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:	Highways Systems Team Manager	JEID	EN007
Salary Grade:	Scale Q		
Team:	Highway Systems Team		
Service Area:	County Highways		
Primary Location:	Budbrooke		
Political Restriction	This position is not politically restricted.		
Responsible to:	Delivery Service Manager		
Responsible for:	Management of County Highways Contract Management Systems		

Role Purpose

To manage a dedicated highway systems team within County Highways Group.

To direct and manage a team of Engineers and Technicians in the effective management of County Highways Contract Management Systems (CMS), including Causeway Alloy, Causeway Horizons, and intrgations with Confirm.

To manage a set of systems to ensure they support the day-to-day running of County Highways, so all team members have the technology and data necessary to fulfil their duties.

To manage contracts for all highways systems, including contributing to specifications and procurement, ensuring suppliers fulfil contractual requirements and monitoring key performance indicators (KPIs).

To lead the procurement and management of highway condition and asset data surveys, ensuring reliable information supports maintenance planning and asset management, and identifying opportunities to improve efficiency through survey technology.

You will play an active role as part of our service team working in partnership with our Commissioning Team Leaders to innovate our service delivery capabilities.

You will support the Delivery Service Manager and other Service Managers in achieving our organisational vision and outcomes.

You will manage your team to meet the outcomes of the service delivery plan. You will develop and maintain good working relationships with our range of key stakeholders including statutory partners, service providers, voluntary section and customers.

Role Responsibilities

Works to be delivered to agreed timescales, budgets and quality standards as required by the business.

To manage the team ensuring that projects are delivered using the correct internal processes and design standards.

To be responsible for the technical, contractual and commercial matters relating to Highway Systems.

To work with relevant stakeholders to develop specifications and support procurement, ensuring suppliers fulfil contractual requirements and monitoring performance against agreed KPIs.

To lead the specification, procurement and management of highway survey programmes, including PAS 2161-compliant road condition surveys, SCRIM skid resistance surveys and highway asset inventory and condition data collection. To work with internal teams to define survey requirements, manage budgets, programmes and supplier performance, and ensure survey coverage, data quality, validation and delivery meet agreed standards. To oversee the integration of survey outputs into highway asset management systems to support maintenance prioritisation, investment planning and reporting.

To carry out appraisals and 1:1s with your team. Responsibility for recruitment when necessary.

To ensure that your team manage the financial aspects of their projects.

To be responsible for the effective handling of complaints to WCC corporate standards.

To work collaboratively with internal teams to improve customer reporting and the end-to-end customer journey within County Highways, from initial contact through to resolution. To develop joined-up systems and processes that support accessible reporting, clear and timely customer updates and effective handovers between teams, using customer feedback and service data to drive continuous improvement.

To undertake any other relevant and appropriate duties and responsibilities commensurate with the post as required to ensure that the delivery service is run in a flexible and efficient manner.

Contribute to current developments within County Highways, own industry and professional and trade bodies.

Provides expert advice to those engaged in activities where applicable within IT and related areas such as budgetary and financial planning, legislation, and health and safety.

Development of the County Highways strategic plans, including the creative use of information and communications technology.

Works with the most senior client/user management in establishing the contribution that IT can make to business objectives, defining strategies, agreeing and prioritising high-level requirements, conducting feasibility studies, producing both high-level and detailed business models, overseeing development and implementing solutions.

Works with senior management to define a costed and prioritised programme of systems development which supports the service objectives and strategic plans.

Within a budgetary framework and with full accountability, takes management responsibility for County Highways CMS functions, as well as technical implementation.

Full responsibility for budgeting, estimating, planning and object setting for all County Highways CMS. Establishes and operates systems to monitor progress, takes collective action and produce reports as requested by senior management.

Within budgetary framework, takes overall responsibility for the installation, upgrading, operations management, and maintenance of County Highways CMS.

Promotes products and services at high-level, both internally and externally.

Ensure that the service operates efficiently, safely and all risks and issues are controlled.

Provide input into asset management frameworks to help identify future maintenance, renewal and enhancement needs to develop the forward programme.

Provide data and statistics to government bodies, such as DFT, for future Capital funding/bids.

To deal directly with elected Member's, local and national politicians, senior managers, Government Departments and other national and regional departments or agencies on behalf of County Highways.

Design, development and configuration of highway maintenance contract management systems (CMS), such as Alloy, Horizons.

To work within a broad policy framework using managerial discretion over a very broad area of activity.

To monitor programme budgets and cost centre management.

To lead on the development of policy/service practice within the relevant service.

To maintain a knowledge of the Council's objectives and policies which provide the context for the highway maintenance service; namely the corporate priorities, Warwickshire's Local Transport Plan and the Transport Asset Management Plan (TAMP).

Contribute to short, medium and long term strategies and plans to meet demand for County Highways.

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

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 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/I
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 their preferred approach	A/I

Desirable Criteria

	Assessed By:
A 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
Evidence of continuing professional development	A/I
Sector 12D Accreditation (Maintaining and removing temporary Traffic Management on rural and urban roads	A/I
An ability to understand processes then digitise and configure within systems.	A/I
A working knowledge of Causeway products and other engineering CMS solutions	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.	
☐ Provision of personal care on a regular basis	☐ Driving HGV or LGV for work
☐ Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	☐ Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
☐ Working at height/ using ladders on a regular/ repetitive basis	☐ Restricted postural change – prolonged sitting
☐ Lone working on a regular basis	☐ Restricted postural change – prolonged standing
☐ Night work	☐ Regular/repetitive bending/ squatting/ kneeling/crouching
☐ Rotating shift work	☐ Manual cleaning/ domestic duties
☐ Working on/ or near a road	☐ Regular work outdoors
☐ Significant use of computers (display screen equipment)	☐ Work with vulnerable children or vulnerable adults

☐ Undertaking repetitive tasks	☐ Working with challenging behaviours
☐ Continual telephone use (call centres)	☐ Regular work with skin irritants/ allergens
☐ Work requiring hearing protection (exposure to noise above action levels)	☐ Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
☐ Work requiring respirators or masks	☐ Work with vibrating tools/ machinery
☐ Work involving food handling	☐ Work with waste, refuse
☐ Potential exposure to blood or bodily fluids	☐ Face-to-face contact with members of the public
☐ Other (please specify):	