

<b>JOB DESCRIPTION</b>	
Job Title:	Engineer <i>(Highway Projects and Road Safety)</i>
Directorate:	Place and Economy (P&E)
Service:	Highways Service
Reports to:	Project Manager <i>(Highway Projects and Road Safety)</i>
Grade:	P1
Hours:	37

**JOB PURPOSE**

To lead the development and implementation of the County Council's programme of local infrastructure projects.

To ensure maximum use of limited resources and value for money.

To support the Head of the Highways Service and other managers within P&E in delivering the Council and Directorate's objectives through joined-up service planning, community engagement and the flexible use of resources.

<b>PRINCIPAL ACCOUNTABILITIES</b>		% Relative Importance
1	<p><b>Communication and Customer Focus</b></p> <p>Support the Service Manager in developing projects that best meet the needs of users and the local community by actively seeking input from local members, key stakeholders, potential users and the local community, throughout the development and delivery of projects.</p> <p>Undertake consultations to inform the public about proposals, seek their views, and accurately report those views to members to assist in decision making.</p> <p>Ensure the community, businesses, Councillors, the media, partners and stakeholders are kept informed about progress on the delivery of projects.</p>	30%

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<b>PRINCIPAL ACCOUNTABILITIES</b>		% Relative Importance
<b>2</b>	<p><b>Project Management &amp; Planning</b></p> <p>Manage and implement the programme of local infrastructure projects through the approved service provider, taking full account of public relations and health and safety matters.</p> <p>Prepare briefs for schemes, monitor progress and expenditure through regular meetings.</p> <p>Liaise with colleagues across the directorate and the Council to ensure the service / projects are delivered in the most efficient, effective and co-ordinated manner.</p> <p>Lead multi-agency projects teams.</p> <p>Escalate serious problems and disputes, recommending appropriate action.</p> <p>Respond and provide advice to the public in relation to scheme progress and design.</p> <p>Represent the County Council at meetings, including public meetings.</p> <p>Prepare reports for Committees.</p> <p>Monitor consultants and contractor's performance and delivery of the programme of local infrastructure projects.</p> <p>Consult and liaise with other statutory and local groups to achieve acceptable solutions for all.</p>	40%
<b>3</b>	<p><b>Partnership Working</b></p> <p>Engage with key partners such as the District Councils, Department for Transport, Highways Agency, Network Rail, Environment Agency, Local Enterprise Partnership, Community Groups and others as required, to deliver infrastructure projects that meet the Council's and partners' objectives.</p> <p>Negotiate with stakeholders such as communities, businesses, landowners, public transport operators and Statutory Undertakers to secure the necessary inputs to the project under the direction of the Service Manager.</p> <p>Represent the Service on technical working groups as appropriate.</p>	10%

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<b>PRINCIPAL ACCOUNTABILITIES</b>		<b>% Relative Importance</b>
<b>4</b>	<p><b>Financial, Contract and Risk Management</b></p> <p>Monitor and manage expenditure against project budgets.</p> <p>Feed financial information to the Project Manager / Service Manager and Finance Officer.</p> <p>Maintain project risk registers and comply with management processes.</p> <p>Comply with all relevant Health and Safety legislation and best practice in the planning, design and delivery of projects, including the Construction Design and Management Regulations.</p>	20%

The Place and Economy directorate has a flexible structure to cope with varying workload pressures and the post holder may be required to undertake work in support of other offices.

<b>PERSON SPECIFICATION</b>	
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The following criteria are appropriate for this post. You must meet the essential criteria to be short listed for this post and it would be advantageous if you meet the desirable criteria.

### **Education, Qualifications & Training**

#### ***Essential***

- HNC in Civil Engineering or equivalent

#### **Desirable**

- Degree in Civil Engineering or equivalent
- A relevant professional membership, or working towards membership e.g. Chartered/Incorporated Engineer

### **Knowledge and Experience**

#### ***Essential***

- Experience in the development, planning, design and implementation of transport infrastructure and related projects
- Experience in finance management (including local government finance)
- Experience in local government practices including dealing with locally elected politicians, the public and media
- Working knowledge of Health and Safety law and CDM
- Experience of managing external consultants and contractors
- Understanding of legislation, practices, programmes and funding arrangements for transport infrastructure projects
- Knowledge and experience of public sector procurement
- Practical experience in dealing and negotiating with consultants and contractors and other organisations
- Extensive knowledge of technical and contractual requirements relating to scheme development and implementation and construction
- Be able to respond in an emergency, to quickly analyse a situation and decide on a course of action without reference to senior colleagues

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- Capable of preparing quality reports and representing the Authority at public meetings, out of hours where necessary
- Good negotiation skills and the ability to develop effective working relationships with senior staff throughout the Authority and staff of external organisations including other Councils and Government agencies
- Good organisational skills and a flexible approach in planning and promoting work to meet tight deadlines

### ***Desirable***

- Working knowledge of County Council Standing Orders and Financial Regulations/Practices
- Working knowledge of various highways and planning legislation, codes of practice, etc.
- Working knowledge of County Council Policies, Planning Framework and Transport Plan

### **Skills and Attributes**

#### ***Essential***

- Strong commitment to public services and local democracy
- Well-developed customer awareness and sensitivity in consulting and dealing with the public
- Political sensitivity and the ability to manage conflicting priorities
- Ability to plan, manage and prioritise workload in order to meet deadlines
- Strong communications skills both written and verbal including persuading and influencing
- Ability to work independently and as part of a team
- Ability to work to deadlines
- Good problem solving and decision making skills
- Excellent interpersonal skills and a robust attitude to driving progress
- Preparation of committee papers
- Comprehensive IT skills

#### ***Desirable***

- Demonstration of a creative and flexible approach to work
- Knowledge and understanding of consultation/ approval/ planning processes for transport projects

### **Other**

#### ***Essential***

- Have the ability to visit offices and sites, when necessary, where public transport is limited
- Have the ability to visit and inspect sites which may have difficult access
- Be able to attend meetings out of hours when necessary

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The following describes how you are expected to carry out your work. Essentially it's about how we do things, how we treat others and how we expect to be treated.

**Working together**

- I think creatively about opportunities to work together, building rapport
- I deliver results across team and organisational boundaries

**Integrity**

- I focus on outcomes and am self-motivated
- I am able to think and plan strategically to deliver services that are based on colleague and customer feedback and input, with decisions being made openly and transparently

**Respect**

- I identify areas for improvement to meet the diverse needs of customers and colleagues
- I challenge poor use of built and natural resources, delivering improvements

**Excellence**

- I consistently review current practice both in the work I do and in the work of my team
- I identify and deliver best practice