

JOIN A TEAM THAT BUILDS MORE THAN STRUCTURES



**PORTLAND
CONSULTING
ENGINEERS**



CANDIDATE PACK for Senior Civil Engineer/ Associate

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Portland Consulting Engineers



Dear Candidate,

Thank you for your interest in joining Portland Consulting Engineers. We take great pride in our people and the invaluable contribution they make to the continued growth and success of our business. As we embark on an ambitious phase of expansion, we're looking for talented individuals who share our vision and values.

Our culture is grounded in respect, collaboration, and integrity. We believe in building meaningful relationships, working hard, and supporting one another with empathy and care. We value common sense and strive to create an environment where everyone feels included, appreciated, and empowered to make a difference.

We're currently seeking an 'Senior Civil Engineer/Associate' to join our growing Civils team. This is a dynamic and varied role, offering involvement across all phases of the design and construction lifecycle. It's an excellent opportunity for someone who is driven, innovative, and ready to take on a meaningful role during an exciting time of growth.

In return, you'll be part of a rewarding and impactful journey—one where your contributions will be recognised and your career supported. You'll work on a wide variety of projects across multiple construction sectors, ensuring that no two days are ever the same. We celebrate success and are passionate about delivering excellence in everything we do.

If this sounds like the kind of environment where you'll thrive, we'd love to hear from you. Please send your CV and a covering letter to Careers@portlandconsulting.co.uk, letting us know why you're the ideal addition to our team.

Lee Barr
Managing Director



FOCUSED AMBITIONS FOR THE FUTURE DRIVEN BY A CLEAR PURPOSE

OUR VISION



To be the Engineers that clients trust to deliver their schemes with honesty and integrity, through innovation and sustainable solutions with a commitment to add value.

To build collaborative relationships with an inspirational team that shares its values and successes, for life.



DEFINED ENTIRELY BY OUR TEAM LEADING US EVERY DAY

OUR CORE VALUES



FRIENDLY & HONEST

- ✓ Working in a positive and encouraging environment
- ✓ Creating bonds and life-long relationships
- ✓ Always approachable
- ✓ Trustworthy and inspiring confidence



INNOVATIVE

- ✓ Exploring new skills and ideas
- ✓ Providing cost-effective solutions
- ✓ Adding value to all we do
- ✓ Continued professional development



QUALITY

- ✓ Committed to delivering a high standard of work
- ✓ Exceed expectations in everything we do
- ✓ Maintaining effective communication
- ✓ An approved quality management system



TEAMWORK

- ✓ Supportive behaviour
- ✓ A great sense of unity
- ✓ Respectful to all
- ✓ Stronger together



WHO IS PORTLAND?

Founded in 2004, Portland provides Civil & Structural Engineering consultancy services to clients across the country. The firm has grown into an award-winning practice, with an excellent reputation for delivering cost-effective solutions without compromising on quality.

Whilst we think outside the box when it comes to engineering, our approach to dealing with people is much more conventional. We understand and embrace the concept of team work across disciplines, taking pride in working in a collaborative manner to achieve the client's objectives. We have received several key industry accolades for our highly collaborative approach to schemes.

Portland's service offering is built on the solid foundations of a commitment to quality. Underpinned by a Quality Management System certified to ISO 9001 standards. Our commitment to quality will permeate every aspect of our performance and delivery of service.

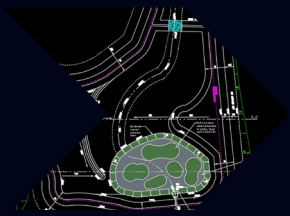
Our suite of design services can be implemented at any stage of a project. However, our ability to add value is optimised if we are involved during the crucial early stages of our clients' projects. This is vital in ensuring our clients can complete their projects on time and within budget. We are capable of handling jobs of all sizes while also providing a more personal touch. Senior staff retain an involvement and provide support throughout the entire lifecycle of each project.



STRUCTURAL ENGINEERING



LISTED BUILDINGS & OF HISTORICAL INTEREST



CIVIL ENGINEERING & INFRASTRUCTURE DESIGN



TEMPORARY WORKS



REFURBISHMENT & REINVIGORATION ENGINEERING



FLOOD RISK



ABOUT THE ROLE

We are seeking an experienced and commercially aware Senior Civil Engineer/Associate to lead and develop our Civil Engineering team. This is a senior leadership position combining technical excellence, team management, and business development.

You will play a key role in shaping the future of the business, maintaining strong client relationships, and ensuring the successful delivery of projects across all stages.

WHAT YOU WILL DO

The role of the Senior Civil Engineer/Associate will involve:

Technical Leadership & Delivery:

- Lead and manage the delivery of civil engineering projects from concept through to construction
- Oversee and review drawings, reports, and calculations (Planning, Tender & Construction stages)
- Manage project resourcing and delegate workloads effectively
- Review and manage project variations, change control and additional fee requests
- Attend client and site meetings, representing the business professionally.
- Undertake design work, including specialist schemes where required
- Support Section Agreement submissions

Team Leadership & People Management:

- Manage and develop the Civil Engineering team
- Mentor staff and ensure structured development plans are implemented
- Carry out staff appraisals and support performance management
- Promote a positive team culture aligned with company values
- Monitor staff wellbeing and team performance
- Identify and implement software and resource improvements

Business Development & Marketing

- Build and maintain relationships with clients, consultants and contractors
- Support bid submissions and PQQs
- Contribute to business planning and growth strategies
- Assist with marketing initiatives, including social media content
- Attend management meetings and contribute to strategic decisions

Commercial Responsibilities

- Support monthly invoicing and cash flow management
- Assist with fee proposals and commercial planning
- Support change control processes
- Contribute to achieving team financial targets

WHAT YOU WILL HAVE

- Chartered Engineer (or working towards) together with a minimum of 10 years post qualification experience working within an engineering consultancy environment
- Produce drainage and highway drawings, design calculations, technical reports and site appraisals
- Knowledge of UK planning procedures and relevant design codes such as Water UK, Sewerage Sector Guidance, Manual for Streets, Design Manual for Roads & Bridges, Local Authority Design Guidance and preparation of technical approvals
- Working understanding of technical software including AutoCAD, Causeway Flow, Causeway Live
- Proven experience in a senior civil engineering role
- Strong leadership and team management skills
- Commercially aware with experience in fee management and client relations
- Excellent communication and engagement abilities
- Ability to balance technical delivery with strategic business input.



THE PACKAGE



Salary: We want the best people and we know that this means offering a salary that is usually more than the industry standard. We don't have lots of extra add-on benefits as we prefer to give people the choice about what they want and don't need. So, we try to keep things simple and set out our basic benefits and then give you the salary to enable you to make the choices that suit you.



Bonus: We like to share in success. When we are successful we all enjoy a share in a discretionary bonus at Christmas. We make sure that everyone will benefit in our team success.



Pension: We operate an auto enrolment pension scheme which is based on a contribution of 4% from employee with 3% from PCE and 1% from the government.



Working Hours: Our core hours are 35 per week with flexible working hours and 12:30 pm finish on Fridays.



Holidays: We offer 21 days per year, including bank holidays plus our office closes down during the Christmas/New Year week. We also have a generous long service holiday in place.



Eye Test: We cover the cost of eye tests every two years.



Career Development: We offer some great opportunities to develop your skills and your career. Many of our staff have been internally promoted and have had investment in their training and development over the years.



Social Events for the Team: We host regular social events—including team lunches, seasonal celebrations, and activity days—because we believe that building strong relationships outside of work helps us collaborate better within it. We value work-life balance and understand that your personal life is just as important as your professional one.



Professional Subscriptions: We will cover the cost of one of your professional subscriptions per year.



Death in Service: Offering our team peace of mind



Employee Referral Bonus: Employees who refer a candidate who is selected to fill a position with the company will receive a Referral Bonus.



24/7 Employee Assistance Program: We offer unlimited wellbeing support by BUPA providing a helpline to employees and their loved ones with specialist qualified counsellors.

At Portland Consulting Engineers, we are driven in our goals and united in our celebrations.

We believe that the best ideas come from engaged and empowered people. Our recent staff survey provided invaluable feedback, reflecting the kind of environment we strive to build — one where collaboration, learning, and job satisfaction are top priorities.

- **Supportive Culture:** *“Everyone’s really approachable and willing to help.”*
“There’s a strong sense of team — you never feel like you’re working alone.”
- **Opportunities to Grow:** *“I’ve been supported in progressing my career with structured development and real responsibility.”*
“Graduate engineers are given opportunities early, with guidance from experienced mentors.”
- **Meaningful Work:** *“We work on projects that make a real difference to the built environment.”*
“The variety of work keeps it interesting and helps build a broad skill set.”
- **Flexible and Fair:** *“Flexible working options make it easier to manage work and life.”*
“The company genuinely cares about staff wellbeing.”
- **Open Communication:** *“Management are open to feedback and encourage input at all levels.”*
“It’s a flat structure — your voice is heard no matter your role.”

We’re proud of the culture we’ve built and are always looking for talented individuals who want to be part of something positive and dynamic.

ON APPLICATION

We seek to ensure our application process is as accessible as possible. We aim to provide clarity on what can be expected from the process and will make reasonable adjustments for any candidate. We do not use application forms but ask for a comprehensive CV which covers at least the last 5 years of employment (where applicable) as a minimum. A cover letter is your opportunity to address the criteria for the role, as laid out in the job description. This is your personal statement to demonstrate how your skills and experience meet the requirements for the role.

SHORTLISTING & ASSESSMENT

Applications will be reviewed by our Human Resources Manager and the appropriate Team Manager after the advertised closing date. This will initially be a longlist against the essential criteria for the role. The applications that make it through the longlist, will then be reviewed in more detail against all the criteria (essential & desirable). The highest scoring applications will then be shortlisted for an invitation to interview. Once shortlisting is complete, all applicants will receive communication from us either inviting you to attend an interview (where possible we will communicate the interview date in our job advertisement) or advising you that you were not successful in obtaining an interview on this occasion. Feedback to candidates at any stage of the process can be provided by contacting the Human Resource Manager.

INTERVIEW

All roles will involve an interview, in-person. However, some may also involve other assessment stages. The applications that make it through the longlist, will then be reviewed in more detail against all the criteria (essential & desirable). The highest scoring applications will then be shortlisted for an invitation to interview. Once shortlisting is complete, all applicants will receive communication from us either inviting you to attend an interview or advising you that you were not successful in obtaining an interview on this occasion. Feedback to candidates at any stage of the process can be provided by contacting our Human Resources Manager. All assessment exercises or interviews used are tailored to be able to find the most suitable candidate for the job role. They are also designed to give applicants more insight into the role and to provide a realistic expectation of the position to allow candidates to decide if the position is suitable for them as well. We use competency-based questioning within our recruitment processes to assess the extent to which candidates demonstrate these behaviours – in ways appropriate to this role – in how they are at work and generally as people.

JOB OFFER

Once all assessments have been completed, results for all applicants in consideration will be reviewed by the recruitment panel and a decision will be made about the most suitable person for the role. If successful, the managing director will be in contact to congratulate you and discuss the offer details. Once accepted, pre-employment checks will be carried out by our Human Resources Manager.

THE TEAM



LEE BARR
MANAGING DIRECTOR



ALLIE DONNELLY
OFFICE/HR MANAGER



ALAN MASKELL
OPERATIONS MANAGER/ASSOCIATE



SHARON SHAW
MARKETING & BUSINESS
DEVELOPMENT MANAGER



JASON MCARDLE
TECHNICAL DIRECTOR



DAVID NILAND
TEAM LEADER/SENIOR
STRUCTURAL ENGINEER



MARK QUIGLEY
TEAM LEADER/SENIOR
STRUCTURAL TECHNICIAN



STEPHEN HUNTER
TEAM LEADER/ASSOCIATE
(CIVILS)



CARL BEET
SENIOR STRUCTURAL
ENGINEER



GARY BARR
SENIOR STRUCTURAL
TECHNICIAN



DAN STEPHENSON
SENIOR STRUCTURAL
TECHNICIAN



LOUIS DAVISON
STRUCTURAL
TECHNICIAN



DEIGHTON SMALL
GRADUATE ENGINEER



KIERAN COSTELLO
CIVIL ENGINEER



MATT ALEXANDER
CIVIL ENGINEER



ZACH MCLOUGHLIN
GRADUATE ENGINEER



ANTHONY GOODFELLOW
MARKETING ASSISTANT



SOPHIE REDHEAD
RECEPTIONIST/ADMINISTRATOR