

Title	Senior Engineering Geologist	Level	Senior (Managerial)
Location	Manchester	Pay Band	Competitive

The Company Ethos

As a company and as individuals we value honesty, openness, integrity, personal excellence and continuous self- improvement. We take pride in honoring our commitments and responsibilities. We strive to provide technical and environmental services of the highest quality to our clients. Customer satisfaction is recognised as paramount to our success.

Principal Job Purpose

Responsible for: Managing Ground Investigations/Engineers and Preparing Technical Reports
 Responsible to: Managing Directors and Senior Management
 Direct Line Manager: Managing Director
 Line Manager to: Graduate, Junior and/or Professional Level Engineers

Principal Accountabilities

1. Prepare scoping proposals and tenders for new and existing projects whilst considering resource requirements.
2. Manage, design and implement the delivery of Ground Investigations from initial desk study, through site works, laboratory testing and reporting.
3. Complete site specific Health & Safety Documentation: Risk Assessment Method Statements (RAMS), Construction Phase Plan (CPP) and Permit to Dig forms for each job.
4. Maintain all required job information on the Work in Progress document and identify and look to resolve any delays. Feedback any significant delays to Senior Management.
5. Prepare reports, calculations, drawings and other documents, ensuring these are appropriately controlled.
6. Review reports, calculations, drawings, logs, lab data and other documents, ensuring these are appropriately controlled.
7. Provide expert advice and technical recommendations to clients and regulatory authorities, which includes:
 - I. Geo-technical: Foundation (Shallow & Deep), Earthworks & Ground Improvement/Stabilisation, Retaining Structure, Slope Stability, Highway and Drainage Design
 - II. Geo-environmental: Phased Contaminated Land Risk Assessments (Generic & Detailed), Hydro-geological Risk Assessments, Gas Risk & Management of Waste
8. Act as the Line Manager to Graduate, Junior and/or Professional Level Engineers, which includes:
 - I. Mentoring: Assisting with the induction and settling in of new employees. Offering support and knowledge. Assisting with training gaps and Continuing Professional Development (CPD).
 - II. Monitoring: Evaluating performance, undertaking periodic appraisals, carrying out formal probation reviews and communicating with Senior Management.
 - III. Managing: Assisting with recruitment, approving annual leave, monitoring sickness absences, guiding disciplinaries, providing payroll paperwork (starter, amendments and termination forms) and liaising with Support Administrators and/or HR.
9. Working closely with the Commercial Manager in seeking out new opportunities. Actively contributing to continuous improvement and development by offering innovative suggestions for change and assisting with the implementation of changes within the company
10. Comply and implement the relevant sections of the company's policy statement on health, safety, welfare at work, quality and environmental procedures
11. Adhere to the principles of the company's equality policy and ensure commitment to anti-discriminatory practice

Other duties: The above accountabilities for the role are not exhaustive and may be varied from time to time as dictated by the changing needs of the Company. The post holder will be expected to adhere to all company policies and procedures and to undertake other duties as appropriate and as requested by their manager.

Person Specification – Supervisory

Qualifications/relevant experience	Assessment Method				
	Essential/ Desirable	Application Form / CV	Interview	Other (please specify)	Probation / Performance Coaching
BSc, BEng in a Geology, Environmental Science, Civil Engineering or related field	Essential	✓			
MEng or MSc in a Geology, Environmental Science, Civil Engineering or related field	Desirable	✓			
Proven relevant experience in Geotechnical and Geoenvironmental Engineering	Essential	✓	✓		✓
Experience in the Management of Ground Investigations	Essential	✓	✓		✓
Experience in the writing of Geotechnical & Geo-environmental Factual, Interpretive and Design Reports	Essential	✓	✓		✓
Experience of working with some of the following sectors: house builders, commercial property developers, public sector bodies, manufacturing and industrial	Essential	✓	✓		✓
Proven relevant experience in answering and resolving queries from local authorities and regulatory bodies	Essential		✓		✓
A desire to maintain CPD and work towards Chartership (CGeol, CEng, CSci) and/or QP	Essential		✓		✓
SSSTS and relevant H&S Training inc. CSCS Card	Essential	✓		Site of certificate	✓
Experience of Mentoring / Line management of staff	Essential	✓	✓		✓

Knowledge/Skills	Essential/ Desirable	Application Form / CV	Interview	Other (please specify)	Probation / Performance Coaching
Excellent IT Skills in Outlook, Word and Excel	Essential	✓	✓		✓
Excellent Literacy and Numeracy Skills	Essential	✓	✓		✓
Excellent Communication Skills	Essential		✓		✓
Ability to manage own workload and meet project deadlines	Essential		✓		✓
Knowledge of current Health, Safety & Environmental Legislation	Essential		✓		✓

Special Requirements	Essential/ Desirable	Application Form / CV	Interview	Other (please specify)	Probation / Performance Coaching
Full UK Driving license and access to a vehicle for work	Essential	✓		Site of Licence	
Fellow Membership with the Geological Society	Desirable	✓		Online check	

Personal Competencies – Supervisory

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Managing the Team	Sets an example to the team by own approach and attitude		✓		✓
	Gets the best out of people by developing the skills, experience, and ambition of self and team		✓		✓
	Ensures equality & diversity issues are integral to service delivery		✓		✓
	Recognises when it is necessary to take a firm but appropriate line		✓		✓
	Supports & encourages good work-life balance in the team		✓		✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Delivering a Continually Improving Service	Ensures the team understand how they contribute to achieving operational objectives		✓		✓
	Is focused on continually improving performance of self and team and gives regular, constructive feedback on team/individual performance		✓		✓
	Challenges poor performance appropriately		✓		✓
	Is positive about improving the service and identifies potential benefits for the company / client		✓		✓
	Consults team and others, inside and outside the organisation, for improvement ideas		✓		✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Communicating	Uses appropriate and precise methods of communication		✓		✓
	Communicates positively and respectfully		✓		✓
	Checks others' understanding		✓		✓
	Clearly explains and justifies decisions made elsewhere		✓		✓
	Encourages team members to think about and suggest improvements		✓		✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Making Informed Decisions	Considers implications of proposed decisions		✓		✓
	Ensures decisions link to continually improving performance		✓		✓
	Uses problem solving as a method of improving the service		✓		✓
	Seeks clarification or challenges appropriately		✓		✓
	Explains decisions appropriately		✓		✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Working Together	Understands the benefits of working together		✓		✓
	Promotes and contributes to partnerships to continually improve services for the client		✓		✓
	Networks effectively internally and externally		✓		✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Putting the Citizen First	Recognises the importance of the clients input to improving the service		✓		✓
	Ensures team is focused on serving the client as the first priority		✓		✓
	Seeks feedback from the client on the quality and appropriateness of service delivery		✓		✓
	Is positive about the organisation and the community it serves		✓		✓