



## Senior Structural Engineer Job Brief

We are a leading Structural Engineering and Party Wall Surveying practice with offices in London and the Home counties. We're seeking a chartered or near-chartered engineer to join our team and support our growing workload.

You'll work from home or at our Sussex office in Steyning, West Sussex, travelling to job sites as needed. Your responsibilities will include inspections and reports, design of structural alterations and temporary works, and communication with clients.

This role is ideal for those seeking flexible working arrangements. You will have good report writing skills, drawing abilities, and communication skills; experience working with existing buildings is an advantage. We offer competitive pay, software access, and admin support.

If interested, please send your CV and relevant experience to Tristan Toynbee at [info@toynbee.uk](mailto:info@toynbee.uk) or call our office for more information.

## Senior Structural Engineer Job Description

### About Us

We are a small well established structural engineering company based in London and the Home Counties.

### The Role

Our company is seeking a skilled Senior Structural Engineer. The successful candidate will be responsible for overseeing all technical projects, ensuring they are completed within the designated timescale and budget. In addition, the candidate will be expected to help with answering email correspondence with Architects, clients, other staff members, and external contractors in a timely manner while raising issues with other senior staff as required.

### Responsibilities

- Oversee their own, contractors and outsourced projects to ensure timely and on-budget completion
- Support the senior management in securing new work and external promotion of the company.
- Familiarity with common design theory and materials
- Confidence to work on their own or as part of a team.
- Liaise with construction contractors to solve queries and make adjustments to a design/answering RFIs or providing oversight to Junior staff for site queries.
- Maintain and build existing Client, Architect and Contractor relationships.
- Organise internal technical reviews with the Director and external review meetings with architects/clients as required.
- Ensure QA procedures are followed on all jobs

- Report critical tasks to the clients and project teams to ensure deadlines are met and allocate time to make sure that these are issued in a timely fashion
- Be available to offer advice and technical guidance to junior staff

### **Additional Responsibilities**

- Conduct site visits (with Junior Engineers) as needed using the Toynbee Associates Site Visit check sheet – take photos as needed for reference
- Attend meetings with Directors, clients, and architects as needed
- Summarise work and keep the Director and Practice Manager up to date on job progress on anything preventing you from working
- Own professional development by identifying and checking courses on IStructE and ICE websites for applicable nature to your work
- Maintain CPD record as required

### **Qualifications**

- 8-13 years of experience in the field
- In-depth technical knowledge of structural engineering (analysis and design by hand and with computers)
- Familiarity with working with existing buildings is preferred.
- Familiarity with common structural analysis software.
- Understanding of both British Standards and Euro Codes
- Understanding of RC detailing and the requirements for in-house elements and outsourcing.
- Temporary works and sequencing drawings

### **Skills:**

- Ability to hand draw
- Strong written and verbal communication skills
- Ability to work independently and as part of a team
- Strong attention to detail
- Ability to manage and prioritise multiple tasks, projects and deadlines

### **Benefits**

- A competitive salary package/contract basis
- A generous leave policy, including 26 days of annual leave, bank holidays, and a day off for your birthday.
- Company pension scheme.
- Professional development and career advancement.
- Flexible working arrangements with the freedom to choose hybrid work and flexible office hours.
- Complimentary access to our in-house gym.
- Cycle-to-work scheme.
- The potential for part-time subcontractor work could be available for the right candidate.