Technical Services Officer (Structural) – Grade 12

Job purpose

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead, so we are always looking for better and smarter ways to work. As Technical Service Officer (Structural) in the Council's Corporate Landlord and Capital Department, you will possess extensive professional structural design experience, strong negotiation, consultation and influencing skills. You will support Technical Services Manager with leading and ensuring effective design and delivery of capital programmes and individual projects involving new build and extensions, remodelling schemes relating to schools , leisure centres, offices, depots, blocks of flats, listed buildings that form part of the Council's Capital investment and Blueprint Plan/s ranging from £10K up to £5M of structural services.

You will be able to build, maintain and manage effective working relationships with stakeholders, clients and partners through regular site visits and liaison meetings. You will also be responsible for ensuring that the service is delivered in line with agreed contracts, policies and procedures. You can expect commitment to your personal and career development.

This role is based within Economy and Infrastructure.
Find out more about working for Kirklees.

Key areas of responsibility

Managing the performance and responsibility for a range of capital projects involving multi-discipline and single discipline design teams preparing new build, refurbishment and remodelling building contracts.

Act in the role of Structural Design on routine and complex projects and manage design teams within a trading account. You will be able to initiate, develop and promote the professional, commercial and contractual factors affecting service delivery including applying information technology to best advantage.

Act as the Councils Technical Authority in relation to its Built Environment and Assets, developing, implementing, monitoring and amending technical specifications, strategies, practices and standards to ensure compliance with all statutory requirements.

Provide advocacy as a technical structural expert to the Capital Delivery and Development team during implementation of projects and to Senior Managers, Elected Members, Council Cabinet, Scrutiny, Partners and all Stakeholders.

Establish and maintain Technical Specifications and Council standards to reflect good practice and to establish performance standards for safety critical elements, ensuring modifications and new build projects comply with specifications and standards, managing and approving any deviation from these standards.

Liaise with clients on capital and revenue investments to define the scope of work required for asset improvements understanding the business needs, aims and objectives in meeting their desired outcomes.

Ensure a high quality, customer focussed and value for money service is delivered. Identify and deliver service improvements and work effectively with suppliers and stakeholders to ensure that customer needs are met, and risk is minimised.

Develop and improve the service's ability to adopt a partnership approach with Council Directorates and external agencies to ensure concept designs are developed with the understanding of desired outcomes and that effective relationships are maintained.

Manage and monitor external professional consultants and contractors involved in designing and implementing asset improvement works through the Council's framework agreements.

Specializing in the design, development, construction and operation of structural services:

Range of skills and abilities include having a detailed knowledge of structural issues associated with new build, extensions, remodelling and refurbishment of all building types including historic and listed buildings. Specialist duties and responsibilities may include 'some or all' of the list below:

- *Knowledge of traditional and system-built properties including general advice on maintenance and repair*
- *Structural design i.e. reinforced concrete, composite structure, timber, masonry and structural steel.*
- *Structural design and feasibility assessments*
- *Structural surveys and investigations including stability and condition assessments*
- *Subsidence and ground stability assessments*
- *Construction and maintenance of road, walls and buildings*
- *Party Wall assessments and advice in accordance with the Party Wall Act*
- *Long term monitoring and health and safety inspections of KMC owned properties*
- *Building Regulations checking – Part A, Structure*
- *You will be required to participate in an emergency "out of hours" standby telephone duty system operating on a rota basis, and by agreement, participate in a voluntary "out of hours" emergency call out system operating on a rota system.*
- *Environmental and contaminated land and property assessments including undertaking desk-based studies and procuring specialist site investigations, advising on flood risk and drainage strategies and undertaking land profiling exercises*
- *Manage ongoing structural maintenance and repair contracts for example Multi-Storey Car Parks*

- *Manage demolition contracts and land remediation schemes from feasibility stage to completion of works on site.*
- *Manage consultants on specialist frameworks including (but not limited to) preparing briefs and liaising with relevant stakeholders. Appraising and assessing any outputs including further investigations from consultants and reporting all findings back to Client. There may be multiple phases for each commission.*
- *Perform role of Technical Advisor on major capital schemes within the Kirklees District. This will include (but not limited to):*

  Preparing briefs/requirements for suppliers to complete major capital schemes from site suitability assessments, structural design and detailing, drainage design to completion of works on site.

  Appraising outputs from suppliers and prepare site remediation strategies as required.

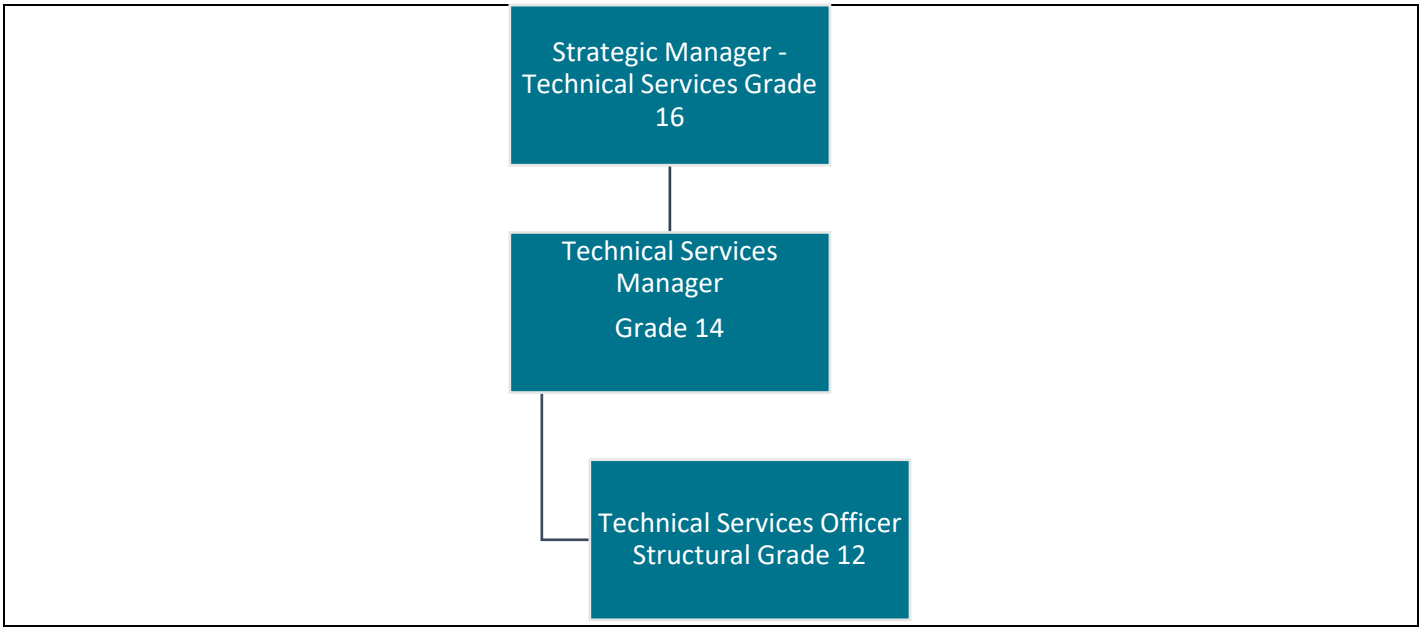
- *A working knowledge of desk studies, site investigations, flood risk assessments, land profiling, drainage assessments and structural condition surveys will be required.*

Work effectively on all occasions with minimal or no supervision, possessing significant skills, knowledge and experience ensuring commissions are completed in full, to the quality, time and cost requirements of the brief.

Ensure design teams are co-ordinated and projects of various complexities are produced using computer-aided design software and including contract documents appropriate to the commission and 'Form of Contract'

- Provision of technical advice/knowledge/asset improvement projects/whole life costing to the satisfaction of customers through high quality individual performance and through proposals for continuous improvement.
- Ensure that Council Standards reflect the functional/operational asset needs of Services.
- Successful design, deliver and effectively manage capital design projects within budget, to agreed timescales and to required standards.
- Determine good practices and promote the application of new technologies and techniques to achieve safe and cost-effective methods for operational, maintenance and modification activities.
- Successful delivery of services through the development and maintenance of positive relations and communications with all stakeholders, partners, members, senior managers and service providers across all organisations.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
IT literate and experience of using software packages e.g. word, excel, etc including bespoke packages for example: AutoDesk, NBS, Tekla Tedds design packages.	Essential
Extended previous formal training, to graduate or professional qualification level, or equivalent, plus training and experience in the application of the knowledge to the specific requirements of the job.	Essential
Post qualification demonstrable design experience in their area of excellence on both single and multi-discipline capital or revenue projects.	Essential
Provable experience over the last five years in leading and managing single/multi-disciplinary design teams.	Essential
Proven track record of production and delivery of structural work packages to an agreed level of performance and standard.	Essential
Proven track record of managing complex organisational programmes of work and project risks.	Essential
Team player style of approach, ready to take on any challenge.	Essential
Must be able to travel independently to and from locations away from the office such as construction sites or consultant's offices. In addition, individuals need to be able to visit construction sites, and be able to ascend and descend scaffolding as an example.	Essential

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about Council Behaviours and Expectations.

General information

See your responsibilities related to Safeguarding.

This post requires you to work flexible hours, including occasional evenings and weekends. You may also be required to travel to various locations in order to carry out the duties of the post.

You will be expected to carry out your duties in line with the Council's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance management and development and through Council communications.

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Office Use Only:

Job Category		Grading ID	
Job ID	Gary Williams	Last Updated	Gary Williams 04/06/2020
Job Focus		Career Progression	

Contractual Variants

DBS Category		DBS Type	
Health Check		Politically Restricted	
24/7 working		Public Holidays	
Night Working		Alternating Pattern	
Standby		Other	
Checked by HR			