

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:	Engineer	JEID	
Salary Grade:	Grade N		
Team:	Safety Engineering		
Service Area:	Traffic & Road Safety Group		
Primary Location:	Barrack Street, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Jo Edwards - Team Leader		
Responsible for:			

Role Purpose

The purpose of the Safety Engineering Team is to reduce the number of people killed and injured on Warwickshire's Roads, and to ensure traffic management and signing complies with key legislation and best practice.

In particular, the team are responsible for prioritising collision locations with the worst casualty history, to develop a programme of schemes to address the cluster sites and routes with the highest numbers of personal injury collisions in the last five years. Such schemes, range from small improvements schemes costing less than £20,000, to larger more complex schemes of up to £500,000.

In addition, securing external funding for engineering schemes is also a key responsibility, which involves producing detailed reports and bids.

The team is also responsible for undertaking Road Safety Audits and Technical Approvals for both internal and external clients, with an annual turnover of approximately 150 audits and approvals.

The successful applicant will support the Team Leader in ensuring the objectives of the team are met. The post involves regular interaction with stakeholders, including elected representatives and members of the public.

Role Responsibilities

Principal Duties:

- Identify treatable collision patterns from the collision data and devise appropriate and cost effective remedial measures
- Design engineering schemes to current regulations including design, estimating costs, specifying, ordering and for more complex schemes brief agents and consultants
- Carry out Road Safety Audits, preferably at Team Leader level and qualified to carry out audits on trunk roads
- Liaise with elected members, members of the public, parish councils and other agencies
- Produce reports and bid applications for additional funding for engineering type schemes

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
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Main Tasks

- To lead and manage the delivery of major projects 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 a 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 managing budgets for own projects
- 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 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 from MP's, elected members, developers, agents, planning officers, government agencies and members of the public and act as the Council's representative , and promoting/defending proposals in the interests of the Council at formal hearings and inquiries in respect of relevant matters
- To carry out complex road safety audits and to supervise and to take responsibility for audits undertaken by less senior colleagues

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:

Relevant degree or other qualification to NVQ Level 4 or a minimum of 3 years' experience within specialist discipline	A/D
The ability to independently interpret and analyse varied and complex information or situations and to produce solutions over the long term	I
The ability to communicate complicated and contentious information with varied audiences in person and/or writing.	I
Have experience of using ICT including relevant Engineering/Transport Planning systems eg CAD	A/I
The ability to organise own workload and decide priorities.	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
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
The ability to use own initiative to respond independently to difficult problems and unexpected situations	A/I
Experience of carrying out complex road safety audits and supervising and being responsible for audits undertaken by less senior colleagues	A/I

Desirable Criteria

Assessed By:

Experience of carrying out road safety audits on trunk roads and qualified to 'Road Safety Team Leader'	A/I
Dealing with Elected Members	A/I
Experience of using CAD and designing traffic signs and lining drawings	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 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 checked="" 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 checked="" 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 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 checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	