



JOB DESCRIPTION

Job Title:	Highway Engineer – Highways Engineering Team		
Directorate:	Place, Planning & Regeneration	Salary:	£32,683 - £43,166 FTE per annum Inclusive of London Weighting plus a 10% welcome payment*
Section:	Highways & Transport	Grade:	BG-G, SCP25-30, £32,020 – £36,298 BG-F, SCP31-36, £37,261- £42,503**
Location:	Time Square	Work Style:	Flexible

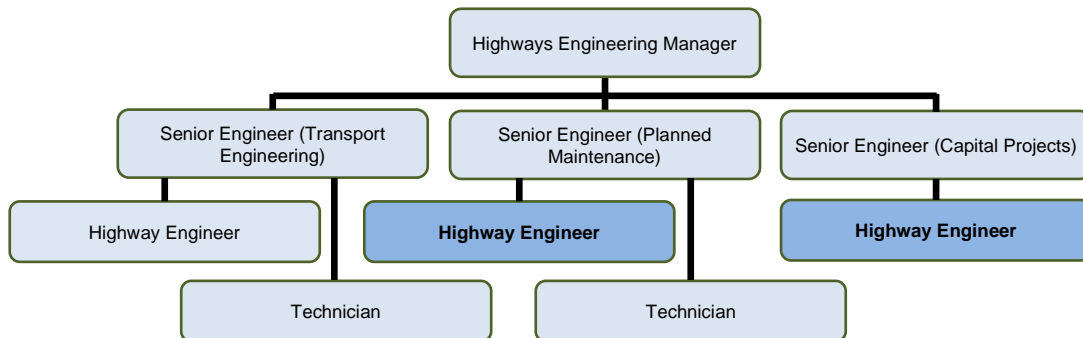
* any welcome payment will be based on the mid-point of the grade in all cases (BG-G - £3,472 and BG-F - £4,047) regardless of where someone is appointed within the grade. An employee receiving a welcome payment will be required to enter into a prior undertaking to make a refund if they leave the council service within three years.

** dependent upon skills/experience/qualifications

Key Objectives of the role

- To form part of the Highway Engineering Group responsible for discharging duties and responsibilities of the Council in relation to highway and transport engineering, highway maintenance, traffic management, and road safety matters.
- To assist the Senior Engineer(s) with the development, design and implementation of highway and transport engineering schemes, planned carriageway and footway surface treatment programmes alongside broader highway capital maintenance projects including drainage and structures.
- To develop and implement a range of innovative highway and transport engineering schemes.

Designation of post and position within departmental structure



Daily and monthly responsibilities

1. To assist the Senior Engineer(s) with the development, design and implementation of highway and transport engineering schemes, planned carriageway and footway surface treatment programmes alongside broader highway capital projects including structures.
2. To prepare reports, drawings, schedules, bills of quantities, cost estimates, works orders and other documents in accordance with current industry standards.
3. To manage contractors and consultants engaged by the Council and monitor their performance, ensuring a good working relationship at all times.
4. To inspect and supervise engineering construction and planned maintenance projects allocated to the postholder.
5. To arrange site investigations, surveys and other related work as required.
6. To assist with the development of policies and strategies to manage the Council's responsibilities as Highway Authority.
7. To provide input toward the overarching Highway Asset Management approach adopted by the Division and the routine production and maintenance of the Highway Infrastructure Asset Management Plan.
8. To arrange public participation and consultation as necessary on projects and tasks allocated to the postholder.
9. To analyse highway, traffic, parking, pedestrian and accident data and formulate evidence-based highway and transport engineering solutions for projects allocated to the postholder.
10. To undertake routine liaison with other sections of the Department, other Departments, Elected Councillors and external organisations/agencies as required (including schools, residents associations, businesses, public transport operations and emergency services).
11. To ensure effective day to day project management/budget management of schemes allocated to the postholder.
12. To ensure that day to day correspondence and other communications are dealt with professionally, speedily and effectively.
13. To ensure colleagues and other line managers are kept informed of progress.
14. It should be noted that the above list of principal duties and responsibilities is not necessarily complete and is intended to give an overall view of the post. It is for guidance only.

Scope of the Role

The post holder will assist with the design and implementation of a number of Capital and Revenue funded highway and transport engineering improvement and maintenance schemes each year. (approximate annual programme value of £4-6 million)

Commitment to the Council's Equal Opportunities policy at all times.

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.



PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<p>HND/C in Civil Engineering or related subject, or working towards, or have 5 years relevant industry experience.</p> <p>Membership of an appropriate Institution.</p>	<p>Degree in Civil Engineering or related subject.</p> <p>Street Works Supervisors Certificate of Competence – covering excavation and reinstatement.</p> <p>Additional Training in appropriate related subjects.</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Good working knowledge of current design standards and legislation within the fields of highway and transport engineering.</p> <p>Thorough knowledge of current Health & Safety legislation with particular regard to working on public highways.</p> <p>IT literate.</p> <p>Proficient in use of 2D AutoCAD.</p> <p>Working knowledge of current highway maintenance and traffic management practices.</p> <p>Experience of day-to-day management of Contractors, including site supervision.</p>	<p>Broad awareness of range of local government functions.</p> <p>Experience in the use of the 'Confirm' highway asset management software.</p> <p>Experience of GIS systems.</p> <p>Experience in Carbon Management within the Highways Engineering field.</p>

Work-related Personal Requirements	<p>Self-motivated with practical aptitude and good self-awareness.</p> <p>Well-organised, able to prioritise and manage own workload and work as part of a team.</p> <p>Ability to work under pressure.</p> <p>Ability to blend tact with firmness.</p> <p>Remain calm and polite in heated situations.</p> <p>Good team player.</p> <p>Ability to work and liaise with a wide range of professionals.</p> <p>Ability to meet deadlines.</p> <p>Problem Solver with troubleshooting skills.</p>	<p>Ability to be creative and innovative.</p> <p>Ability to motivate others.</p>
Other Work Requirements	<p>Ability to travel around the Borough as the nature of the work requires access to the Borough where there is limited or no public transport at any time of the day or night.</p> <p>The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.</p> <p>Must be prepared to occasionally work outside normal office working hours to meet the requirements of the job.</p>	
Role models and demonstrates the Council's values and behaviours	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.</p>	
<p>We make our values real by</p>		

demonstrating them in how
we behave every day.

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

