

JOB DESCRIPTION: Senior 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. Establish excellent customer relationships. Manage your time to ensure projects will be delivered efficiently and within budget. Support the engineers to produce technical solutions and review their work. Produce your work schedules, programmes and invoices. Understand the business strategy and support its aim while helping in the production of marketing materials. Attend networking events and raise the business profile.

Reports to: Team Leader

Relationships: customers, colleagues, suppliers and agents

Key tasks:

- **Structural engineering:** design the structural elements of the project and break complex projects down into manageable components & tasks without the help of a senior engineer. Present your structural concept to colleagues effectively. Identify critical design elements in advance, enabling you to agree solutions with the client before the full design. 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. Help produce the relevant plans & typical sections with a Revit modeller and typical connections details by hand sketches. Check progress on site and answer any site queries promptly in a positive manner. Follow our design process as well as our procedures and make sure that engineers working with you follow them too. Constantly update and review the design process and procedures.
- **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 clients' expectations, agree with the client the project deadlines and work towards meeting them each and every time. Manage our subcontractors (drainage engineer, Revit technician, reinforcement detailing) for successful completion of the projects. Assist the Managing Director to schedule the workload and lead weekly resourcing meetings.
- **Technical expertise:** to be able to design in all main materials (steel, concrete, timber, masonry) and use Revit proficiently. You will keep up to date with the CPD requirements with the IStructE. Search training courses available and subscribe to them. Discuss training and support other engineers technically.
- **Financial reporting:** to regularly review the project budgets and report to the Managing director on their progress. To contribute towards the growth of the company by developing your network of clients and help the marketing officer to produce marketing materials for the company. Assist in the production of invoices.
- **Quality management:** to effectively carry out reviews of Engineers' work at key stages to allow design errors and issues to be resolved before drawings and designs are issued. Take a keen approach in driving technical excellence in design solutions and strive to maintain good levels of quality in the output of information from yourself and other team members.

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's 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 editing software.
2. Proficiency in the use of Revit, NBS specifications, Oasys GSA, TEDDS, SCIA, Master series analysis software.
3. Competence in working on small and medium size projects and designing structural elements in steel, concrete & masonry.
4. Awareness of structural timber design.

Personal skills and style

1. Positive 'can do' attitude to your work and the client's wishes.
2. Good attention to detail and accuracy in preparation of information which is sent out from the office.
3. Efficient time management with good organisational skills, able to deliver to deadlines.
4. Experience of working effectively in a fast-paced professional commercial business environment and understand the need to respond quickly to requests for information.
5. Co-operation and flexibility suited to working as part of an effective team.
6. A flexible approach to developing and contributing to the growth of the business.
7. Influencing ability, exercising tact and discretion, able to persuade others effectively and with confidence in a liaison role with clients, external suppliers and colleagues.
8. 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.
9. Commercial awareness to develop business opportunities from contacts.
10. Interest in learning operational information about company business to increase business, financial and marketing awareness.
11. Be organised and follow the process in place.
12. Excellent communication skills