JOB DESCRIPTION: GRADUATE STRUCTURAL ENGINEER

Purpose of the role:

To work effectively as a Graduate Structural Engineer taking responsibility for the designs carried out on our projects. Fully using your communication skills to establish good relationships with your colleagues, and providing quality within your designs.

Reports to: the Managing Director and Senior Structural Engineer

Relationships: colleagues, customers, suppliers and agents

Key tasks:

- **Structural engineering**: Design simple structural elements of a project, produce a loading take down of a building, understand stability issues and design simple stability elements, without technical support. With the help of a senior engineer, you should be able to break down complex projects down into manageable components, which will then form the basis of your design. Strive to learn quickly and work up solutions that are interesting as well as effective. Ensure you continually value aesthetic considerations in the structural proposals you work on. Produce all the relevant calculations to the European Standards, get them checked and revise them based on comments and feedback from your colleagues. (Learn from your mistakes and respond positively to comments made on your designs). Produce technical drawings using Autocad and RISE templates. To produce clear legible hand sketches. Make sure that a colleague checks your work, then revise it prior to issue. Check your own work. Check progress on site and answer any site queries after checking your proposed answer with a colleague.

- **Project management**: Communicate regularly and effectively with Senior Structural Engineers and stay on top of all project issues. Efficiently manage your workload, discuss/agree with your colleagues on the project deadlines and work towards meeting them each and every time. Be in contact with our subcontractors (drainage engineer, CAD technician, reinforcement detailing) for a successful completion of the projects. Be aware of the correspondence with the client and help the main structural engineers with his client’s responsibilities.

- **Technical expertise**: Keep up to date with the CPD requirements within the IStructE, check your own work, revise your work to respond to your colleagues comments, learn from your mistakes and develop quality solutions that are interesting, cost effective and buildable with the support of your colleagues. Work towards your chartership with the support of your mentor and colleagues regularly and systematically.

- **Financial reporting**: Regularly review the project budgets with the project engineer and report to your colleagues on their progress. To meet the company’s monthly invoicing targets and contributing towards the growth of the company.

The above are the main responsibilities of the role; it is likely that other work will be required in supporting the growth of the business and that the role will develop over time to suit RISE changing needs.
Experience and skills to be successful in the role:

Technical / practical

2. Competence with use of Microsoft Office: Word, Excel, Google e-mail and calendar; PDF.
4. Ability to produce hand-drawn sketches.
5. Awareness in the use of NBS specifications and analysis software.

Personal skills and style

1. Good attention to detail and accuracy in preparation of information which is sent out from this office.
2. Learn good habits to become efficient in time management with good organisational skills.
3. Learn to work effectively in a fast paced business environment and understand the need to respond quickly to requests for information
4. Co-operation and flexibility suited to working as part of an effective team
5. A positive attitude to developing and contributing to the business will be a prime requirement for success in this role.
6. Interest in learning operational information about company business to increase business, financial and marketing awareness.
7. Confidence in presenting ideas, opinions and solutions within the workplace.
8. Honesty in your abilities.
9. Be able to pick up good habits from your colleagues.
JOB DESCRIPTION: Chartered Structural Engineer

Purpose of the role:

To work effectively as a Structural Engineer taking responsibility for the designs from start to finish of the projects. Fully using your communication skills to establish excellent customer relationships and by managing your time to ensure projects will be delivered on time efficiently and within budget.

Reports to: the Managing Director and Senior Structural Engineer

Relationships: customers, colleagues, suppliers and agents,

Key tasks:

- **Structural engineering**: to design the structural elements of the project and break complex projects down into manageable components without the help of a senior engineer. Be able to present your structural concept to colleagues effectively. To identify critical design elements in advance, this enables you to agree solutions with the client before the full design. Strive to bring new ideas to the table and develop solutions that are interesting as well as effective. Ensure you continually value aesthetic considerations in the structural proposals you work on. Produce all the relevant calculations to European Standards and submit them to Building Control for their approval. Produce the relevant plans, typical sections using Autocad and typical connections details by hand sketches. Check progress on site and answer any site queries promptly and in a positive manner.

- **Project management**: to communicate regularly and effectively with clients and stay on top of all project issues. You are expected to efficiently manage your workload and the client’s expectations, agree with the client the project deadlines and work towards meeting them each and every time. Manage our subcontractors (drainage engineer, CAD technician, reinforcement detailing) for a successful completion of the projects.

- **Technical expertise**: to keep up to date with the CPD requirements with the IStructE, to get it right first time, to explore new design concepts and develop quality solutions that are interesting as well as effective.

- **Financial reporting**: to regularly review the project budgets and report to the Managing director on their progress. To meet the company’s monthly invoicing targets and contributing towards the growth of the company.

The above are the main responsibilities of the role; it is likely that other work will be required in supporting the growth of the business and that the role will develop over time to suit RISE changing needs.
Experience and skills to be successful in the role:

Technical / practical

1. Competence with use of Microsoft Office: Word, Excel, Google e-mail and calendar; PDF.
3. Competence in working on small and medium size projects and designing structural elements in steel, concrete.
4. Awareness of structural timber design.

Personal skills and style

1. Good attention to detail and accuracy in preparation of information which is sent out from this office.
2. Efficient in time management with good organisational skills, able to deliver to deadlines.
3. Experience of working effectively in a fast paced professional commercial business environment and understand the need to respond quickly to requests for information.
4. Co-operation and flexibility suited to working as part of an effective team.
5. A flexible approach by the role holder to developing and contributing to the growth of the business will be a prime requirement for success in this role.
6. Influencing ability, exercising tact and discretion, able to persuade others effectively and with confidence in a liaison role with clients, external suppliers and colleagues.
7. Customer care skills, patience and efficiency in dealing with business contacts and customers, by telephone and in person, in a warm and friendly manner, particularly with international contacts whose first language may not be English.
8. Commercial awareness to develop business opportunities from contacts.
9. Interest in learning operational information about company business to increase business, financial and marketing awareness.