

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:	Contract and Policy Engineer	JEID	EN006
Salary Grade:	Grade O		
Team:	County Highways Group		
Service Area:	Contract and Policy Team		
Primary Location:	Budbrooke		
Political Restriction	This position is politically restricted.		
Responsible to:	Currently reporting to Group Manager		
Responsible for:	County Highways Policy and Contract Management		

Role Purpose

This post sits in the County Highways Policy and Contract Management Team within the Communities Directorate and currently reports to the County Highways Group Manager.

The overall purpose of the role is:

To effectively manage winter services, highway policy and strategy, health and safety, environmental strategy, procurement, highway depots, financial and contractual requirements that County Highways are required to fulfil and legal, service and compliance obligations for the provision of highway services.

Ensure that the service operates efficiently, safely and all risks and issues are controlled.

To deal directly with elected Members, local and national politicians, senior managers, Government Departments and other national and regional departments or agencies on behalf of County Highways

Provide input into asset management frameworks to help identify future maintenance, renewal and enhancement needs and develop the forward programme.

Role Responsibilities

Client responsibility and accountability for the management for all winter service activities.

Budget cost centre controls and the monitoring and commercial control of substantial operational and work programmes.

Provides high level of expertise to senior managers and elected Members on the technical and specialist aspects of all highway services. Advising on highway policies and national standards and requirements on

all aspects of highway policy and winter services to manage risk and create a robust service.

Represent the Authority at national and regional Steering Groups for winter services. Taking an active role on bodies such as the Midlands Service Improvement Group (MSIG), West Midlands Highways Alliance and National Roads Winter Research Group (NSRWG) to assist in development of good practices and best value services.

Implement and respond to legislative changes to ensure compliance with legislation for all County Highways services.

The delivery of all winter services, depot and ICT delivery programmes and ensuring capital and revenue budgets are secured and correctly funded and undertaken to the agreed set budget. Securing funding from Government Departments and ensuring these funds and bids comply with DfT funding conditions.

Manage expectations for services from all customers and users by ensuring they are correctly informed and help ensure that budgets are set to meet correct priorities.

Provide management and leadership to a team of staff within County Highways and be responsible for the recruitment, appraisal and development of staff to achieve efficient service delivery within the County Highways Team.

Undertake efficiency reviews for all County Highways services by monitoring all Key Performance Indicators KPI's for the Highways Term Maintenance Contract.

Ensure that all reviews and financial audits are undertaken for the service and risks for all County Highways services are controlled and maintained at acceptable level by maintaining a risk register and ensuring appropriate controls are actioned.

Attend Overview & Scrutiny reviews and present and prepare County Council Committee Reports.

To utilise management tools and techniques to ensure the effective use of asset information for asset management.

Give interviews and comments to the written press and broadcast media on County Highways matters.

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 6

Main Tasks

- To hold client responsibility for management of contracts and development and management of substantial work programmes and projects.
- To advise senior managers and elected members on technical, contract, commercial and political aspect of a specialist aspect of relevant transport planning, engineering, and construction works and recommending optimum solutions balancing engineering, economic and environmental aspects.
- To monitor changes in relevant national technical standards/guidelines and obtain and respond to feedback on service from the public and elected members in order to redefine service and working practices and to take a lead working with operational managers to achieve a consistent and improving service.
- To have responsibility for the management and delivery of programmes and capital and revenue

budgets within the relevant work area, including the identification and securing of funding.

- To estimate and forecast expenditure necessary to meet service plans and develop and monitor the teams annual budgets.
- Controlling demand for limited available budget by working within set priorities and parameters for expenditure on reactive operations. To deal with difficult correspondence, whilst working under pressures.
- To provide sensitive responses to persistent requests from elected Members, parish Councils, locality forums and members of the public for actions/interventions which are problematical, impractical, or not affordable.
- To provide leadership and management to a team of professional, technical and support staff including determining priorities, directing the development and delivery of plans to achieve service aims.
- Responsible for the recruitment, appraisal and development of staff in order to meet service objectives.
- To lead the continual review of efficiency and effectiveness leading to improved business improvement and performance within the postholder's service area.
- To have responsibility for major consultations in relation to the service managed.
- To be responsible for the effective handling and resolution of complaints, investigating concerns and obtaining resolution, referring to directorate complaints officer, and liaising with corporate complaints officer as required.
- To ensure that the Construction Design and Management Regulations (2007) and other relevant schemes and regulations are applied within the service and by contractors including acting as client and appointing or acting as CDM co-ordinator.
- To report to and attending/presenting proposals to County Council Committee meetings and checking, amending and revising committee reports written by members of the team and/or preparation of complex technical reports.

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:

Substantial post professional experience working within a relevant discipline and/or significant experience at a senior level of partnership working and diverse project management	A/I
The ability to demonstrate a high degree of complex problem solving skills	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 eg CAD	A/I
The ability to work within a broad policy framework using managerial discretion over a very broad area of activity	A/I
The ability to work under a very high degree of pressure, including meeting	A/I

unpredictable deadlines and dealing with conflicting demands	
The ability to cope in situations where there is an emotional demand arising from the work being undertaken	A/I
Experience of managing others within an Engineering/Transport Planning environment	A/I
Experience of monitoring and managing and being accountable for large project budgets	A/I
Experience of monitoring programme budgets and cost centre management	A/I
Experience of leading on the development of policy/service practice within the relevant service	A/I
The ability to pull together plans/develop solutions through the introduction of new/original thinking	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:

A knowledge of IT systems and their applications in a highway maintenance environment	A/I
Evidence of a commitment to continuing professional development	A/I/D
Ability to travel effectively throughout the County	A/I
Contribute to out of hours emergencies and able to join duty management rota as required	A/I
Able to demonstrate communication through the Media.	A/I
Knowledge of Highway Law and Legislation	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 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 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):	