

# 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 & Policy Engineer	JEID	EN003
Salary Grade:	Grade K		
Team:	Contract & Policy		
Service Area:	County Highways		
Primary Location:	Countywide (Budbrooke Depot or Coleshill Depot)		
Political Restriction	This position is not politically restricted.		
Responsible to:	Design & Delivery Manager		
Responsible for:	County Highways Contract & Policy Management		

#### Role Purpose

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

Business Development - ability to identify funding opportunities and secure funding through the production and management of funding bids and tenders.

Commuted Sums – To be responsible for the management of commuted sums, from a County Highways perspective, identifying a suitable contribution, to be secured from a developer (where applicable) towards the future maintenance of capital schemes (for example S278).

Commercial Opportunities – Review commercial opportunities for County Highways, such as sponsorship and advertising (working with external companies and stakeholders as necessary). Consider any other commercial opportunities available to the department for example applications for filming on the highway and roundabout sponsorship.

EV Charging - acting as a conduit (and single point of contact (SPOC)) between County Highways and any other relevant Teams within Warwickshire County Council (WCC) as required.

External Communications – To be a SPOC between County Highways and the WCC Marketing and Communications Team to lead on/help create external communications:

- Developing a process/procedure to promote/enhance the works undertaken by County Highways. Looking at on site signage, developing QR codes so residents and business can receive additional information about the scheme in question.
- Actively promoting the work County Highways undertakes and whether said works could be nominated in National Industry Awards.
- Acting as a conduit between the Contract and Policy Team and other Teams within County Highways with the aim of being proactive in requesting current news stories from across the department for dissemination externally.

Internal Communications – Production and promotion of regular communications, to be delivered via a suitable channel, to relevant internal stakeholders (for example Members, Senior Leadership Team as well as other key Teams across WCC) with the aim of fostering good customer service as well as promoting the work County Highways undertakes.

Assist in the 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 medium 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.

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.

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

## 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 3
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### Main Tasks

- 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 and taking a lead role across one or more of the following areas as required:
  1. undertaking feasibility studies
  2. maintaining specialist capability with service area and provide technical guidance/ supervision to less-experienced members of the team and assisting with training junior staff in technical and professional disciplines
  3. maintaining technical standards and good practice within the team.
  4. initiating legal processes for traffic regulation etc
  5. undertaking detailed investigations, design of appropriate solutions involving complex engineering works where there may be competing and conflicting demands and which demand significant specialist knowledge
  6. planning, developing and coordinating programmes of transport schemes and engineering work across the medium to long term (up to 5 years) including the development of costings and recommendations and working effectively with contractors, subcontractors, suppliers, utilities and all other parties as required
  7. complex transport planning or safety engineering schemes and programmes, including letting work packages to consultants and supervising their work with limited supervision undertaking complex safety audits and carrying out assessment of construction risk and ensuring all planned works are delivered in accordance with required quality and safety standards
- To act as project manager for the delivery of large or complex schemes including where appropriate the 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 agree and certify with contractors interim and final valuations for works completed and to authorise variations as required to resolve problems on site with the contractor in a timely manner in order to deliver "value engineering" solutions that make positive improvements to the scheme.
- 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 Team Leader 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.
- To be responsible for undertaking complex safety audits and carrying out assessment of construction risk and ensuring all planned works are delivered in accordance with required quality and safety standards.

## 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:

Either hold a full relevant professional qualification or have significant experience of managing large projects at a senior level	A/I/D
The ability to independently interpret and analyse varied and complex information or situations and to produce solutions over the long term	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 make frequent decisions and exercise initiative independently to fulfil the requirements of the role	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
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 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
Mobility essential. Able-bodied applicants must be able to drive and have a full driving licence. Disabled applicants should be able to perform the job with aid, where necessary	A/I/D

### Desirable Criteria

Assessed By:

A good understanding and experience of highway engineering specifications, material, techniques, treatments and procedures (including design and site supervision).	A/I
Good knowledge of all relevant highway legislation and statutory obligations applicable to highway and drainage matters including health and safety and CDM requirements and a thorough knowledge of all relevant highway legislation; design and maintenance standards; quality management procedures; and the term maintenance contract	A/I
Customer focussed with a willingness to develop and maintain effective working relationships with a range of Clients and Warwickshire's Term Maintenance Contractor	A/I
Sector 12D Accreditation (Maintaining and removing temporary Traffic Management on rural and urban roads	A/I/D
Evidence of continuing professional development	A/I/D

## 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 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 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):	