

Job Description

Job Title	Structural Engineer
Directorate	City Development
Service Area	Planning & Building Control
Grade	8
Competency Level	2
Salary	£44,711 - £49,764
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not Required
Job Evaluation Ref No	

Job Purpose

To assist in the assessment of the acceptability of structural submissions made under the provisions of the Building Regulations in accordance with British Standards, European Codes Practice, and any other relevant Codes of Practice.



Directly Responsible For:

Not applicable

Directly Responsible To:

Principal Structural Engineer

Main Areas of Responsibility:

- To assess the acceptability of submissions made under the provisions of the Building Regulations in accordance with British Standards, European Codes of practice and any other relevant Codes of Practice. To use professional judgement to determine which matters are to be considered in submissions of any size, basis, complexity, or construction as the workload of the section dictates
- To maintain, support and develop close working relations with other Sections and Service Areas and to attend site as required. Be responsible to the Building Control Manager for the administration and enforcement of relevant legislation in the implementation of council policies, programmes, and procedures
- To deputise for the Principal Structural Engineer as required
- To assist with the activities of the team in the achievement of the Council's and Service's objectives, policies, and duties
- To provide advice on legislation & technical matters and guidance & instruction to professionals, technical and other staff
- Provide supervision, training, mentoring, competency, and personal development on structural design criteria to other members of the team
- To monitor progress of applications for their workload and that of the structural engineer to ensure that work is completed within the required timeframe
- To assist both the Building Control Manager, Principal Structural Engineer, and Quality & Business Growth Officer in the collation of service KPIs,



Operational Standard Rules/KPIs for the Building Safety Regulator and maintenance of the services Quality Management system

- The participation in the emergency out of hours Building Control service
- To attend officer and site meetings, courts of law, meetings of external agencies and voluntary organisations and courses, when required
- To be responsible to the Principal Structural Engineer in relation to structural appraisal
- Provide consultancy services in relation to structural design checking for other Local Authority Building Control bodies
- To assist the Area Team Leader/Principal Structural Engineer in the study and reporting on new or proposed legislation, circulars or other matters affecting the function of the Service. Establish or revise operational systems, procedures and policies as required
- To prepare necessary notes, reports, schedules, or other relevant correspondence
- To keep records and other relevant administrative details as required
- To assist in the consideration of the training needs of the Section
- To carry out Structural surveys and reports for Liverpool City Council Service areas
- To participate in all aspects of training and personal development. Use all learning opportunities to develop personal skills necessary to improve effectiveness, efficiency, and delivery of service in recognition of the portfolios and Division's business and service targets
- To undertake any other duty commensurate with the role as required

Supervision and Management Responsibility:

- No supervisory or line manager responsibility

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- Intermittent exposure to working in adverse weather conditions on site and via call out
- Standing for long periods time
- Sitting for long periods of time
- VDU working for long periods of time
- Working at heights
- Lone working at intermittent times

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement

- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Associate professional qualification i.e., Institute of Structural Engineers or equivalent (A/I)
- Degree in Structural Engineering (A/I)

Desirable

- LABC/CIOB level 4 or 5 qualification in Building Control or associated discipline

Experience

Essential

- Substantial experience of design in steel, masonry, concrete and timber on residential and commercial buildings up to seven storeys and other complex building schemes (A/I)
- Substantial experience in understanding the impacts of fire on materials used in the construction of buildings (A/I)
- Substantial experience in applying the Building Regulations and associated guidance via the (Approved Documents), British Standards and Codes of Practice (A/I)

- Use of computers for the recording of application notes, plan examination, preparation of reports and other correspondence (A/I)
- Substantial experience of working within Building Control including dealing with dangerous structures, demolitions and open to access buildings (A/I)

Desirable

- Experience in producing reports on KPIs and working with a Quality Management system

Skills/Abilities

Essential

- Communication skills both written and oral (A/I)
- Ability to communicate on all levels, both with other professionals and with members of the public (A/I)
- Good numeracy and conceptual skills, with a ready ability to comprehend complex structural design (A/I)

Commitment

Essential

- The candidate must demonstrate a real commitment to the highest standard of service to our customer, particularly in a competitive environment (A/I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council



Other

Essential

- Hold a full clean driving licence (A/I)
- Ability to work in accordance with Health & Safety Regulations (A/I)
- Willing to participate in out-of-hours emergency call out system (A/I)

Desirable

- Readiness to take on additional responsibilities, commensurate with the grade and to represent the section or service to assist in the implementation of Best Value, Quality Assurance, or other initiatives

