Job Description

Project Design Officer	
Grade	E
Directorate	Delivery
Place of Employment	Dockyard, Griffin Lane, Thorpe St Andrew, Norwich

Main Purpose of the Job:

To provide technical and design input, as well as a range of project support, across a team of technical specialists and delivery managers responsible for maintaining and enhancing the Broads waterways, wildlife habitats and public access sites. To assist in the planning, on-site logistics and administration of a range of construction and maintenance projects.

Main Activities and Responsibilities:

1. Implement and be responsible for a wide range of project phases, including provision of logistical support, and the production of designs with technical drawings for projects involving visitor moorings, dredging, piling, tree management, habitat conservation, landscaping and small building works, as part of a planned operational programme.

2. To monitor progress through to completion on all relevant site works carried out by operational teams and external contractors, ensuring adherence to project specifications and contract terms; and to collate and record amendments to designs or project plans for minor adaptations or elevation to project managers, as required.

3. To carry out independently on-site investigations, surveys, assessments, inspections and other data gathering exercises, across land and water locations, as required. Activities include marking out sites, guiding operational staff on project implementation, accessing sites by boat, inspecting physical assets and carrying out environmental sampling such as soil coring.

4. To be responsible for project support to the Operations section, including the production of mapped information, preparing procurement and contract information, quantifying and sourcing materials, gaining quotes, compilation of progress reports and various data input activities. This also includes preparing and collation of project file information such as site surveys, site plans, ecological information, construction drawings, health and safety plans, landowner and project partners details and communications, as required.

5. To work flexibly across the areas as required by operational need and to carry out other duties commensurate to the nature and grade of the post as directed by the line manager.

Key Relationships:

1. Reports directly to the Waterways Projects Officer, or in their absence the Ecology & Design Manager

2. Works closely with the team of operational Managers, and Waterways & Recreation Officer, as required by the line manager.

3. Regular communication with contractors and project partners, including riverside business owners and landowners, port & harbour authorities, Environment Agency, Natural England, Marine Management Organisation and non-governmental organisations (NGO's).

Person Profile

Specification	Essential	Desirable
Education & Qualifications	▪ Degree in construction, engineering or landscape design, or equivalent vocational qualifications; ▪ Current driving licence; ▪ RYA Power Boat Level 2 Certificate* ▪ First Aid (Emergency Aid) Certificate*	▪ Administrative qualifications.
Specialist Knowledge & Skills	▪ At least two years experience working in a technical design role within the built environment involving civil engineering, construction or landscaping. ▪ Experience in the application of a range of construction skills such as dredging, piling, surfacing, earthworks, landscaping, timber construction, general building work. ▪ Good IT skills. ▪ Good knowledge and experience of using Microsoft Office applications (Word/ Excel/ Powerpoint/ Project) ▪ Working knowledge of AutoCAD and GIS applied to landscape and construction design. ▪ Understand the range of Construction, Design Management (CDM) roles and responsibilities. ▪ Boat handling experience/skills* . ▪ Undertaking risk assessments*.	▪ Some basic knowledge of habitat management. ▪ Project management skills

Specification	Essential	Desirable
Mental Skills	▪ The post will require the regular use of judgemental, creative and developmental skills to develop, find and present solutions to varied problems over the long term, of over one year. ▪ A flexible approach and attitude to encompass a wide range of tasks in the operational work programme; ▪ Ability to interpret complex information from a variety of sources. ▪ Good numeracy skills, in order to manipulate and analyse data.	
Interpersonal & Communication Skills	▪ Good interpersonal and communication skills with colleagues, contractors & project partners. ▪ Ability to integrate well as part of a team. ▪ Requirement to report verbally and via written reports to staff groups and partners involved in projects. ▪ Good written communication skills, in order to compile and interpret reports and deal with correspondence.	
Physical Skills	▪ Ability to use a keyboard with high degree of precision and speed, to input or manage data accurately and efficiently. ▪ Regular fieldwork in all weather conditions, such as piloting and mooring small boats; and deploying surveying equipment. ▪ Fine motor control and precise hand-eye coordination required for use of AutoCAD design software.	

Specification	Essential	Desirable
Initiative & Independence	▪ Strong initiative and independence through autonomously planning and completing a rolling survey, design and inspection work programme. ▪ Recognises the required outputs of survey, design and inspection activities; ensuring information is accurately recorded and used to inform project plans, drawings, specifications and reports. ▪ To organise/prioritise own workload while multiple projects are being undertaken at once. ▪ Minor design changes will be managed by the post, with more difficult problems raised with the line manager/project manager. ▪ Strong organisational skills.	
Physical Demands	▪ Ongoing physical effort is necessary for routine work using a keyboard, participation in meetings. ▪ Regular physical effort is necessary for fieldwork in wet/humid/muddy conditions on land and from boats.	

Specification	Essential	Desirable
Mental Demands	▪ Ability to prioritise a wide variety of tasks from several individuals within the team, in order to meet often conflicting deadlines. ▪ Tasks from multiple projects and work processes to be organised and worked on simultaneously.	
Emotional Demands	▪ Whilst working alone, contact with the public, landowners, suppliers and contractors may occasionally place emotional demands on the postholder, if conflicting opinions on the work being planned/carried out are raised.	
Responsibility for People	▪ Assess needs of the public and develop designs for public space, which will have a direct impact on the well being of the public. ▪ Regularly provide advice and guidance at all construction project stages, to ensure that the appropriate design and access standards are implemented and adhere to equality and safety regulations.	
Responsibility for Supervision	▪ Following set standards, considerable responsibility for regular instruction of staff and contractors on work sites. Frequent evaluation of work progress and ensuring contractors / staff are meeting set specifications including safety and quality. Ability to resolve minor design variations on site.	

Specification	Essential	Desirable
Responsibility for Financial Resources	▪ Responsible for raising purchase orders, authorising invoices and accounting for small expenditures from existing budgets.	
Responsibility for Physical Resources	▪ Responsible, for the design of a wide range of land assets and other construction works. ▪ Responsible for handling and processing both manual and computerised information, for which care, accuracy, confidentiality and security are required. ▪ Regularly operating a range of Authority equipment and vehicles with care and in a safe manner.	
Working Conditions	▪ Mostly office based. ▪ Regular working outside, including difficult wetland sites or working from boats, in a range of weather conditions.	

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