engineering consultancy, employing over a hundred technical staff. This is a key post that will play a vital role in providing high level technical support for the company, its clients, suppliers, staff and members of the public. The post holder will also undertake project programming and programme management.

Accountabilities

- Data Collection and Analysis
- Site Investigation, Inspection and Technical Surveys
- Scheme Assessment and Appraisal
- Technical Analysis and Design
- Drawing Production using CAD / BIM to EDG standards
- Preparation and Checking of Technical Reports/ Documents / Presentations / Exhibition Information
- Monitoring of Task / Project Budgets and Expenditure

- Programming Tasks / Small Projects
- To work with senior officers in the co-ordination of a range of projects ensuring efficient progress
- To undertake all work in accordance with appropriate technical standards and regulatory compliance
- To adhere to relevant Health & Safety Legislation and ensure compliance with current CDM Regulations.
- To represent the business at meetings as required
- To provide training / coaching to junior technicians
- To comply with and utilise the performance management system and to contribute to improvement in working procedures.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures, eg CORMAC (Equal Opportunities Policy / Code of Conduct), national legislation (Health & Safety, Data Protection)
- To maintain confidentiality of information acquired in the course of undertaking duties for the business
- To be responsible for your own continuing self-development, undertaking training as required
- To give toolbox talks to disseminate information following training
- To undertake other duties appropriate to the grading of the post

Key objectives for the next 12 months

- To work with senior officers and team members on scheme delivery ensuring that EDG projects are delivered on time, to budget and to clients' satisfaction.
- To utilise the most effective design techniques and software packages to drive competency within EDG.
- To contribute to efficiencies and to promote business growth / opportunities.

Competencies and other requirements

We use the following criteria below to assess your suitability for the role; please refer to the recruitment & selection column to establish at which stage the criteria are assessed.

Requirements assessed at the 'Application' stage represent the minimum essential requirement for shortlisting purposes

Behavioural Competencies	Recruitment and selection
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Making Safety First This is about ensuring safety is at the forefront of everything we do and embedded throughout the business, enabling CORMAC to be recognised as a proactive leader in risk management and contributing to our aspiration of Zero Harm for everyone involved with, or affected by our work activities • Ensure clarity of instruction and briefing of required safe standards for every job • Lead from the front in demonstrating safe working practices and never 'walking-by' • Supports team, ensuring all work equipment and PPE is available before work commences • Being open to alternative suggestions on safe working and encourages open communication with team and management	Interview
Working Together towards a Successful Business This is about contributing to good working relationships and team effectiveness, so that the collective performance is greater than the sum of each individual's effort, whilst recognising the contribution each team makes to CORMAC's business objectives. This is seen by: • Putting own priorities to one side if necessary to support the greater need of the team • Challenging decisions where they crucially affect the interests of the team or business • Making suggestions for improving own or others' work • Raising difficult issues with colleagues to improve relationships or address misunderstandings	Interview
Leading the Business and Managing Change This is about contributing to the business and inspiring others to learn and develop whilst accepting challenges, especially in times of change. This is seen by: • Encouraging and supporting individuals, even when results could have been better • Giving individuals ownership of their work rather than controlling everything • Willingly accepting responsibility for challenging goals and targets • Promoting effective working during change by coaching and encouraging experimentation	Interview
Satisfying our Customers and Engaging with our Community This is about contributing to good customer (including client) relationships and working with and engaging our partners and communities to support local aspirations. This is seen by: • Asking questions of and listening to customers to gain a deeper understanding of their needs • Trying to resolve problems or complaints • Proposing solutions for customers which are mutually favourable • Successfully persuading colleagues and/or customers of the benefits of doing the right thing	Interview

Sustaining and Innovation our Business This is about contributing to the ongoing success and development of CORMAC's business, by growing and innovating for long term sustainability. This is seen by: • Delivering priorities without compromising long term objectives • Considering the impact of social, environmental, economic, political and technical factors in decision making • Actively looking for and initiating efficiencies and achieves savings • Innovating and developing new ways of delivering solutions	Interview
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Knowledge, skills and experience	Recruitment and selection
Degree in Civil Engineering or other appropriate subject or significant experience in Highway/Transportation Infrastructure Design and/or Appraisal.	Application Form
Membership of professional body at appropriate grade or eligibility to achieve appropriate grade.	Application Form
Willing to progress towards Incorporated Engineer status or appropriate alternative.	Application Form
Experience in a transportation, construction or design environment.	Interview Application Form
Demonstrable knowledge of delivering engineering design projects.	Interview
Evidenced ability and experience of design development and use of design software.	Interview Application Form
Demonstrable analytical skills	Interview
Knowledge of responsibilities in connection with current CDM Regulations	Interview
Knowledge of current Health and Safety legislation	Interview
An understanding of procurement processes, and risk management for projects	Application Form Interview
Experience of or ability to build relationships with clients.	Interview
Proven organisational, planning, communication and presentation skills.	Interview
Demonstrable evidence of ability to work as a member of a team	Interview
Proven ability to work on own initiative and manage own workload	Interview
Displays good interpersonal skills, empathy and patience when dealing with customers. Has detailed knowledge of tools and techniques for dealing with challenging behaviours	Interview
Willing to undertake relevant training to keep up to date with latest standards	Interview

Other requirements	Recruitment and selection
Ability to work towards supporting and developing small project teams providing sound professional advice, guidance and direction.	Application Form Interview
Ability to work out of hours to meet project timescales and requirements.	Application Form
The duties of the role involve travel on a regular basis. It is a condition of employment that the role holder can exercise satisfactory travel mobility in order to fulfil the obligations of the role. For those journeys where an alternative form of transport is unavailable or impracticable the role holder will be required to provide a suitable vehicle.	Application Form
This role has been identified by the organisation as safety critical	NO
This post is subject to overtime (where approved/appropriate)	YES
This post is subject to the Company's Flexitime Scheme	YES
This post is subject to a criminal records disclosure check	NO
This is a politically restricted post	NO