

TP&E

Transport Planning & Engineering

Join our team



Cycling
Scotland

Job Description

Engineer

Salary Band: £29,343 - £34,022

Salary on appointment will be a reflection on current experience within the pay band.

Full time

Permanent contract (part-time/job share will also be considered)

The Engineer will be a key member of Transport Planning and Engineering (TP&E), the sustainable transport social enterprise consultancy established by Cycling Scotland. Working in cooperation with and managed by the Head of TP&E they will deliver projects ranging from off-road cycle paths, on-road cycle lanes to traffic management schemes and assist in achieving the vision of TP&E – *“A social enterprise transport consultancy delivering sustainable transport networks to allow anyone, anywhere to enjoy the benefits of cycling”*.

The role is based at the office on West George Street, Glasgow, with various aspects of site work being undertaken throughout Scotland as required. As a flexible employer we offer the opportunity to work part time if required. We currently have staff working one day a week in our office on a trial basis and long-term hybrid working plans are under development.

Key responsibilities

- Develop innovative and high-quality active travel infrastructure from feasibility studies through to design and construction and participate in quality assurance processes to ensure high standards apply throughout project delivery. The work is carried out to the latest design standards with recognition of worldwide best practise.
- Provide support in the project management of TP&E projects. This may require client liaison and management of outputs and deliverables.
- Conduct stakeholder engagement events and consultation focus groups including liaison with project funders, regulatory bodies, landowners and the public.
- Prepare contract documents including drawings in CAD, bills of quantities and contract conditions. Assisting in the issuing of tenders and operation of the tender process.
- On-site supervision of construction works and contract implementation.
- Stay informed with regards to developments in sustainable transport guidance, best practice and development in the sector.
- Draft tender bids on behalf of TP&E. Develop the tender documents including drawings bills of quantity and contract conditions, the issue of tenders and operation of the tender process.
- Assist in engineering-related Cycling Scotland projects and training courses as and when requested, including good practice sharing and the promotion of cycle infrastructure design.
- Perform administrative tasks such as timesheet completion, purchase order completion, expenses claim, personal development and other management and administrative systems as required.
- Perform any other duties considered relevant to the post.

Engineer

Personal Specification:

	Essential	Desirable
Relevant Experience	Educated to minimum HND level in civil engineering, transport engineering or equivalent.	Educated to degree level in civil engineering, transport engineering or equivalent.
	Membership of a professional body.	Working towards incorporated or chartered status.
	Design of walking and cycling facilities.	Feasibility, concept design and detailed design experience
	Experience of on-site construction management procedures and contracts.	Project management experience, including communicating with project stakeholders.
	Experience of health, safety and environmental management, including CDM 2015 regulations.	Road engineering design.
Special Knowledge and Skills	Proven ability to use AutoCAD.	Excellent negotiation skills.
	Ability to produce detailed design and construction drawings.	Ability to prepare contract documents including bills of quantity and contract conditions.
	Presentation and communication skills including the ability to write concise reports.	Appreciation of project finances, particularly construction projects.
		Understanding of planning processes and requirements.
Ability to effectively use common office software packages.	Ability to GIS and Adobe software packages.	
Other Requirements	Interpersonal and organisational skills, particularly in relation to client liaison.	Keen interest in cycling and walking.
	Ability to work independently and take ownership of workload, managing deliverables and deadlines.	Interest in innovative technological solutions and the evolution of processes that benefit project efficiency.
	Committed to the promotion of cycling as a sustainable transport mode.	Awareness of sustainable transport policy.
	Full clean driving licence and willing to work flexible hours on occasion and to travel as required remotely.	

Engineer

Employee benefits

Salary

Paid one month in arrears on 28th of each month.

Pensions

Defined Contributions Pensions scheme with employer contribution of 7.5%, employees contributions 3% to 7.5%. Life Assurance Benefit.

Working hours

37.5 hours each week (or as contracted for part-time staff), not including a minimum 30mins lunch break each day.

Core hours

Cycling Scotland offers flexible start and finish times (between 08:00-18:00) outside of the core hours of 10:00 to 12:00 and 14:00 to 16:00.

Flexible working

Cycling Scotland will look to accommodate flexible working requests, taking into consideration the impact on the organisation and other team members whilst striving to support individual members of staff. We are currently operating hybrid working on a trial basis.

Annual leave and public holidays

36 days (pro rata for part-time staff) paid holiday each year (including three days during office closure for Christmas and New Year), three compulsory public holidays at Christmas and two days at New Year.

Volunteering

Staff at Cycling Scotland can apply to engage in up to two hours per month of volunteering activity during working hours.

Training and development

Staff are allocated an annual amount of £250 towards training and development.

Cycle to work scheme

Salary sacrifice scheme provides employees (after completion of 3 months probation) who cycle to work with a tax free, long-term loan of a bike and safety equipment.

Travel to work loan scheme

The loan will be for the employee to purchase an annual bus or rail season ticket at standard class travel.

Employee assistance programme (EAP)

This is a free and confidential resource for all staff which provides access to up to six counselling sessions on an annual basis plus unlimited access to a confidential helpline.

Maternity/paternity pay

Cycling Scotland offers enhanced maternity and paternity pay.