



TESTING TECHNOLOGY FOR SPORT

Graduate Engineer Job description

Role

Job Title: Graduate Civil Engineer
Department: Consultancy Practice
Reports to: Project Engineer &
Consultancy Operations Manager
Location: Livingston, Scotland
Start date: Flexible

Role Background

To assist us in the delivery of this role we are seeking a responsible and self-motivated graduate engineer, with a minimum of a 2nd class honours degree in Civil Engineering (or working towards) or equivalent to work within the Consultancy Dept committed to the delivery of project work related to this role.

As part of the role, we will provide expert training and mentoring to this individual and they would be working collaboratively within our young dynamic team within Sports Labs to provide a first-class service to clients who can range from private clients, local authorities, clubs, schools and universities.

The main duties of the role will be to support contract work developing feasibility studies, planning applications, specifications, tenders, project management work, contract administration work.

A more detailed summary of the main areas of work is provided overleaf

Place of work

All project work will be based out of Livingston, Scotland and the successful candidate would be expected to travel for site project work within the within the UK and Ireland. Furthermore, in some instances international travel may be required.

Your day-to-day duties will be varied, you will be mostly desk based, working a part of the consultancy team, when not on site projects.

Applications

Submitted to: Consultancy Manager - David Dickinson
Submission: CV & Cover Letter
By email: David@sportslabs.co.uk

Closing date: Friday 30th May 2025

Company Background

We are looking for an engineer to join our progressive consultancy department at Sports Labs to meet the demands and growth with the business and department. If you have an interest in Sport and engineering this represents a unique and amazing opportunity to challenge yourself within the sports construction industry.

Sports Labs Ltd are a professional services company and excel in the design, procurement and testing of sports facilities and surfaces. We are an independent organisation accredited by sports governing bodies such as FIFA, World Rugby, World Athletics, the ITF (Tennis) and the FIH (Hockey). Within our consultancy department we specialise in the design and delivery of outdoor sports projects. We have recently been appointed to deliver several national programs with a highline strategy of increasing accessible football facilities.

Why join Sports Labs

As well as being industry leaders in sports facility construction the successful candidate will have the opportunity to work in a vibrant team, on elite and community-based sporting facilities, while learning from technical experts in sports construction. This is a unique opportunity to apply engineering skills in sport.

Contract Terms

It is a permanent appointment. In return we offer a competitive salary in line with industry standards alongside other benefits. Applicants may apply if there are in their final year of study, or recently graduated, and should be sure to provide their anticipated grades within the information they submit.



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Pre-Construction Duties

- Pre-Construction Duties
- Assist preparation of Desktop/feasibility studies.
- Assist the Project Engineer in drafting up CAD Drawings for project design drawings.
- Assist the Project Engineer in drafting up Earthworks Modelling using N4ce.
- Assist with providing principal designer services to a project and will develop, with the client, a design in accordance with national guidelines.
- Assist with authoring performance specifications.
- Assist with prepare programme's and risk registers.
- Assist with preparing contract documents and aid in procurement.
- Assess tenders from both commercial and technical aspects
- Assist with the preparation and submission of planning applications acting as client's agent.
- Assist with the undertaking and processing topographical surveys.
- Act along with others in the Sports Labs team as contract administrator.
- Liaison with the client, their affiliates and users
- Liaise with the local authority and relative consultees on designs and permissions
- Attend regular team meetings (to include sub-consultants) to plan the immediate work, co-ordinate disciplines and identify any areas of concern on deliverables.
- Coordinate with civil design and co-ordinate with electrical designers and landscape consultants when applicable for the completion of design.
- Liaise with other members of the team that schemes are project managed with respect to time, cost and scope and all necessary tasks associated with this activity are completed.
- Identify and ensure requirements of all relevant Authorities are incorporated into designs as appropriate.
- Undertake the assessment of designs and reports submitted by others

Construction Duties

- Attend with the Project Manager the regular progress meetings (to include sub-consultants) in order to plan the immediate work, co-ordinate disciplines and identify any areas of concern on deliverables
- Coordinate and direct construction workers and subcontractors when required
- Undertake the assessment of designs and reports submitted by others
- Undertake site inspections and reporting on progress if required
- Assess Health and Safety on site
- Assess quality of construction
- Assess results from key stage inspecting testing
- Assist with the management of technical queries and request for information.
- Assist the project manager with overseeing all onsite and offsite constructions to monitor compliance with building, safety and governing body regulations



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Relevant skills, experience, qualifications

- Minimum qualification required; BENG 2nd class or above (or working towards) in Civil Engineering or equivalent relevant experience is preferred but not essential.
- Previous use of CAD to a good standard is essential
- Proficient in using Office software Excel/Word etc is essential
- Previous work experience in a similar role is preferred but not essential
- Good communicator and demonstrate confidence in dealing with others
- Ability to multi-task
- Ability to communicate adequately.
- Ability/willingness to network with different people and groups
- Ability/willingness to learn and understand new technologies
- Ability to develop and maintain solid working relationships
- Ability/willingness to resolve issues creatively and in a timely manner
- Driving License is required
- Willingness to travel.

This list is not exhaustive but encompasses the principal duties of the job.



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