

# 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:	Senior Development Management Engineer - Section 38	JEID	EN005
Salary Grade:	Grade N		
Team:	Planning & Highway Development Management Team		
Service Area:	Environment Services		
Primary Location:	Barrack Street		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Leader - Section 38/Minor 278 Highways Agreements		
Responsible for:			

#### Role Purpose

To carry out the day-to-day operations of the Highway Development Management team which includes statutory highway advice, pre-application advice, new road adoptions and highway inspections. This is a key position leading on Section 38 Agreements and other Highway Works, including technical approvals, inspections and all technical and administrative work required for completing the legal agreements, dealing with developers, members of the public, Members, MP's, and agencies. Due to the nature of the role the ability to travel effectively throughout Warwickshire is essential.

#### Role Responsibilities

- Meet performance indicators set nationally and by the Planning and Development Group Business Plan;
- To attend meetings on behalf of the County Council which may be outside normal working hours;
- To lead and over see the implementation of S278, S38 and S184 agreements;
- Carry out Technical Approvals of highway layouts submitted to the group;
- To advise on highway consultations when required;
- Undertake Pre Application advice on major/strategic sites, in line with current guidance;
- Negotiate on financial contributions and commuted sums relating to Highway and Development Management works;
- Monitor and report on the financial aspects of works under agreement, identifying required

carryovers and funds which can be released;

- Identify and contribute to improvements in working practices, guidelines and standards wherever possible and to ensure that they are followed consistently;
- Deputise when necessary for the Principal Development Management Engineer;
- Carry out any appropriate other duties as directed by the Principal Development Management Engineer or Group Manager.

## 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 5
-----------	--------------------

### Main Tasks

- To lead and manage the delivery of major projects operations and/or maintenance regimes which may involve other agencies including establishing partnerships, business case development and project governance arrangements, ensuring the effective management of contracts and resolution of major issues and problems which may impact upon delivery of objectives.
- To be responsible for undertaking substantial technical or policy/service innovation and/or to be responsible for undertaking engineering design for large major complex engineering works.
- To be responsible for monitoring and manage budgets for own projects and if appropriate to the service area acting as a 'supervisor with delegated powers' under the Engineering and Construction contract for large construction works.
- 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 play a substantial role in the development of policy and strategy by interpreting local service needs and regional and national developments, codes of practice and legislative change, working alongside a broad range of internal contacts and external organisations.
- To be responsible for developing and managing a capital programme over a period of several years (e.g. the implementation of the LTP), including identifying sources of funding, programme development and the co-ordination of resources to deliver objectives within budget.
- To establish, control and monitor appropriate performance management and continuous improvement regimes including the identification of meaningful indicators of service performance, which can be compared by benchmarking with other similar external organisations.
- To assist the Team Leader with the review of efficiency and effectiveness leading to improved business improvement and performance within the postholder's area of service.
- To be responsible for the development of a programme of review and replacement of relevant systems and equipment to meet current and future service needs, including a direct responsibility for ensuring effective and robust procurement processes are implemented in order to achieve maximum value for money.
- To ensure the effective management of complex and wide ranging consultations including those

which relate to contentious and politically sensitive matters, acting as the Councils lead representative at public and other relevant meetings.

- 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 promoting / defending proposals and the interests of the Council at formal hearings and inquiries in respect of relevant matters.
- To act in an executive management role with regard to the legislative requirements of Health, Safety, Quality and Environmental responsibilities, e.g. QA, CDM, EPA, TMA etc. and ensure that CDM and other relevant regulations are fully complied with at all times.

## 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
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 e.g. CAD	A/I
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
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 and being accountable for large project budgets	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:

Experience of highway design, construction and drainage techniques	A/I/T
--	-------

Suitable CSCS card	A/I
Knowledge of Health and Safety legislation in respect of on-site working practices.	A/I
Ability to travel effectively throughout Warwickshire	A

## 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 checked="" 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 checked="" 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 checked="" type="checkbox"/> Work requiring hearing protection (exposure to	<input type="checkbox"/> Regular work with respiratory irritants/ allergens

noise above action levels)	(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):	