

CAMBRIDGESHIRE COUNTY COUNCIL

JOB DESCRIPTION	
Job Title:	Assistant Engineer <i>(Highway Projects and Road Safety)</i>
Directorate:	Place & Economy (P&E)
Service:	Highways Service
Reports to:	Project Manager <i>(Highway Projects and Road Safety)</i>
Grade:	Scale 5 - SO1/2
Hours:	37

JOB PURPOSE

To support the implementation of the County Council's programmes of local infrastructure projects.

To play a key role in the planning, design and delivery of local infrastructure projects to ensure maximum use of limited resources and value for money.

To contribute to delivering the Council and Directorate's objectives through joined-up service planning, community engagement and the flexible use of resources.

PRINCIPAL ACCOUNTABILITIES		% Relative Importance
1.	<p>Communication and Customer Focus</p> <p>Support the Highway Projects and Road Safety team in developing projects that best meet the needs of 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>Ensure stakeholders and the local community are kept informed of project progress and queries are dealt with sympathetically and within agreed response times.</p>	20%
2.	<p>Project Delivery</p> <p>Plan and design local infrastructure projects (e.g. highways, rights of way, etc)</p> <p>Ensure projects take due regard to the needs of all users of the network, especially those who are vulnerable or have particular</p>	50%

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PRINCIPAL ACCOUNTABILITIES		% Relative Importance
	<p>needs.</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>	
3.	<p>Negotiation</p> <p>Negotiate with stakeholders such as businesses, landowners and Statutory Undertakers to secure the necessary inputs to the project under the direction of the Engineer or Project Manager.</p>	10%
4.	<p>Partnership Working</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>	10%
5.	<p>Financial and Risk Management</p> <p>Monitor and manage expenditure against project budgets.</p> <p>Comply with all relevant Health and Safety legislation and best practice in the planning, design and delivery of projects.</p>	10%

The Economy Transport and Environment 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.

PERSON SPECIFICATION	
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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 or HND in Civil Engineering or equivalent knowledge and experience gained in the work environment
- Appropriate CSCS Certificate

Desirable

- A relevant professional membership e.g. Incorporated Engineer

Knowledge, Experience and Skills

Essential

- Experience in the design, planning, and construction of local transport projects
- Experience of working with contractors
- Computer literate including an understanding of spreadsheet and database packages
- Good communication and interpersonal skills including the ability to respond clearly and courteously, even in difficult situations
- Be able to make timely decisions to react to urgent and emergency situations
- AutoCAD user

Desirable

- Understanding of legislation, practices, programmes and funding arrangements for local transport projects
- Experience of managing budgets

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

Cambridgeshire County Council Behaviours - WIRE

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

Scale 4-6

- I establish credibility and work cooperatively with colleagues and customers
- I maintain good practice as well as making future improvements

SO1 – SO2

- I identify needs and initiatives for joint approaches to delivering services
- I work across and outside typical groups

Integrity

Scale 4-6

- I make decisions without bias
- I explain clearly to colleagues and customers how these decisions will impact on service delivery

SO1 – SO2

- I proactively identify and reliably respond to challenges to improve customer satisfaction
- I communicate this to colleagues and customers effectively

Respect

Scale 4-6

- I am aware of the positive and negative impact I can and could make on colleagues and customers
- I am considerate when using and working with our resources, and take responsibility for managing them

SO1-SO2

- I can identify the impact of my work on colleagues and customers
- I assess future needs and challenges, and put measures in place to meet these, appropriate to the groups affected.

Excellence

Scale 4-6

- I plan and anticipate changes in working practice

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- I logically identify the best approach in continuing to meet my objectives and deliver excellent outcomes

SO1-SO2

- I respond to and tackle current and future challenges, providing solutions in the work I undertake