

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title	Graduate Engineer	Status	Live
Reports To:	Engineer	Date Effective:	May 2025
Function:	Engineering	Grade	7

ROLE & PURPOSE OF JOB:

The post holder contributes to the comprehensive, efficient and effective maintenance of the complex range of Humber Bridge Board (HBB) multidisciplinary assets. Supported by the Engineer, the postholder will inspect multidisciplinary assets and produce formal reports. They will assist with driving compliance, continuous improvement, and efficient use of internal and external resources.

PRINCIPAL ACCOUNTABILITIES:

1.	Execution and Delivery of Service Deliver efficient, effective and compliant maintenance of HBB assets: <ul style="list-style-type: none"> • Assist with the planning and execution of multidisciplinary maintenance tasks/repairs across a diverse range of assets. • Assist with inspections as directed by HBB Engineers. • Contribute to document control and record keeping. • Provide rescue provisions for restricted access areas. • Provide an excellent customer experience to all users and visitors to the Bridge, including providing general guidance to all visitors, and ensuring all areas are kept in a safe and serviceable condition. • Ensure that faults or issues are recognised during the day, then fixed at source and reported appropriately. • Responsible for the management and supervision of contractors. • Collaborate with other departments to maximise efficiency and achieve business objectives. • Perform additional assignments as directed that fall within the scope of the postholder's post.
2.	Customer Focus <ul style="list-style-type: none"> • Deliver projects using methodologies that minimise disruption to customers. • Provide sustainable asset management to deliver value for money. • Engage with customers with professionalism and courtesy.

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	<ul style="list-style-type: none"> • Contribute to external communications. • Contribute to community engagement by supporting external visits to the structure and delivering presentations to interested parties.
3.	Performance Management <ul style="list-style-type: none"> • Support the Engineer to fulfil their role. • Support the Engineering Supervisor to fulfil their role. • Support the achievement of the department KPIs and asset management strategy. • Drive and deliver excellence in line with KPI, contributing to improved service. • Ensure efficient coordination of external service providers, stakeholders and contractors. • Carrying out Safety & Environment inspections. • Programme works to ensure the availability and efficiency of resources. • Deliver briefings.
4.	Leadership <ul style="list-style-type: none"> • Through observation and liaison with the workforce and subcontractors contribute to continuous improvement in the service area.
5.	Statutory Obligations <ul style="list-style-type: none"> • Contribute to ensuring service area complies with statutory legislation, Humber Bridge Acts, HBB Policies and Procedures, Constitution and Standing Orders, and Byelaws. • Assist the Engineer in their role of Principal Contractor/ Client / Designer as required, following the current Construction and Design Management (CDM) Regulations. • To carry out risk assessments and provision of design information for the Health and Safety file. • Ensure compliance with audit protocol. • Comply with Data Protection and General Data Protection Regulations (GDPR). • Responsible for the Health, Safety and Welfare of employees, contractors, volunteers, visitors, customers and the public within the service area, following the Health and Safety at Work Act (and all relevant H&S guidance) and HBB Health and Safety Policy.
6.	Financial <ul style="list-style-type: none"> • Assist with procuring and project management of works up to £2m in value. • Assist with providing budget information for allocated works up to £2m and monitoring expenditure with financial forecasting. • Contribute to the management of assets valued <£500m. • Assist with ensuring the best value is secured for expenditure on specific projects as part of the overall frameworks of corporate and departmental budgets.
7.	Governance <ul style="list-style-type: none"> • Provide robust document control. • Assist in producing pre-construction information and construction phase plans. • Identifying training requirements. • Ensure compliance and provide feedback on relevant Policy. • Contribute to the review and production of relevant procedures.

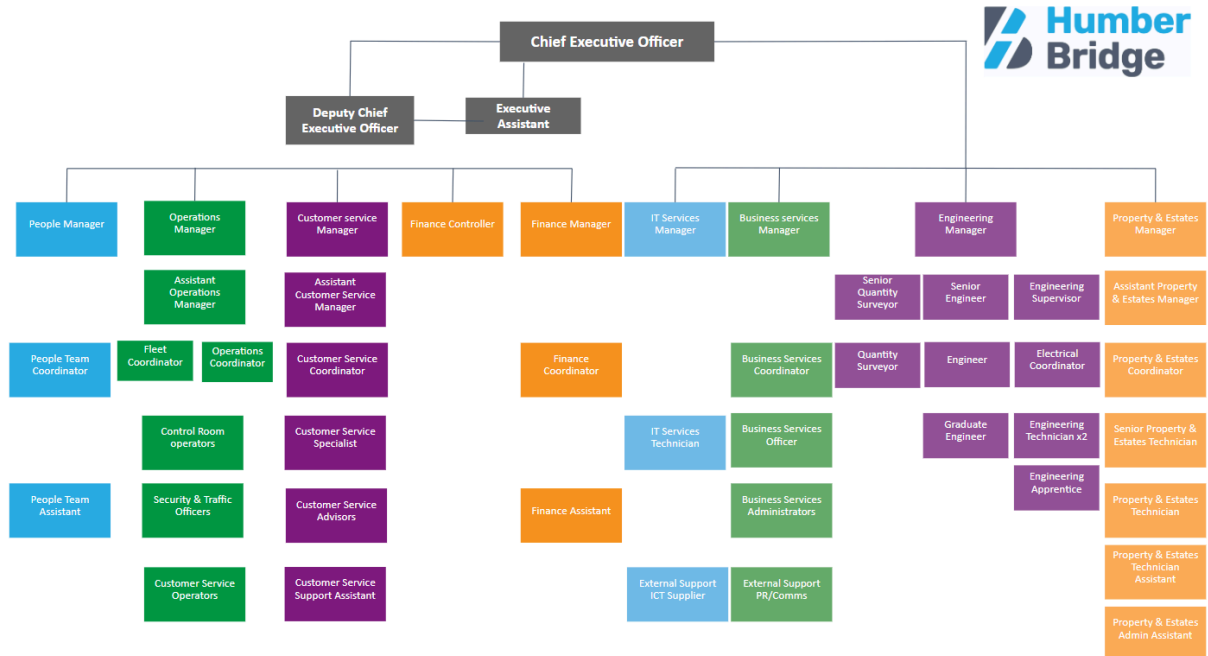
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CORPORATE RESPONSIBILITIES:	
1.	GENERAL The above principal duties and responsibilities do not include or define all the tasks which may be required to be undertaken. The post holder must be flexible to ensure the operational needs of the organisation are met. This includes the undertaking of duties of a similar nature and responsibility as and when required.
2.	DIGNITY AT WORK To show, at all times, a personal commitment to treating all customers and colleagues fairly and respectfully, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes equal opportunities across the business.
3.	HEALTH AND SAFETY The Health and Safety at Work Act 1974 and associated legislation places responsibilities for health and safety on the Humber Bridge Board, as your employer, and you as an employee. In addition to the Board's overall duties, the post holder has personal responsibility for their health, safety and well-being and that of other employees; additional and more specific responsibilities are identified in the Board's Health & Safety policy and associated procedures.

JOB CHARACTERISTICS: The post has the following characteristics	
✓	The post holder will be required to have a range of either professional or specialist knowledge or experience.
✓	The role has the latitude to determine appropriate actions within set policies and practices. The role is subject to structured direction and supervision with set objectives.
✓	The role has a requirement to identify and establish relevant policies and practices within their specific area of responsibility.
✓	The role is required to monitor budgets in line with corporate policy
	The role has the authority to make key decisions impacting the Principal Accountabilities.

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ORGANISATION CHART: The chart shows this post, its peers, reporting lines and management tier



RESOURCE MANAGEMENT:

1.	Responsibility for Staff: <ul style="list-style-type: none"> Contribute to leadership and supervision of technicians and contractors. Providing rescue to those within the structure.
2.	Responsibility for 3rd parties: <ul style="list-style-type: none"> Coordinating and managing 3rd party service providers, including contractors, consultants and stakeholders.
3.	Impact on Departmental spending: <ul style="list-style-type: none"> Contribute to compliant procurement of materials, plant, labour and contracts valued ≤£2m. Contribute to budget information for allocated works ≤£2m. Contribute to financial forecast for allocated works ≤£2m. Contribute to Project Management of works valued ≤£2m. Contribute to developing inspection strategies and resourcing methods to maximise efficiency and value for money.
4.	Responsibility for Physical Resources / Assets: <ul style="list-style-type: none"> Contribute to sustainable management of assets valued <£500m.

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WORKING RELATIONSHIPS:	
1.	Within own Function: <ul style="list-style-type: none"> Develop professional working relationships to support, challenge and inform decision-making, offering innovative and feasible solutions. Team members - engage and communicate on service-related matters. Champion continuous improvement and business collaboration.
2.	Within the wider Business: <ul style="list-style-type: none"> Managers - develop professional working relationships to support, challenge and inform decision-making, offering innovative and feasible solutions. Data Protection Officer - collaborate on data protection matters. Staff - engage and communicate on service-related matters and business initiatives.
3.	External Parties to the Business: <ul style="list-style-type: none"> External suppliers - develop professional working relationships to manage contracts Provide coordination of external stakeholders requiring access to HBB premises. Auditors - collaborate on operational aspects for audit purposes.

WORKING CONDITIONS INCLUDING PHYSICAL & EMOTIONAL DEMANDS		
	<i>State for each: Not Applicable, Low, Moderate, High, Very High, Intense</i>	Supporting Information (if applicable)
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day-to-day office environment).	Very High.	Climbing long ladders, undertaking rescue training, manual tasks, and walking long distances.
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day-to-day office environment.	High.	Likely to be exposed to emotionally distressed members of the public and possible suicide. High-pressure situations, such as rescue.
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day-to-day office environment).	Very High.	At great height, within enclosed areas, exposed to wind, rain and heat whilst on/in the structure. Undertaking tasks that require the use of Respiratory Protection.

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The information listed as essential is used as part of the job evaluation process. Candidates may be appointed without all of the requirements being met in full. A training plan will be implemented, which may result in the grading being adjusted to reflect the training cost commitment.		Essential (E) or Desirable (D)	How identified A - Application/CV C - Certification I - Interview P - Presentation T - Test/Assessment
1	Qualifications:		
	Degree or equivalent level of experience within construction/ highways/ bridges.	E	A / I / C
	Evidence of continuing professional development and/or membership in a professional body.	D	A / I / C
	Health and Safety Qualification - SMSTS or equivalent.	E	A / I / C
	Working at height.	E	A / I / C
	Rescue from height.	E	A / I / C
	Emergency First Aid trained.	E	A / I / C
2	Relevant Experience:		
	Work within the construction industry.	D	A / I
	Work on bridges or highways.	D	A / I
	Awareness of DMRB - Standards for Highways.	D	A / I
	Provide support to NEC supervisors.	D	A / I
	Undertake formal inspection.	D	A / I
3	Skills (including thinking challenges/mental demands):		
	Make decisions for yourself regarding safety and progress.	E	A / I
	Good administrative, organisational and time management skills with the ability to work efficiently and accurately, meet deadlines and stay calm when under pressure.	E	A / I
	Day-to-day management of contractors - Inductions, briefings, logistics.	E	A / I
	Ability to recognise and highlight non-conformance to contractors to resolve at the source. Ability to escalate when required.	E	A / I
	Ability to promote collaboration between contractors and HBB colleagues.	E	A / I
	Practical and logical; able to solve problems and learn	E	A / I

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	quickly.		
	Verbal communication in challenging conditions-radio/phone/in-person.	E	A / I
	Ability to produce basic, short-term programmes of work.	E	A / I
	Ability to administer a permit-to-work system.	E	A / I
4	Knowledge:		
	Ability to analyse and solve problems with an appreciation of possible longer-term implications.	E	A / I
	Awareness of: <ul style="list-style-type: none"> • Bridge design types and construction methods. • Maintenance and repair approaches, techniques and practices in bridges and civil structures. • Asset Management. 	E	A / I
	Knowledge of: <ul style="list-style-type: none"> • Code of Practice and best practice (HMEP, ADEPT, etc). • Design Manual for Roads and Bridges. • Manual of Contract Documents for Highway Works. • Management of Highway Structures and Inspections. • Manual for Highway Structures. • Design Standards for concrete and steel bridges. 	E	A / I
	Awareness of: <ul style="list-style-type: none"> • NEC engineering and construction contract or similar. • HBB/Local Government Procurement procedures. • Abnormal Load Categories. 	E	A / I
	Fully conversant with Health, Safety and Welfare applicable to the role, including CDM regulations.	E	A / I
5	Interpersonal/Communication Skills:		
5.1	Verbal Skills		
	Ability to build and manage effective relationships with stakeholders.	E	A / I
	Strong analytical skills with the ability to process complex information and explain/present the information.	E	A / I
	High level of communication and interpersonal skills.	E	A / I

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	Spoken with good telephone, face-to-face and presentation skills.		
	Capable and experienced in verbal communication with a high degree of courtesy, tact and clear articulation of instructions.	E	A / I
	Self-motivated team player with a positive approach and ability to promote good teamwork, making judgements and decisions, using initiative, and presenting clear arguments in a manner appropriate to the circumstances.	E	A / I
5.2	Written Skills:		
	Ability to write structured and concise reports.	E	A / I
	Contribute to contract documents.	E	A / I
6	Other: <i>If there aren't any, state 'none'</i>		
	Full driving licence.	E	A / I
	Capable of carrying out inspections/supervision at height, in a confined space, and in various weather conditions, including nighttime time as necessary.	E	A / I

The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.







Values & Competencies:
Leadership Competencies

Focus on excellence	Essential	
Performance and resource management	Essential	
Creativity and energy	Essential	
Personal credibility	Essential	
Collaborative working	Essential	

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HBB's Mission Statement is: "keeping the region connected, whilst providing safe, sustainable and reliable use of the bridge and estate", and key to this are the values listed below

Embedding our values into working practice – Our Behaviours

	Value	Meaning	Supporting Behaviours
	Healthy and safe	Creating a healthy and safe environment for everyone	<ul style="list-style-type: none"> Take responsibility for health and safety Be Supportive, empathetic, and caring Wellbeing is at the heart of what we do
	Unique	We are a regional icon	<ul style="list-style-type: none"> Pride in what we do Demonstrate resilience Embrace flexibility
	More than a Bridge	The bridge is a community, and the community is the bridge	<ul style="list-style-type: none"> Engaged with our community Promote and demonstrate inclusivity Be an ambassador of the Humber Bridge
	Best at what we do	Be the best at what we do and exceed expectations	<ul style="list-style-type: none"> Accountable and behave with integrity Bring a positive attitude Customer focussed in all that we do
	Everyone matters	Everyone is important and everyone matters	<ul style="list-style-type: none"> Respect for everyone Always act with consideration Always work together
	Resourceful	Innovative and efficient in the approach to using our limited resources	<ul style="list-style-type: none"> Innovative in our approach Transparent with our decisions Be efficient to get the best results

Disclosure of Criminal Record:

Note: For Standard, Enhanced, Enhanced & Barring List Disclosures, the candidate is required to declare full details of everything on their criminal record. In any event, where the post holder requires a 'Basic Disclosure' or no disclosure is required, the candidate is required to declare unspent convictions only.

Is a DBS Disclosure Required? Mark as essential if the post holder requires a DBS disclosure with a satisfactory check as a condition of their employment.	No	
State type of check required: <i>no disclosure, Basic, Standard, Enhanced, Enhanced & Barring List Disclosure</i>	<i>No disclosure – the candidate is required to declare unspent convictions only</i>	

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I confirm that I have read, understood, and agreed to the Job Description, which outlines the purpose of my role. I also understand that the job description may need to change over time, and this will be done through consultation.

Signed by:	
Name:	
Date:	