

Job Description

For Engineer Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Project Manager	JEID	EN004
Salary Grade:	Grade L		
Team:	Engineering Design Services		
Service Area:	Environment		
Primary Location:	Barrack Street, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Section Manager (Project and Programme Management)		
Responsible for:	N/A		

Role Purpose

Engineering Design Services is a civil/structural/traffic engineering group working in the fields of highways, bridges, building structures, agricultural engineering and traffic control & information systems. We provide programme & project management, design, procurement, construction and contract management and maintenance/asset management services to a variety of internal and external customers including developers. We are also engaged in some shared service provision with neighbouring local authorities.

This role is in a team providing Prince2 Project Management expertise to the Group.

The position will to be responsible for the provision of Project Management and Project Management Support on a range of significant of engineering schemes and projects and is very likely to be involved in two or more projects at various stages at the same time.

Role Responsibilities

PROJECT MANAGEMENT

To be responsible for the development or design of large or complex projects and schemes in accordance with all relevant polices, regulations and design and quality management standards.

To act as project manager for the delivery of large or complex schemes including where appropriate writing briefs for external consultants, managing procurement processes, supervision of and negotiations with consultants or contractors, anticipating and resolving complex problems in order to achieve agreed

objectives in relation to quality and safety standards.

To monitor and manage budgets for complex schemes and projects, providing financial information as required, ensuring compliance with financial regulations and taking corrective action when expenditure diverges from budget, seeking direction only in complex circumstances.

To produce and monitor project plans and provide a range of performance management information, including contract and business specific reports and committee reports with limited supervision.

To provide day to day supervision to less-experienced members of the team including delegation and checking of work and provision of technical guidance, also covering for and providing technical support to the Team Leader as required.

To take a lead role in partnership working with external organisations and make decisions outside standard parameters with limited supervision.

To take the lead role in the management of consultation, attending and taking the lead at contentious public meetings, answering technical and policy questions and delivering presentations on complex projects to both internal and external customers as required.

To analyse and compile information and devise recommendations / develop committee reports covering all relevant aspects of proposals including analysis of consultation responses without direct support from senior colleagues.

To communicate effectively on complex issues at all levels, including dealing with complaints and frequent contact with elected members, the press and a range of external stakeholders, including negotiating in cases of competing and conflict demands and politically sensitive issues.

Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

Generic Role Details

Job Role:	Engineer – Level 4
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Main Tasks

- To be responsible for professional engineering input (e.g. design, development, advice and management) across one or more of the following areas as required:
 1. undertaking feasibility studies
 2. maintaining specialist capability with service area and provide technical guidance/ supervision to less-experienced members of the team and assisting with training junior staff in technical and professional disciplines
 3. maintaining technical standards and good practice within the team;

4. initiating legal processes for traffic regulation etc
 5. programming of highway maintenance work to ensure there is a consistent and high quality service provided in order to maintain the network in a safe and serviceable condition
 6. responsibility for the highway routine maintenance budgets allocated to a specified area of the County (up to £3m per annum) and to resolve problems that arise from under/over spending by locality officers
 7. contributing to the development of annual structural and cyclical structural maintenance works programmes ensuring resources are allocated effectively
 8. ensuring that reactive maintenance is reduced and planned maintenance optimised by preparing local maintenance plans and work schedules to improve resource effectiveness and minimise disruption on the network
 9. the delivery of a significant transport planning projects with direction only in complex circumstances
 10. undertaking engineering design for large complex engineering works.
 11. the development of S38 Agreements, including technical approval of proposals for compliance with planning and other conditions, preparing cost estimates, negotiating with prospective developers, inspections and the issuing of final certificates
 12. providing statutory highway advice, undertaking pre-application advice and appraisals on significant planning applications to District/Borough Councils and for major sites and significant proposals affecting the LDF
 13. leading on the critical analysis of significant transport / traffic assessments, consulting with relevant professional colleagues in order to agree appropriate local infrastructure improvements that can be secured through S278 works or S106 agreements
 14. carrying out complex safety audits and supervising and being responsible for audits undertaken by less senior colleagues
 15. leading and managing major projects which may involve other agencies including establishing partnerships
 16. managing depots, plant and equipment, ensuring availability and in suitable condition for use by staff, contractors and others when required
 17. managing Winter Maintenance including the prediction and instruction of treatments required across the County
- To act as project manager for the delivery of large or complex schemes up to including the supervision of and negotiations with contractors on site, anticipating and resolving complex problems with designers and contractors or where technical and political considerations conflict, in order to achieve agreed objectives in relation to completion, quality and safety standards.
 - To monitor and manage budgets for own projects and take corrective action when expenditure diverges from budget with supervision only in complex circumstances, act as a 'supervisor with delegated powers' under the Engineering and Construction contract for medium-sized works.
 - To monitor, co-ordinate and manage programmes encompassing more than one individual scheme, recommending optimum solutions balancing engineering, economic and environmental aspects and resolving complex problems using professional judgement to ensure work is completed to the appropriate standards.
 - To produce project plans, technical and formal committee reports and take decisions outside standard parameters within specialist areas with limited supervision.
 - To contribute to the monitoring and review across a number of areas of County Council policy e.g. Local Transport Plan, Asset Management Plan, LDF and Development Control Policy, through the provision of technical advice and guidance in response to changes at local, regional and national levels.
 - To investigate, develop, procure, implement systems and equipment and monitor operational performance, including planned inspection and maintenance and taking remedial action as required

and the commissioning of consultants to carry out specialist work as necessary.

- To take the lead role in managing complex consultations including those which relate to contentious matters, independently attending and making presentations at public meetings with elected members, parish and town councils, residents associations.
- To deal with enquiries and complaints from MPs elected members, developers, agents, planning officers, government agencies and members of the public and act as the Council's representative, and promote the interests of the Council at formal hearings and inquiries in respect of relevant matters.
- To be responsible for the development of performance management processes in order to ensure monitoring and reporting of service performance in relation to the postholder's area of responsibility.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Either hold a full relevant professional qualification or have significant experience of managing large projects at a senior level	A, I, D
The ability to independently interpret and analyse varied and complex information or situations and to produce solutions over the long term	A, I
The ability to communicate complicated and contentious information with varied audiences in person and/or writing.	A, I
Have experience of using ICT including relevant Engineering/Transport Planning systems e.g. CAD	A
The ability to work within broad practice or guidelines using managerial discretion over a broad area of activity	A, I
The ability to work under a very high degree of pressure, including meeting unpredictable deadlines and dealing with conflicting demands	A, I
The ability to cope in situations where there is an emotional demand arising from the work being undertaken	A, I
Ability to provide day to day supervision to less-experienced members of the team including delegation and checking of work and provision of technical guidance, also covering for and providing technical support to the Team Leader as required	A, I
Experience of monitoring, managing and being accountable for budgets	A, I
Experience of contributing to the development of Engineering/Transport Planning Policies and Procedures	A, I
The ability to persuade others to adopt a course of action which is not necessarily their preferred approach	A, I

Desirable Criteria

Assessed By:

Experience working within a highway engineering/ transport planning environment	A, I
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Ability to make frequent decisions and exercise initiative independently to fulfil the requirements of the role	A, I
Ability to prepare briefs for consultants and manage the procurement process	A, I
Knowledge of highway design standards and processes, with the ability to independently analyse and review designs undertaken by others	A, I
Experience of operating Profess or similar timesheet and project cost management system	A, I
To be politically sensitive and confident in dealing directly with the general public, customers, external contractors and elected members	A, I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults

<input checked="" type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	