



**MICHAEL EVANS  
& ASSOCIATES LTD**  
Civil and Structural Engineers  
& Design Consultants

## **JOB DESCRIPTION**

### **JOB TITLE: ASSOCIATE DIRECTOR – STRUCTURAL LEAD**

#### **REPORTING STRUCTURE:**

The postholder reports to the Consultancy Director.

#### **MANAGEMENT RESPONSIBILITY:**

The post holder will assist the Consultancy Director in ensuring the smooth running of the Company and the effective use of resources. The post holder will be market facing, commercially focused with excellent communication skills, both written and verbal.

The post holder is required to communicate design information to clients, architects or their nominated representative, suppliers, and relevant members of the company staff. They will also control and manage large and small contracts and report on contracts to senior management.

#### **MAIN DUTIES:**

- To work independently and as part of a team.
- Day-to-day management of the Engineers will include the deployment of personnel, planning and allocation of work, supervision and checking of individuals and the management of departmental human resource issues.
- Operating as a Structural Engineer within the company thus providing a service as described on the Senior Structural and Design Engineer job descriptions.
- To attend site for the purpose of carrying out surveys, site investigations and attending meetings as required.
- Liaise with clients, their representatives, consultants, suppliers, and subcontractors in order to convey design information, receive and interpret data and solve problems relating to company services.
- Designs to be carried out in the timescales appropriate to the project.
- Liaise with colleagues if required to determine solutions to engineering problems.
- Preparation of fee proposals and invoicing.
- To carry out any other duties as deemed appropriate by the Consultancy Director
- The post holder must have at least 15 years' experience and have extensive knowledge of design using timber, steel, masonry and concrete.



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### **GENERAL DUTIES:**

- The post holder must conduct themselves in accordance with their contract of employment.
- The post holder must to the best of his/her knowledge and experience carry out work in such a manner as not to endanger their own health & safety and that of the colleagues, the company's clients, the general public or our suppliers.
- The post holder is required to do their best to ensure that they protect and enhance the company's commercial and financial wellbeing and reputation.
- The post holder must be computer literate with the ability to operate standard Microsoft Office applications, Structural Design Software (Tedds Tekla, Masterseries or similar) and be proficient with the use of AutoCAD software.

### **QUALIFICATIONS**

- The post holder must have legal status to work in the UK.
- The post holder will have proven experience in leading and managing teams.
- The post holder will hold a relevant degree.
- The post holder will be a Chartered Engineer of the Institute of Structural Engineers or similar
- The post holder will hold a full driving license with access to a vehicle with business use insurance cover.