

WARWICKSHIRE COUNTY COUNCIL

PAY AND CONDITIONS REVIEW PROJECT – PHASE 2

Engineering – Level 1

(Score: 469, Proposed Grade: G)

The postholder will undertake the following generic responsibilities whilst operating within one of the six service areas within the Engineering Division.

- County Highways
 - Design Services
 - Highway Control
 - Safety Engineering
 - Traffic Projects
 - Transport Planning
1. To work under the close supervision of more senior officers, delivering simple projects, undertaking straightforward studies, investigations, inspections, assessments, audits and considering applications and claims, including the interpretation and application of technical and planning standards and legal requirements, provision of briefing notes / technical reports as necessary and to assist with the supervision of contractors and consultants undertaking simple routine work.
 2. To assist with the supervision of contracts and consultant commissions and support the development and supervision of a range of transport/ engineering schemes and projects, providing technical support / information including assessing construction risk and safety implication of proposals, completing CDM documents, issuing prequalification questionnaires to contractors and issuing works instructions.
 3. To assist with the monitoring of costs and budgets for transport projects or engineering works or other procured services.
 4. To undertake routine monitoring, maintenance and responsive activities across all disciplines, prioritising and arranging remedial actions as necessary e.g.
 - addressing minor traffic management problems
 - assessing the condition and safety of the highway
 - dealing with minor street lighting works etc
 - undertaking general bridge or site inspections
 5. To undertake a wide range of engineering or transport planning processes and procedures requiring checking, analysis, interpretation of information and interaction with stakeholders as necessary, including issuing of routine statutory notices and work required to support legal processes e.g.
 - traffic Regulation Orders
 - section 38 / 106 and 278 Agreements and other planning related matters
 - highway licenses and 'stopping up' notices
 6. To undertake day to day maintenance and updating of records, registers, inventories, plans and other information to ensure that information, databases and contacts are accurate and complete, including the investigation and resolving of queries as relevant.

7. To carry out straightforward planning or design for transport projects or engineering works using CAD or mapping software to produce drawings and plans with due regard to design standards, policies and regulations.
8. Attend meetings to deal with straightforward issues, to provide information and advice and to obtain views of partners/ stakeholders and to provide support to more senior officers at meetings with elected Members, public and stakeholders, to undertake consultation, provide information and advice and answer routine technical and policy questions and assist senior officers with writing committee reports.
9. To deal with a range of routine customer enquiries complaints and associated correspondence, including the provision of advice and carrying out minor investigations as necessary e.g. responding to highways insurance claims.

Engineering Level 1A

(Score 489, Proposed Grade: H)

The postholder will undertake the following generic responsibilities whilst operating within one of the six service areas within the Engineering Division.

- County Highways
- Design Services
- Highway Control
- Safety Engineering
- Traffic Projects
- Transport Planning

As per Level 1 plus

The post requires education to a graduate level or hold and NVQ qualification, NHC, HND in a relevant subject or have three years' experience and be able to demonstrate the full range of competences required for the post.

The post holder is likely to be actively studying for their professional qualification.

Engineering Level 1B

(Score 515, Proposed Grade: I)

The postholder will undertake the following generic responsibilities whilst operating within one of the six service areas within the Engineering Division.

- County Highways
 - Design Services
 - Highway Control
 - Safety Engineering
 - Traffic Projects
 - Transport Planning
1. To be responsible for delivery of complex work projects, undertaking straightforward studies, investigations, inspections, assessments, audits and considering applications and claims, including the interpretation and application of technical and planning standards and legal requirements, provision of briefing notes / technical reports as necessary and to assist with the supervision of contractors and consultants undertaking routine or regulated work.
 2. To assist with the supervision of contracts and consultant commissions and support the development and supervision of a range of transport/ engineering schemes and projects, providing technical support / information including assessing construction risk and safety implication of proposals, completing CDM documents, issuing prequalification questionnaires to contractors and issuing works instructions.
 3. To undertake routine monitoring of costs and budgets for transport projects or engineering works or other procured services, or carry out activities required that support income generation.
 4. development of projects including engagement with stakeholders, commissioning studies and/or technical investigations, through to determination of proposals and commissioning design which ensuring compliance with local, regional and national guidance
 5. To undertake monitoring, maintenance, support and responsive activities across all disciplines, prioritising and arranging remedial actions as necessary *e.g.*
 - addressing traffic management problems
 - assessing the condition and safety of the highway
 - dealing with street lighting works etc
 - undertaking general bridge or site inspections
 6. To undertake a wide range of engineering or transport planning processes and procedures requiring checking, analysis, interpretation of information and interaction with stakeholders as necessary, including issuing of routine statutory notices and work required to support legal processes *e.g.*
 - traffic Regulation Orders
 - section 38 / 106 and 278 Agreements and other planning related matters
 - highway licenses and 'stopping up' notices
 - to implement and enforce any other relevant legislation

7. To undertake day to day maintenance and updating of records, registers, inventories, plans and other information to ensure that information, databases and contacts are accurate and complete, including the investigation and resolving of queries as relevant.
8. To carry out straightforward planning or design for transport projects or engineering works using CAD or mapping software to produce drawings and plans with due regard to design standards, policies and regulations.
9. Attend meetings to deal with difficult issues, to provide information and advice and to obtain views of partners/ stakeholders and to provide support to more senior officers at meetings with elected Members, public and stakeholders, to undertake consultation, provide information and advice and answer routine technical and policy questions and assist senior officers with writing committee reports.
10. To liaise with partner organisations other relevant parties to ensure effective working practices
11. To deal with a range of difficult customer enquiries complaints and associated correspondence, including the provision of advice and carrying out investigations as necessary e.g. responding to highways insurance claims.
12. To monitor progress in relation to the execution of work and to provide information for performance management reporting as required
13. To ensure all work is delivered in accordance with required quality and safety standards including safe systems of work, risk assessments and the identification of on-site hazards and their control measures (CDM).

Engineering Level 2**(Score 577, Proposed Grade: J)**

The postholder will undertake the following generic responsibilities whilst operating within one of the six service areas within the Engineering Division.

- County Highways
 - Design Services
 - Highway Control
 - Safety Engineering
 - Traffic Projects
 - Transport Planning
1. To be responsible for the management and / or delivery of small to medium sized projects and programmes of work of moderate complexity as required by the service, including where relevant the planning, co-ordination and implementation of programmes of work, letting work packages to consultants and supervising their work with limited managerial support.
 2. To directly support senior staff through the specification, development and management of works and/or projects in accordance with all relevant policies and/or design and quality management standards including where relevant compiling scheme details, schedules, drawings, bills of quantities, tender documents and prepare contract documents, including fee and construction estimates as required.
 3. To provide technical and professional support to activities as required by the service e.g.
 - development of transport projects from initial conception of ideas, engagement with stakeholders, commissioning studies and/or technical investigations, identifying and acquiring funding, through to determination of proposals and commissioning detailed design using PRINCE2 project management methodology, and mapping software as appropriate
 - identification of highway defects and appropriate remedial measures and the development of design solutions for inputting into works schedules
 - supporting the supervision of winter maintenance and emergency response to incidents that occur throughout the year
 - undertaking feasibility studies for longer term programmes of work designed to maintain and improve the condition of the highway network
 - authorisation and co-ordination of temporary traffic signals, including multi- phase installations as required
 - monitoring of street works in order to ensure compliance with NRSWA, including negotiations with utilities as required and ensuring that utility and private reinstatements comply with agreed specifications, instructing remedial action and issuing of defect notices where required
 - consideration of technical reports submitted to support less complex planning applications and assessment of proposed development layouts in the interests of highway safety and in light of local, regional and national guidance
 - negotiations with developers to secure financial contributions and required improvements to mitigate the impact of the development
 - undertaking road adoption approvals to ensure compliance with relevant conditions guidelines and legislation, including preparing estimates of the cost of the proposed adoptable works and direct liaison with the prospective developer or their representative

Investigating traffic management problems with requiring the co-operation with other teams/agencies and examining various options including cost implications and recommending solutions

- preparation of technical reports and complex engineering drawings using AutoCAD and providing engineering solutions to complex technical problems
4. To monitor and manage budgets for own projects and under supervision, take corrective action when expenditure diverges from budget and ensure compliance with relevant financial regulations.
 5. To deal with a range of routine and non complex verbal and written enquiries from elected members, district, town and parish councils, the press and the general public providing professional response and feedback in a timely manner.
 6. To play a lead role in undertaking statutory and non statutory consultation with limited supervision, delivering presentations on complex matters to both internal and external customers as required and attending public meetings and with elected members and other stakeholders, with the support of more senior officer on more controversial issues.
 7. To manage and supervise from the earliest stages all planned projects and works to ensure that that they are delivered in accordance with required quality and safety standards including safe systems of work, risk assessments and the identification of on-site hazards and their control measures (CDM).
 8. To monitor progress in relation to the execution of work and to provide information for performance management reporting as required, including the provision of monitoring reports to Committees and other bodies.
 9. To represent the County Council as a witness in external formal settings where evidence is required in association with contravention of relevant legislation.

Engineering Level 3**(Score 624, Proposed Grade: K)**

The postholder will undertake the following generic responsibilities whilst operating within one of the six service areas within the Engineering Division.

- County Highways
 - Design Services
 - Highway Control
 - Safety Engineering
 - Traffic Projects
 - Transport Planning
1. 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;
 - undertaking feasibility studies
 - 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
 - maintaining technical standards and good practice within the team;
 - initiating legal processes for traffic regulation etc
 - 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
 - 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
 - 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
 2. 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.
 3. 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.
 4. 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.

5. 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.
6. 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.
7. To take a lead role in partnership working with external organisations and make decisions outside standard parameters with limited supervision.
8. 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.
9. 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.
10. 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.
11. 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.

Engineering Level 4**(Score 650, Proposed Grade: L)**

The postholder will undertake the following generic responsibilities whilst operating within one of the six service areas within the Engineering Division.

- County Highways
- Design Services
- Highway Control
- Safety Engineering
- Traffic Projects
- Transport Planning

1. To be responsible for professional engineering input (e.g. design, development, advice and management) across one or more of the following areas as required
 - undertaking feasibility studies
 - 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
 - maintaining technical standards and good practice within the team;
 - initiating legal processes for traffic regulation etc
 - programming of highway maintenance work to ensure there is a consistent and high quality service provided in order to maintain the network in a safe and serviceable condition
 - responsibility for the highway routine maintenance budgets allocated to a specified area of the County (up to £3m per annum) and to resolve problems that arise from under/over spending by locality officers
 - contributing to the development of annual structural and cyclical structural maintenance works programmes ensuring resources are allocated effectively
 - ensuring that reactive maintenance is reduced and planned maintenance optimised by preparing local maintenance plans and work schedules to improve resource effectiveness and minimise disruption on the network
 - the delivery of a significant transport planning projects with direction only in complex circumstances
 - undertaking engineering design for large complex engineering works.
 - the development of S38 Agreements, including technical approval of proposals for compliance with planning and other conditions, preparing cost estimates, negotiating with prospective developers, inspections and the issuing of final certificates
 - providing statutory highway advice, undertaking pre-application advice and appraisals on significant planning applications to District/Borough Councils and for major sites and significant proposals affecting the LDF
 - leading on the critical analysis of significant transport / traffic assessments, consulting with relevant professional colleagues in order to agree appropriate local infrastructure improvements that can be secured through S278 works or S106 agreements
 - carrying out complex safety audits and supervising and being responsible for audits undertaken by less senior colleagues
 - leading and managing major projects which may involve other agencies including establishing partnerships
 - managing depots, plant and equipment, ensuring availability and in

- suitable condition for use by staff, contractors and others when required
- managing Winter Maintenance including the prediction and instruction of treatments required across the County

To act as project manager for the delivery of large or complex schemes up to including the supervision of and negotiations with contractors on site, anticipating and resolving complex problems with designers and contractors or where technical and political considerations conflict, in order to achieve agreed objectives in relation to completion, quality and safety standards.

3. To monitor and manage budgets for own projects and take corrective action when expenditure diverges from budget with supervision only in complex circumstances, act as a 'supervisor with delegated powers' under the Engineering and Construction contract for medium-sized works.
4. To monitor, co-ordinate and manage programmes encompassing more than one individual scheme, recommending optimum solutions balancing engineering, economic and environmental aspects and resolving complex problems using professional judgement to ensure work is completed to the appropriate standards.
5. To produce project plans, technical and formal committee reports and take decisions outside standard parameters within specialist areas with limited supervision.
6. To contribute to the monitoring and review across a number of areas of County Council policy e.g. Local Transport Plan, Asset Management Plan, LDF and Development Control Policy, through the provision of technical advice and guidance in response to changes at local, regional and national levels.
7. To investigate, develop, procure, implement systems and equipment and monitor operational performance, including planned inspection and maintenance and taking remedial action as required and the commissioning of consultants to carry out specialist work as necessary.
8. To take the lead role in managing complex consultations including those which relate to contentious matters, independently attending and making presentations at public meetings with elected members, parish and town councils, residents associations.
9. To deal with enquiries and complaints from MPs elected members, developers, agents, planning officers, government agencies and members of the public and act as the Council's representative, and promote the interests of the Council at formal hearings and inquiries in respect of relevant matters.
10. To be responsible for the development of performance management processes in order to ensure monitoring and reporting of service performance in relation to the postholder's area of responsibility.

Engineering Level 5**(Score 700, Proposed Grade: N)**

The postholder will undertake the following generic responsibilities whilst operating within one of the six service areas within the Engineering Division.

- County Highways
 - Design Services
 - Highway Control
 - Safety Engineering
 - Traffic Projects
 - Transport Planning
1. To lead and manage the delivery of major projects operations and/or maintenance regimes 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.
 2. To be responsible for undertaking substantial technical or policy/service innovation and/or to be responsible for undertaking engineering design for large major complex engineering works.
 3. To be responsible for monitoring and manage budgets for own projects and if appropriate to the service area acting as a 'supervisor with delegated powers' under the Engineering and Construction contract for large construction works.
 4. 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.
 5. To play a substantial role in the development of policy and strategy by interpreting local service needs and regional and national developments, codes of practice and legislative change, working alongside a broad range of internal contacts and external organisations.
 6. To be responsible for developing and managing a capital programme over a period of several years (e.g. the implementation of the LTP), including identifying sources of funding, programme development and the co-ordination of resources to deliver objectives within budget.
 7. To establish, control and monitor appropriate performance management and continuous improvement regimes including the identification of meaningful indicators of service performance, which can be compared by benchmarking with other similar external organisations.
 8. To assist the Team Leader with the review of efficiency and effectiveness leading to improved business improvement and performance within the postholder's area of service.
 9. To be responsible for the development of a programme of review and replacement of relevant systems and equipment to meet current and future service needs, including a direct responsibility for ensuring effective and robust procurement processes

are implemented in order to achieve maximum value for money.

10. 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.
11. To deal with enquiries and complaints from MPs elected members, developers, agents, planning officers, government agencies and members of the public and act as the Council's representative, and promoting / defending proposals and the interests of the Council at formal hearings and inquiries in respect of relevant matters.
12. To act in an executive management role with regard to the legislative requirements of Health, Safety, Quality and Environmental responsibilities, e.g. QA, CDM, EPA, TMA etc. and ensure that CDM and other relevant regulations are fully complied with at all times.

Engineering Level 6**(Score 736, Proposed Grade: O)**

The postholder will undertake the following generic responsibilities whilst operating within one of the six service areas within the Engineering Division.

- County Highways
- Design Services
- Highway Control
- Safety Engineering
- Traffic Projects
- Transport Planning

1. To hold client responsibility for management of contracts and development and management of substantial work programmes and projects.
2. 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.
3. 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.
4. 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.
5. To estimate and forecast expenditure necessary to meet service plans and develop and monitor the teams annual budgets.
6. 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.
7. 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.
8. 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.
9. Responsible for the recruitment, appraisal and development of staff in order to meet service objectives.
10. To lead the continual review of efficiency and effectiveness leading to improved business improvement and performance within the postholder's service area.
11. To have responsibility for major consultations in relation to the service managed.
12. 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.

13. 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.
14. 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.

Engineering Level 7**(Score 799, Proposed Grade: Q)**

The postholder will undertake the following generic responsibilities whilst operating within one of the six service areas within the Engineering Division.

- County Highways
 - Design Services
 - Highway Control
 - Safety Engineering
 - Traffic Projects
 - Transport Planning
1. To hold overall client responsibility for management of contracts and development and management of substantial work programmes and projects.
 2. 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.
 3. To act as senior professional in specialist field by representing the Authority at regional and/or national level, to influence policy and strategy development.
 4. 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.
 5. 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.
 6. 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.
 7. 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.
 8. 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.
 9. Responsible for the recruitment, appraisal and development of staff in order to meet service objectives.
 10. To have overall responsibility for major consultations in relation to the service managed.
 11. 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.

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12. 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.
13. 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.
14. To deputise for the Group Manager as required