

## Job Description

Job title	Principal Engineer (Highway Operations)
Directorate	PLACE : Regeneration, Culture and Environment
Division	Highways
Range	MPR 7
Reports to	Head of Highways

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### Main purpose of the job:

Managing a team of Engineers and Highway Inspectors for both planned and reactive works, ensuring the day-to-day activities and priorities of the service are met.

The role has management responsibility across a varied team delivering winter maintenance, planned and reactive works, street lighting and the highways out of hours service. The postholder will be responsible for the collation and delivery of highway improvement programmes, winter maintenance activities and its annual review, street lighting maintenance and projects, highway inspections and the recruitment to and operation of the Highways out of hours service.

The postholder will be responsible for budget management across the team, including Budget Monitoring and Account Management reconciliation.

As Principal Engineer, you will work closely with the Highways Term Maintenance Contractor together with other teams that form the partnership to ensure compliance with the contract, attending various strategic and performance meetings as required.

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

### Accountabilities and outcomes:

- Keep abreast of changes to legislation and codes of practice, to ensure compliance with service standards
- Delivery of planned improvement schemes, including site supervision and financial control processes, to ensure they are carried out in a timely manner and within budget and ensure safe working practices and statutory requirements for health and safety, including the requirements of CDM Regulations, are strictly adhered to

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- Provide technical and contract advice for highway works, taking an active role across multi-disciplinary teams to guide colleagues in the most efficient and effective way to achieve their objectives
- Adopt asset management principles, taking a strategic and tactical approach to operations, to ensure value for money in the work undertaken
- Assist with the review of a variety of highway plans and policies, including those that attract network priority to maintain economic activity and access to key services
- Represent the Council and negotiate in dealings with government departments, elected members, other authorities, client directorates, consultants, statutory bodies relevant to the service and public, as appropriate

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

### Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

### Organisation:

This role reports to the Head of Highways.

The post holder will have line management responsibility.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

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### Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

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### Person specification

All criteria at level A are considered essential unless stated otherwise.

#### Qualifications

##### Level A

- HNC/HND

##### Level B (in addition to level A criteria)

- Suitable leadership and management qualification (for example ILM5)

##### Level C (in addition to levels A and B)

- Degree level or equivalent in relevant discipline
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#### Knowledge

##### Level A

- Suitable project management knowledge
- Working in or with a Local Government setting in a position involving exposure to the public and regular contact with Chief/senior Local Government Officers, Elected Members and Government Officials
- Understanding of highway maintenance, both reactive and planned

##### Level B (in addition to level A criteria)

- Demonstrates the application of specialist knowledge and leadership across multiple service area disciplines, e.g. statutory responsibilities under the Highways Act 1980
- Understanding of the external funding streams applicable to highway maintenance and relevant criteria for expenditure
- Understanding of the network hierarchy in relation to winter maintenance and inspection, with the ability to make decisions regarding frequencies and/or regimes

##### Level C (in addition to levels A and B)

- Demonstrates the ability to manage term maintenance contracts, particularly NEC3 or 4, working in partnership to deliver the service
  - Understanding of key performance indicators and their application in a contract setting
  - Demonstrable knowledge in reviewing condition survey data, i.e. from SCRIM and SCANNER reports and planning maintenance around data
  - Knowledge of Asset Management Principles and Lifecycle Planning
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#### Experience

##### Level A

- Minimum 15 years' experience in relevant engineering discipline

##### Level B (in addition to level A criteria)

- Senior position experience overseeing staff and budget/financial accountability
- Experience in dealing with Members at a high level, i.e. attending Committee Meetings and/or presenting to Members or any Member Working Parties

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### Level C (in addition to levels A and B)

- Experience in relevant engineering discipline (20 years)
  - Demonstrable experience in writing, tendering and awarding highway contracts
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## Skills

### Level A

- Managing and supporting several teams of engineers and Inspectors
- Demonstrable highly developed oral and written communication skills, with an adaptable style and able to use a variety of information and tailor communication style to suit different needs

### Level B (in addition to level A criteria)

- Ability to lead, supervise, persuade and influence others
- Ability to be innovative and develop solutions for service improvement

### Level C (in addition to levels A and B)

- Demonstrates ability to deputise for next level of line management
- Demonstrable experience of highly developed management skills
- Demonstrable skills in budget monitoring and forecasting both opex and capex and responsibility for delivering budget spend to maximise service delivery