

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:	Technical Lead (Highways Minor Projects)	JEID	EN006
Salary Grade:	Grade O		
Team:	Engineering Design Services - Highways Capital		
Service Area:	Strategic Infrastructure and Climate Change		
Primary Location:	Shire Hall, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Manager (Highways Minor Projects)		
Responsible for:	No direct reports		

Role Purpose

To lead and manage the design, technical output and delivery of a large portfolio of Active Travel schemes, highway improvement schemes (including junction improvement schemes) and Public Realm enhancement schemes, all running concurrently.

Role Responsibilities

- To be the Technical Lead on the development, design, task order procurement, construction, and post-completion monitoring (from the beginning of the Concept Design phase to the end of the post-completion phase) of multiple complex minor projects, (typically up to £1M or thereabouts in value).
- To balance engineering, economic, and environmental aspects, using professional judgement, to ensure objectives are delivered to appropriate standards.
- Solve complex technical and logistical problems.
- To coordinate and incorporate the design input of other specialist teams.
- To work with internal and external stakeholders, Statutory Undertakers, and other Statutory Bodies to achieve the best outcomes where there is a conflict of interest.
- To provide high level specialist advice to support wide-ranging consultations and responses to the public and elected members, implement appropriate technical changes and/or redefine objectives to achieve a consistent and improved service.

- Provide technical input to support client funding applications to external parties including Government departments, ensuring designs comply with relevant standards and conditions (e.g. LTN 1/20 & CD 195 Designing for Cycle traffic).
- To monitor changes in relevant national technical standards and guidance and oversee the effect of those changes on design principles and processes.
- Act as the authority's technical lead representative for minor highway projects at public and other relevant meetings.
- To understand, comply with and promote the need for others to comply with legislative health and safety, environmental protection, traffic management and flood risk management requirements.
- To comply with the authority's Quality Management System and provide expert advice to assist with its development (including, where applicable, the development of new quality control processes).
- To mentor and provide specialist advice and mentor junior technical colleagues.
- To assist the Team Manager to monitor project budgets and other resource costs on a large number of projects.
- Working effectively under pressure and managing conflicting demands with minimal line manager supervision, remaining composed in difficult circumstances, exercise sound judgement and make critical decisions.
- Build good relationships, engage with colleagues, contractors and stakeholders, and communicate effectively - both orally and in writing.
- Innovating and continuously improving the service provided to clients and project stakeholders.
- Deputise and carry out such other duties as may be required from time to time by the Team 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 6
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Main Tasks

- To hold client responsibility for management of contracts and development and management of substantial work programmes and projects.
- To advise 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 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 have 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 budgets.
- Controlling demand for limited available budget by working within set priorities and parameters for expenditure on reactive operations. To deal with difficult correspondence, whilst working under pressures.
- 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 lead the continual review of efficiency and effectiveness leading to improved business improvement and performance within the postholder's service area.
- To have 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.

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, D
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 eg CAD	A, I, D
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

The ability to cope in situations where there is an emotional demand arising from the work being undertaken	A
Experience of managing others within an Engineering/Transport Planning environment	A, I, D
Experience of monitoring and managing and being accountable for large project budgets	
Experience of monitoring programme budgets and cost centre management	
Experience of leading on the development of policy/service practice within the relevant service	A, I, D
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	I

Desirable Criteria

Assessed By:

A thorough understanding of: (i) highway design principles in the DMRB and MfS standards (insofar as they relate to the design of minor highway works); (ii) the DMRB CD 195 'Designing for Cycle Traffic' design standard and the guidance set out in Local Transport Note (LTN) 1/20; and (iii) the MCDHW (esp Vol 1 - Specification for Highway Works Series 100 – Series 1200 inclusive).	A, I
A thorough understanding of Road Safety Audit, Traffic Management Act and NRASWA processes.	A, I
An excellent working knowledge of NEC ECC and TSC contracts, especially the role of the Supervisor (ECC) and Service Manager (TSC).	A, I, D
The ability to produce high quality Scope (specifications) for NEC ECC highway works contracts and NEC TSC Task Orders;	A, I, D
A good understanding of environmental legislation and constraints (e.g. ecology, built heritage etc.) insofar as they may relate to the delivery of minor highway works; and	A, I
The ability to work effectively with scheme programme managers who may be tasked with project budget/time control/funding stream management and project governance on large programmes of work (e.g. the Cycle Schemes Programme and the Casualty Reduction Schemes Programme).	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 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 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):	