



JOB DESCRIPTION

Job Details	
Job Title:	Contract Senior Structural Engineer
Reports To:	Geoff Morrow
Appointment Period:	Ad-hoc Contract basis
Rate:	To be agreed - dependent on experience
Current Location:	8a Peacock Yard, London SE17 3LH

Job Purpose – not an exhaustive list

The key purpose of this role is to work flexibly, remotely and autonomously, to design, detail and manage bespoke refurbishment and new-build projects, as well as bespoke staircases, sculptural elements and temporary pavilions.

The role will involve working collaboratively and remotely with our Director and other team members using a VPN and Teams, as well as visiting our office for coordination and liaison meetings.

Main Duties and Responsibilities – not an exhaustive list

Senior Structural Engineer duties

- Deliver innovative, sustainable, efficient, safe, practical and intelligent structural engineering solutions on all projects and other activities, appropriate to the stage and type of project.
- Manage a team of engineers and technicians to produce complete, coordinated and high-quality project information (calculations, drawings, specifications and other documents) on time and on budget to meet agreed deadlines and exceed Director(s)/clients/architects expectations, avoid delays on site and claims from the contractor.
- Undertake multi-discipline design & coordination activities with all relevant members of the design team.
- Produce project information personally as necessitated by the needs of the business.
- Ensure the overall stability of your designs in the permanent/final condition as well as during construction.
- Ensure reviews are conducted sufficiently in advance of all deadlines, such that any necessary amendments can comfortably be completed prior to issue as agreed.
- Ensure all designs are thoroughly checked independently by other engineers, and ensure all errors are corrected prior to issue of the documents.
- Errors or problems should be recorded and discussed with the Director(s), so that corrective action can be taken to avoid such problems in future.
- Ensure Health and Safety is considered at all stages of the design process such that the designs produced minimise risk during construction while exceeding the client/architect's expectations.



- Maintain a CDM Designers Risk Register on all projects, detailing the process by which all risks were identified and subsequently eliminated or minimised.
- Ensure that adequate notes are added to drawings so that all unusual risks, that cannot be eliminated from the design, are highlighted to the contractor, and any specific methods of working or sequencing are described clearly.
- Produce physical and/or computer models of projects as appropriate.
- Ensure all necessary opening-up and site investigations are carried out on all projects to properly assess the ground conditions, existing buildings and boundary conditions.
- Ensure high standards of presentation are maintained in all documents issued by StructureMode.
- Deputise for the Director(s) and more senior staff in their absence.

Human Resources

- Provide day to day supervision of engineers and technicians.
- Work as is necessary to meet deadlines and agreed programme dates while maintaining high standards and helping others meet their deadlines, as necessitated by the needs of the business.
- Manage, programme and forecast the workload of your team, so that each month's invoicing target is met, as set by the Director(s).
- Monitor staffing levels and inform the Director(s) if adjustments are necessary to meet agreed project deadlines, with enough notice to allow the necessary recruitment to take place and assist Director(s) and HR representatives with the process.
- Supervise and monitor all work by others in their team, to maintain a high standard of work at all times.
- Report shortcomings in, or possible improvements that could be made to, the system to the Director(s).

Fees & Invoicing

- Prepare and issue bids and fee proposals for new projects that are competitive and profitable as agreed with the Director(s).
- Ensure a written appointment has been received from the client prior to significant work being undertaken or issued on all projects.
- Monitor and record changes in the scope of works and when additional works are required, beyond the agreed fee: discuss the matter with the director(s); ensure all additional fees are agreed with the client prior to the work being undertaken; and be careful to avoid upsetting the client or architect.
- Keep all sheets in the 'Project Control' spreadsheet up to date: adding prospective projects to the Database; updating project status once confirmed; adding confirmed projects to the Projection; adding future invoicing to the Projection sheet, matching the current programme; and updating projects as soon as you are notified of changes to the programme.



- Prepare and issue accurate invoices every month on all projects, ensuring that expenses & disbursements are charged appropriately.
- Help maintain accurate records of outstanding invoices and of all communications with clients, so that invoices are paid and help chase any unpaid invoices sensitively and effectively.

Marketing

- Maintain excellent professional and friendly working relationship with all existing architects, designers, clients and other collaborators to secure flow or repeat work.
- Actively promote StructureMode in all your work activities, by arranging meetings in your own time and by attending events to develop connections with new architects/clients, expand into new markets/sectors, and secure profitable and interesting new project work.
- Assist with editing and updating of the StructureMode brochures, presentations, website, blog and social media - under direction by Director(s) and responsible engineers.

General Office

- Keep track of and coordinate the tasks you need to carry out using Trello, collaborating with others and following agreed procedures.
- Ensure you, and all members of your team, complete accurate timesheets at the end of every week.
- Inform the director(s) or HR representatives of any shortcomings, inappropriate behaviour or any other concerns you may have about any member of the team openly and honestly, and help implement changes as agreed with the director(s).
- Discuss any procedural improvements you believe could be made with the director(s).
- Make sure you and others with whom you work follow office procedures and systems, as instructed by Managing Director and as set out in the Employee Handbook .
- To help monitor and ensure that computer backup procedures are followed.

Communication

- To liaise with Architects, clients and the rest of the design team, to ensure that efficient and integrated structural solutions are produced on all projects, which are sensitive to the architectural intent.
- Maintain good, clear and proactive communication with all relevant members of the design team, to ensure they are aware of our progress and agree realistic dates of issue.
- Work across traditional boundaries, as part of a fully integrated multidisciplinary team.
- Attend design team, site and client meetings, as required by the project administrator and or the Managing Director.
- Keep full and accurate written records of all meetings attended, telephone discussions etc, in the appropriate project file.



Training

- Demonstrate and share expert structural engineering knowledge freely and helpfully to engender a supportive, friendly and working environment for all.
- Actively and continually update skills and technical knowledge, a part of continuing professional development (CPD), to accelerate your personal development through internal work experiences and also through independent, self-motivated, learning outside the office.
- Ensure that all IStructE/ICE CPD requirements are met every year.
- Motivate and inspire everyone at StructureMode and everyone with whom we work.
- Co-operate enthusiastically with all activities that will contribute to personal and/or team growth. This may include attending training courses at StructureMode or other venues in your own time.



JOB PROFILE/PERSON SPECIFICATION

The table below list the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

Requirements		Essential/ Desirable	How assessed:
Qualifications	Degree level qualification in Civil or Structural Engineering	E	A
	Masters level degree in Civil or Structural Engineering with architectural / creative design component	E	A
	Membership of relevant professional body (ICE or IStructE)	E	A
Knowledge, Skills and Experience	Minimum of 5 years relevant experience working within a similar UK consultancy	E	A/I
	At least 4 years hands on experience of executing, leading and managing the design of complex refurbishment projects as well as innovative new-build and multi-storey developments.	E	A/I
	At least 2 years hands on experience managing a team of engineers and technicians with minimal supervision.	E	A/I
	Knowledge and expertise of design and analysis software.	E	A/I
	Ability to work flexibly to support and develop junior engineers, developing communication systems to encourage collaboration and feedback.	E	A/I
	Good attention to detail and accuracy in preparation of information which is sent out from the office.	E	A/OM
	Strong written and verbal English communication skills.	E	A/I/OM
	Strong analytical and design skills – able to interpret design requirements and analyse complex structures.	E	I/OM
	High level of computer literacy with familiarity and experience of using software for structural analysis such as Oasys GSA/Excel/AutoCad/Revit.	E	A/I
	Ability and experience of producing simple clear calculations and drawings, that are appropriate for the type of project and avoid delays, claims and problems whilst on site.	E	A/I/OM
	Experience of effective financial management and control of projects, highlighting and addressing concerns early with the Director.	E	A/I
	Strong health and safety management experience including management and maintenance of CDM Designer's risk register.	E	A/I
	Adaptable and flexible with an ability to foster collaborative working as part of an effective team, including mentoring, coaching and training as needed of more junior engineers and technicians.	E	A/I
Experience of monitoring compliance with design, statutory and professional requirements.	E	A	

Essential/Desirable

E – Essential – Requirements without which the job could not be done

D– Desirable – Requirements that would enable the candidate to perform the job well.

How Assessed:

A – Application

I – Interview

OM – Other Means (presentation/test etc)