

# 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:	Strategy and Policy Officer	JEID	EN003
Salary Grade:	Grade K		
Team:	Transport and Highways		
Service Area:	Communities		
Primary Location:	Barrack Street, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Lead Commissioner, Strategy and Policy		
Responsible for:			

#### Role Purpose

To conceive, develop and deliver Local Transport policies and strategies in Warwickshire to enable the implementation of multi-disciplinary highway, rail, public transport and sustainable transport projects.

To support the Lead Commissioner for Strategy and Policy and Senior Strategy and Policy officer in the communication with colleagues, partners and stakeholders to ensure that Warwickshire County Council's approach to Transport and Highways matters are aligned with organisational aims and objectives.

#### Role Responsibilities

To develop, maintain and implement local transport policies and strategies.

To maintain an understanding of current practice in regards to highway policy and benchmark current practice in Warwickshire against this.

To prepare written reports proposing new and changed policy documents, explaining their reasoning and recommending their adoption to both senior officers and elected representatives.

To work closely with colleagues involved in delivering highway schemes to ensure alignment between commissioning and delivery functions.

The successful candidate may also on occasion work:

To identify, design and develop transport infrastructure schemes, including creating outline designs, the preparation and submission of business cases and funding bids and preparing and leading stakeholder engagement and public consultation.

To project manage the development and delivery of transport schemes and studies.

To be accountable to senior officers and county councillors in the development and delivery of the transport schemes for which the post holder is responsible.

To be a Cost Centre Manager for both capital and / or revenue budgets of a significant size and for projects spanning a number of financial years.

## 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 3
-----------	--------------------

### Main Tasks

- 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 and taking a lead role 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. undertaking detailed investigations, design of appropriate solutions involving complex engineering works where there may be competing and conflicting demands and which demand significant specialist knowledge
  6. planning, developing and coordinating programmes of transport schemes and engineering work across the medium to long term (up to 5 years) including the development of costings and recommendations and working effectively with contractors, subcontractors, suppliers, utilities and all other parties as required
  7. complex transport planning or safety engineering schemes and programmes, including letting work packages to consultants and supervising their work with limited supervision undertaking complex safety audits and carrying out assessment of construction risk and ensuring all planned works are delivered in accordance with required quality and safety standards
- To act as project manager for the delivery of large or complex schemes including where appropriate the 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 agree and certify with contractors interim and final valuations for works completed and to authorise variations as required to resolve problems on site with the contractor in a timely manner in order to deliver "value engineering" solutions that make positive improvements to the scheme.

- 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.
- To be responsible for undertaking complex safety audits and carrying out assessment of construction risk and ensuring all planned works are delivered in accordance with required quality and safety standards.

## 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 / D
The ability to independently interpret and analyse varied and complex information or situations and to produce solutions over the long term	A / P / I
The ability to communicate complicated and contentious information with varied audiences in person and/or writing.	A / P / I
Have experience of using ICT including relevant Engineering/Transport Planning systems e.g. CAD	A / I
The ability to make frequent decisions and exercise initiative independently to fulfil the requirements of the role	A / I
The ability to work under a 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 and managing project 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 of working in a Transport Planning environment	A / I
Experience of developing and delivering transport schemes	A / I
Experience of developing and delivering transport policies, strategies and plans	A / I
A knowledge and understanding of current transport policy, strategy and guidance	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**

<p>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.</p>	
<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 checked="" 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 checked="" 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 type="checkbox"/> Undertaking repetitive tasks	<input checked="" 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 checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	