JOB DESCRIPTION

JOB TITLE: Infrastructure Delivery Officer

GRADE: GR3

DIVISION: Transportation and Connectivity

NO OF POSTS: 3.5

SECTION: Infrastructure Delivery

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: NO

1.0 JOB PURPOSE

1.1 To assist in the directorate functions relating to the development and implementation of infrastructure projects including those of third parties and private developers and to assist the Infrastructure Delivery Manager

2.0 DUTIES AND RESPONSIBILITIES

2.1 To assist with the development, design and implementation of specific projects and programmes of work of the city council and third parties including private developers within agreed timescales, costs and standards.

2.2 To apply the principles and application of design standards for infrastructure projects and prepare documentation as necessary in the preparation of design solutions and evaluation of options and costs.

2.3 To prepare scheme cost estimates for infrastructure projects, Bills of Quantities and Contract Documents using appropriate standards and established practices and assist in achieving project related performance measures.

2.4 Assist in the implementation and review of operational practices, systems and procedures.

2.5 Assist with the planning and preparation of public consultations and draft scheme correspondence.

2.6 Prepare and check drawings in the specified CAD standards and produce technical reports and drawings using software data and computer design systems.
2.7 To participate fully and actively in all training and development activities including managing own development.

2.8 To have an understanding and ability to use and adhere to the Quality Management System and have an awareness of and assist in ensuring compliance with standing orders, financial regulations and legislative requirements including CDM regulations.

2.9 To have an awareness and to comply with health and safety policies.

2.10 To represent the interests of the City Council as required

2.11 To undertake work outside of normal hours including the attendance at meetings.

OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE: Infrastructure Delivery Manager

JOB NO: Infrastructure Delivery Manager

3.2 LEVEL OF SUPERVISION

1. Left to work within established guidelines subject to scrutiny by supervisor.

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

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<th>POST TITLE</th>
<th>GRADE</th>
<th>NO OF POSTS</th>
<th>LEVEL OF SUPERVISION*</th>
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*Use 1,2 or 3 as in 3.2

5.0 SPECIAL CONDITIONS

Contacts
Members of Parliament, elected Members and Officers of Birmingham City Council, the public and their representative groups, Contractors and external organisations.
**Person Specification**

**Post:** Infrastructure Delivery officer  
**Grade:** GR3  
**Division:** Transportation and Connectivity  
**Section:** Infrastructure Delivery  
**Directorate:** Economy

**Method of Assessment (M.O.A.)**  
A.F. = Application Form; I = Interview;  
T. = Test or Exercise; C. = Certificate; P. = Presentation.

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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| **Education/Qualifications**  
NB: Full regard must be paid to overseas qualifications. | TMICE (Technician Member of the Institution of Civil Engineers) or equivalent professional qualification or education or experience base required to obtain IEng MICE (Incorporated / Member of the institution of Civil Engineers) or equivalent professional qualification. | AF/I |

| **Experience**  
(Relevant work and other experience) | 1. Experience in the design of highways including junctions and other traffic management related work  
2. Experience in assisting with the technical and financial aspects of project development, design and implementation in the areas of transportation and infrastructure projects.  
3. Experience in the use of current design standards and DMRB application  
4. Proficient in at least two technical areas e.g. geometry, signs, drainage, MX and other relevant technical areas.  
5. Experience in meeting with the general public and their representatives to discuss, develop, resolve and implement solutions. | AF/I  
AF/I  
AF/I  
AF/I |

| **Skills & Ability**  
e.g. written communication skills, dealing with the public etc. | 1. Ability to assist in identifying and resolving problems of a technical nature relating to transportation and infrastructure projects.  
2. Ability to accurately carry out designated tasks within given timescales and to refer to more senior staff when necessary.  
3. Ability to proactively work as part of a team and top adapt to working in a variety of projects.  
4. Ability to prioritise own workload and deliver work within set timescales.  
5. Ability to communicate effectively both verbally | AF/I/T  
AF/I/T  
AF/I  
AF/I  
AF/I |
and in writing with a range of audiences and to produce concise reports.

6. Ability to use computers and software packages and to produce drawings using computer aided design packages.

7. Ability to work in a way which promotes Equal Opportunities, customer care and health and safety.

8. Ability to use a quality management system.

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<td>1. Evidence of continuous professional development.</td>
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<td>2. Commitment to undertake future training and development to obtain professional qualifications.</td>
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All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.