

# 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. The wider generic role profile is set out in Section B.

#### Role Details

Job Title:	Team Lead/Technical Specialist - Project and Programme Management	JEID	EN007
Salary Grade:	Scale Q		
Team:	Engineering Design Services		
Service Area:	Environment Services, Communities		
Primary Location:	Shire Hall, Wawick		
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 consultancy 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 intended to be a senior member of a team set up to provide PRINCE2 Project Management expertise to the Group.

The position will also be responsible for the provision of programme and project management support on a range of significant engineering schemes and projects and will hold the role of Programme or Project Manager on two or more projects at various stages at the same time.

#### Role Responsibilities

##### PROGRAMME MANAGER

Planning and designing a project programme and proactively monitoring its progress, resolving issues and initiating appropriate corrective action

## Recommending the programme's governance arrangements

Ensuring effective quality assurance and the overall integrity of the programme - focusing inwardly on the internal consistency of the programme, and outwardly on its coherence with infrastructure planning, interfaces with other programmes and corporate, technical and specialist standards

Managing the programme's budget on behalf of the SRO, monitoring expenditure and costs against delivered and realised benefits as the programme progresses together with managing third party contributions to the programme

Ensuring there is allocation of common resources and skills within the programme's individual projects

Managing communications with all stakeholders

Managing both the dependencies and the interfaces between projects

Managing risks to the programme's successful outcome

Working with the business change manager or equivalent on the transition to the new business as usual position

Initiating extra activities, procurement and other management interventions wherever gaps in the programme are identified or issues arise

Reporting the progress of the programme at regular intervals to the Programme Executive

## PROJECT MANAGER

To be responsible for the development or design of large or complex projects and schemes in accordance with all relevant policies, 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 Section Manager 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 7
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### Main Tasks

- To hold overall client responsibility for management of contracts and development and management of substantial work programmes and projects.
- To provide high level expertise to 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 act as senior professional in specialist field by representing the Authority at regional and/or national level, to influence policy and strategy development.
- To undertake a lead role in the development of policy and strategy by interpreting local service needs and regional and national developments, codes of practice and legislative change.
- To have overall 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 budget, attending financial review meetings with Head of Service and regular reporting to Group Manager on budget position and financial performance.
- 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 have overall 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.
- To deputise for the Group Manager as required.

## Section C: 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 including experience of managing a significant area of service within an Engineering/Transport Planning environment	A, I, D
The ability to demonstrate a high degree of complex problem solving skills	A, I
The ability to communicate with a very wide range of audiences over a range of subjects, including topics which are broader than the Engineering/Transport Planning discipline represented	A, I
Have experience of using ICT including relevant Engineering/Transport Planning systems e.g. CAD	A
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 unpredictable deadlines and dealing with conflicting demands	A, I
Experience of staff management, including the responsibility for the recruitment, appraisal and development of staff in order to meet service objectives	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 developing significant policies/ practices which impact across a broad area of the organisation	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	A, I

their preferred approach	
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## Desirable Criteria

Assessed By:

Project and/or Programme Management Qualification	A
To have knowledge of transport projects, 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
To be politically sensitive and confident in dealing directly with the general public, customers, external contractors and elected members.	I
Experience of working within a Local Government highway engineering/transport planning environment	A, I

## Section D: 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 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):	