

# 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: Highways Capital Projects	JEID	EN007
Salary Grade:	Scale Q		
Team:	Engineering Design Services		
Service Area:	Environment Services, Communities		
Primary Location:	Shire Hall, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Delivery Lead (Highways Capital Projects)		
Responsible for:	Major Projects 4 (Highways Capital Projects)		

#### Role Purpose

Engineering Design Services (EDS) is Warwickshire County Council's service delivery team for civil engineering projects. EDS provides:

- project delivery advice;
- project and programme management services;
- engineering feasibility and detailed design services;
- technical review services (leading to highway authority technical approval of third party design proposals);
- NEC contract procurement services; and
- NEC contract administration and construction supervision services

for highways, bridges (and other structures) and traffic control projects. EDS also provides a specialist bridge maintenance and traffic control systems maintenance services, the latter involving urban traffic management and control (UTMC) features.

EDS Highways Capital Projects leads on the highway design element of major projects designed in-house. It works closely with EDS Project and Programme Management in bringing together all of the other specialist design teams to provide design solutions, procure the necessary contracts and supervise the construction of civil engineering works on site.

The Team Lead / Technical Specialist role purpose is to manage a team of highways engineers in the design and delivery of major projects, and provide technical control of the team output.

## Role Responsibilities

Lead, empower and develop a highway engineering team to realise its full potential;  
Build good relationships, engage with colleagues and stakeholders, and communicate effectively - both orally and in writing;  
Solve complex technical and logistical problems, and also problems which stem from a clash of opinions or objectives;  
Manage project delivery in terms of budget and programme control;  
Adhere to quality control processes, maintain important records and act in a well-organised manner;  
Take an active role in developing new ideas and ways of improving the service (including, where applicable, the development of new quality control processes);  
Manage the conflicting priorities and demands associated with local authority infrastructure delivery; and  
Remain composed in difficult circumstances, exercise sound judgement and make critical decisions.

## 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 (2015) and other relevant schemes and regulations are applied within the service and by contractors including acting as client and appointing or acting as Principal Designer.
- 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 Service 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, P
Have experience of using ICT including relevant Engineering/Transport Planning systems e.g. CAD	A, I
The ability to work within a broad policy framework using managerial discretion over a very broad area of activity	A, I, P
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, P
The ability to persuade others to adopt a course of action which is not necessarily their preferred approach	A, I

## Desirable Criteria

Assessed By:

Chartered professional qualification recognised by the Engineering Council	A, D
Extensive experience working in the highways and transportation sector of the civil engineering industry	A, I
A thorough understanding of highway design principles such as road geometry, earthworks, drainage, pavement construction etc and a thorough understanding of the Design Manual for Roads and Bridges (DMRB) insofar as it relates to the highway design element of major projects	A, I
A good working knowledge of the Model Contract Document for Highway Works (MCDHW), especially Vol 1 - Specification for Highway Works, Series 100 – Series 1100 inclusive	A, I
A good working knowledge of NEC3 and/or NEC4 ECCs (particularly Main Option A) and the ability to produce high quality Works Information for NEC ECCs	A, I
A thorough understanding of Road Safety Audit, Traffic Management Act and NRASWA processes;	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 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 checked="" type="checkbox"/> Other (please specify):	Working in environments which have a risk of exposure to Weil's disease