



## Career Progression Framework Guide

### Highway Services



June 2025

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## What should the Career Framework be used for?

- Reflecting on opportunities and career pathways within your own job profession
- Considering career and progression options across other professions, or the wider organisation
- Understanding behaviours linked to a successful career within the Highways Service
- Thinking about transferable skills and personal strengths
- Identifying your skills and experience gaps in reference to career progression
- Building a personal development plan
- Preparing for development or career conversations
- Learning more about Highways colleagues and how they have successfully navigated their careers

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## Highway Engineers and Technical Career Progression Framework

The Highway Engineers and Technical Career Progression framework is designed to help staff have better career conversations, plan meaningful development, and to experience fulfilling careers. This supports our long-term strategy, Employee Value Proposition and Medway Council's commitment to valuing staff. These frameworks will also help support any recruitment and retention issues as well as support managers with succession planning.

Having career progression frameworks will mean there will be one place where individuals can gain an understanding of the skills and experience needed in each role.

For some individuals thinking about their career in a professional context will be familiar and for others it will be a shift. Integrating those frameworks into the employee experience at the right points offers a real opportunity for all individuals to actively map out their own career progression journey, as they understand how to gain skills, experience and identify the right learning for themselves in a structured way and at the right time.

For information on Career Frameworks and pathways in other areas within Medway Council, please search for 'Career Frameworks' on the Council's Intranet site, MedSpace.

The Framework provides the following information within each job profession:

- Core Knowledge, skills and experience at professional levels within job professions
- Transferable skills and competencies associated with each professional level
- Development activities that may support vertical and lateral career progression

The Highway Engineers and Technical Career Progression Framework should not be considered as an exhaustive resource, or as a guarantee of progression along any defined career pathway, but rather as a tool to support you to consider, discuss and plan your career and development at Medway Council.

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## What is the Highway Engineers and Technical Career Progression Framework?

The framework is a development tool designed to support your thinking about career progression and development with the Highways teams. It provides clarity and detail about the different job roles in these areas, signposts potential opportunities to seek out for personal and professional development and highlights transferable skills against each role.

Career progression frameworks are a key element of supporting individuals to grow and develop their career within a profession, which in turn support creating career pathways across Medway Council.

### Job Profession: Highway Operations

Highway Operations provide specialist advice and co-ordinate the delivery of planned and reactive highway maintenance work, with responsibility for a wide range of highway infrastructure assets such as street furniture and street lighting, that need to be maintained in accordance with the adopted Highway Asset Management Strategy.

The team oversee the planning, co-ordination and delivery of capital and revenue works across the Highways Service, applying technical expertise when assessing and approving technical drawings and associated documentation.

The team has responsibility for undertaking annual surveys on the condition of the highway network, interpretation of collected data and the collation of works programmes and their subsequent publication to identify how Department for Transport capital funding allocations are to be spent.

The Highway Inspectorate sit within the Highway Operations Teams to ensure cohesive working between the planned and reactive works. The team is responsible for ensuring all highway inspections are carried out in a timely manner to support our Section 41 defence under the Highways Act as well as dealing with other highway matters such as obstructions.

Street Lighting within the team has responsibility for maintaining over 26,000 lighting columns, ensuring they are structurally and electrically tested periodically, along with other illuminated assets including highway signs and bollards.

Festive Lighting is also planned and co-ordinated by the Street Lighting Engineers in conjunction with the Highways Contractor.

Post titles within this team include [Principal Engineer \(Highway Operations\)](#), [Senior Engineer \(Highway Operations\)](#), [Engineer \(Highway Operations\)](#), [Assistant Engineer \(Highway Operations\)](#), [Highways Technician](#), [Senior Highway Inspector](#), [Highway Inspector](#), [Senior Engineer \(Street Lighting\)](#) and [Assistant Engineer \(Street Lighting\)](#)

### Job Profession: Asset and Network Management

Asset and Network Management is responsible for the statutory inspection of the highway, the co-ordination of streetworks and the management of traffic schemes.

Asset Management involves managing and maintaining all of the infrastructure associated with the highways services, such as roads, footways, bridges, drainage and street lighting and street furniture, monitoring their condition and carrying out lifecycle planning to enable investment decisions to be made that maximise value for money.

The Council's largest individual asset, the Medway Tunnel, is managed within this team, along with other highway structures such as bridges and retaining walls, and drainage

The Streetworks Permitting Scheme is also managed within this team, with responsibility for the co-ordination, inspection and monitoring of all roadworks on the highway network. This section of the team also process skip, scaffolding and hoarding licences, along with a variety of other licences such as cranes oversailing the highway.

Traffic Management within the team deals with all traffic related matters on the highway network, including new traffic schemes. They are also responsible for dealing with road closure requests and the processing of permanent and temporary Traffic Regulation Orders.

Traffic Operations also sits within the team, monitoring traffic cameras on the network and utilising various VMS signs to alert drivers to incidents and important information that may affect their journeys.

Post titles within this team include [Senior Engineer \(Traffic Management\)](#), [Traffic Management Officer \(Traffic Management\)](#), [Streetworks Manager](#), [Streetworks Inspector](#), [Network Officer](#), [Technical Support Officer \(Streetworks\)](#), [Technical Support Officer \(Traffic Management\)](#), [Senior Engineer \(Tunnel, Structures & Drainage\)](#), [Engineer \(Structures\)](#), [Engineer \(Drainage\)](#) and [Assistant Engineer \(Tunnel\)](#).

## **Job Profession: Capital Projects**

Capital Projects provide professional engineering advice and manage large-scale long-term infrastructure projects like constructing new roads, ensuring compliance with quality standards and procedures. They are responsible for producing high quality, innovative and safe scheme designs including those for smaller scale regeneration and public realm improvement works, such as schemes relating to local cycling and walking infrastructure, accessibility schemes and bus stop improvements.

They advise on design and procurement options for a wide range of projects, write contracts, specifications and prepare tender documents and manage the delivery of those projects through to final handover, providing regular reports on progress and costs, ensuring adherence to programme and budget.

Post Titles within this team include [Principal Engineer \(Capital Projects\)](#), [Senior Engineer \(Capital Projects\)](#), [Senior Technical Officer](#) and [Project Support Officer](#).

## **Job Profession: Highways Project Team**

The team provides contract support for the Highway Infrastructure Contract and deals with legal matters across the highway service, including licence applications, land searches and land sales. Third Party Recharges to recover costs because of damage to highway assets is also recovered through this team.

Applications and site inspections for vehicle crossings (dropped kerbs) are also dealt with by the team, which also have responsibility for delivering an on-street EV Charging Infrastructure on the highway across Medway.

The team manage the Medway Highways social media account to ensure information about schemes and traffic alerts are communicated efficiently.

Post Titles within this team include [EV Project Officer](#), [EV Project Support Officer](#), [Contract Support Officer](#) and [Highways Technician](#) (Vehicle Crossings).

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## How might you use the Career Framework?

The Highway Engineers and Technical Career Progression Framework aims to support your career. It provides clear and consistent information to help you to develop, and to plan your progress.

Depending on where you are in your career journey, the Framework could be used to inform conversations with your line manager by providing a foundation for discussions about your ongoing training and development needs, or preparation for the next stage in your career.

### **For Individuals:**

You will be able to use the available frameworks to identify the skills and experience you need at any point in time for any given professional role. You will clearly be able to see how you can progress within each Role as well as how to progress through the career framework.

The frameworks will support you to plan and manage your own career, helping you plan your learning journey to support your career aspirations.

The frameworks will help you take control of and steer your development conversations more effectively, so they reflect your professional priorities and needs.

An understanding of the professional technical and experience needed for a role will also support you if you want to look for a move, as the professional requirements are reflected in recruitment.


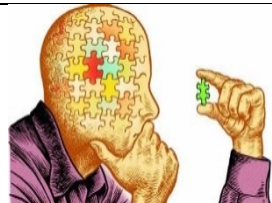


### **For Managers:**

The frameworks will help you structure conversations with individuals in your team providing a narrative for you to use in development conversations.

The frameworks provide a way to build a joint understanding with individuals in your team, or the professional expectations, especially where you may be in a different profession.

Using frameworks and Job Descriptions to inform discussions on recruitment can help you ensure you get the right person in post, with the right skills needed.

## Are you a browser, a thinker, a mover or a supporter?

How can you use the Career Progression Framework?			
			
Browsers	Thinkers	Movers	Supporters
<p>Are you reflecting broadly on a career with Medway Council?</p> <p>If so, use the framework to look at the kinds of experiences and development you might need to join different job professions at different ranges.</p> <p>You may also be interested in transferable skills to see what pathway best suits you.</p>	<p>Are you thinking about your longer-term career and may be deliberating between a few directions?</p> <p>If so, you can use the framework to understand how to gain the kind of experience you need to progress your longer-term ambitions.</p> <p>You can gain insight into the kinds of development you might consider actioning</p>	<p>Are you ready to progress, you know exactly where you want to go?</p> <p>If so, you can use this framework to gain information for your next move. You can locate the professional job role and level you are interested in and find relevant information on job titles, experience, skills, and development.</p>	<p>Are you a manager, a coach, a mentor or a supportive friend?</p> <p>If so, you can use the framework to recruit, inspire and develop staff through meaningful conversations, even if you are not a subject matter expert in the professional field.</p>

## How the Framework is organised

This framework is organised in the following way:

### Job profession

A job profession represents a group of jobs that have similar professional characteristics. Although the level of responsibility will differ, the essential nature of activities carried out is consistent across the profession and there is a reasonable expectation that people would progress within the profession between levels.

This framework covers the following 4 job profession(s):

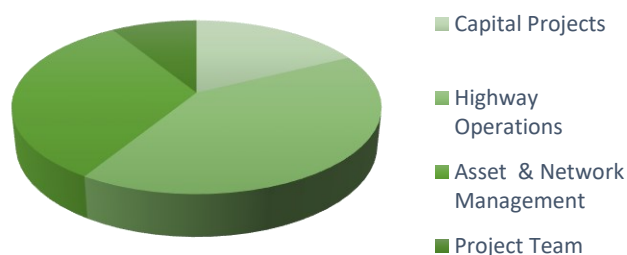
Highway Operations, Asset and Network Management, Capital Projects and the Highways Project Team.

A single job profession tends to represent an area of specialist expertise, described at different role levels.

Some job roles may combine more than one job profession, meaning that the post holder has expertise in more than one specialism. In these circumstances, consider how your role is reflected in one or a combination of professions, and how you would like to build your career going forward. Consider where you would like to focus your energies in building experience in your area of interest and potentially increasing your specialisation within a certain profession. Use the information in the framework relating to development and transferable skills and competencies to support your thinking.

Roles within the Highway Engineers and Technical Framework team cover the following professions.

**Job Professions in the Highway Engineers and Technical Framework**



### Personal and Professional Development

The Career Progression Framework highlights different ways in which staff can actively develop their personal and professional skills.

This may include:

**On the job learning** (learning by doing)

**Learning from others** (through observing and interacting with other people or groups)

**Formal learning** (classroom based)

There are other ways in which staff can actively develop their personal and professional skills, such as:

**Stepping Up** (covering an employee's annual or sick leave to gain relevant experience and development (unpaid))

**Acting Up** (covering the duties of a higher-graded post on a longer-term basis (paid))

**Secondments** (a temporary transfer of an employee to another section or department. Usually within Medway Council but can also be an external organisation)

The Career progression framework points to relevant learning and development suggestions to reach the level at which they are displayed. For example, information displayed at a Level C refers to the development required to reach an Accomplished level within that job role.

In some cases development options should not be considered as essential, but as useful suggestions to build, encourage and support staff to build expertise, confidence and experience to enable their next chosen move.

### Transferable Skills

The transferable skills section supports a flexible approach to career planning through highlighting abilities, attributes and behaviours that underpin effective performance. They can give a preliminary basis for identifying where transferable skills could be helpful to job mobility and provide a starting point for understanding strengths. These skills can be developed and refined through working experience or learning interventions as part of any personal and professional Development.



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## Evidence required to progress through the Framework: Highway Services

Where there is mention below of a professional discussion and the submission of case evidence, employees can decide how best this can be demonstrated. You may wish to collate all the evidence required to demonstrate the required knowledge, skills or experience into a case example. If one individual piece of work does not meet all the required criteria, please ensure additional documentation is provided to evidence all the relevant criteria as detailed in the framework has been met in full.

The discussion / evidence could include, but is not limited to, evidence such as:

Reports

Data / Analysis

Dashboards

Case files

Screen shots

Feedback or testimonials from colleagues

Meeting notes / minutes

Spreadsheets

Project plans

360 feedback

Compliance documentation

Presentations

KPI data

Service Outcomes

Email correspondence etc

Evidence may be supplemented with records/manager notes of discussions at 1:1s or by line manager observations

# HIGHWAYS OPERATIONS

## TECHNICIAN (STREET LIGHTING)

EVIDENCE FOR PROGRESSION TO LEVEL 3A	EVIDENCE FOR PROGRESSION TO LEVEL 3B	EVIDENCE FOR PROGRESSION TO LEVEL 3C
<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• 4 GCSEs Grade 4 or above (including Maths and English) Certification evidence presented at interview stage</li> <li>• Photocopy of full UK Driving Licence</li> </ul>	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• GIS or AutoCAD qualification certificate</li> </ul> <p><u>Training:</u></p> <ul style="list-style-type: none"> <li>• Evidence, presented at 1:1 with line manager, discussing how the learning has been put into practice</li> </ul>	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• Relevant qualification certificate in Street Lighting e.g. ILE or in engineering, e.g. HNC</li> <li>• Logged by individual with development records/statement from manager evidencing stretch and challenge.</li> </ul> <p><u>Training:</u></p> <ul style="list-style-type: none"> <li>• Evidence, presented at 1:1 with line manager, discussing how the learning has been put into practice</li> </ul>
<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• ICT test at interview</li> <li>• Awareness of highway legislation relating to street lighting, e.g. Section 97 - Demonstrated at interview stage via questions and answers.</li> <li>• Awareness of policies and procedures demonstrated at interview via questions and responses including giving examples of what legislation can be used in relevant scenarios</li> </ul> <p><i>External applications should refer to examples from prior positions held within the application statement and competency-based interview questions.</i></p> <p><i>Internal applicants may use documentary evidence in the form of emails, detailed discussions, course certificates, interview exercises, systems or process notes to further evidence competency.</i></p>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Demonstrable knowledge of street lighting operation and maintenance e.g. is aware of Street Lighting Design Standards and can give examples applying this in their role to new or existing changes to lighting columns.</li> <li>• Demonstrable knowledge of highway contracts, e.g. can identify the key performance indicators within the contract and able to calculate these for performance monitoring</li> <li>• Three examples articulated of where statutory duty under the highways act has been followed in workstreams</li> <li>• Observation by line manager on use of financial systems with discussion at 1:1 and to detail and describe Medway Council Finance System and processes in relation to invoice processing and requisitioning of goods and services</li> <li>• Professional discussion on understanding of EDI, and how this has been introduced into the workplace</li> </ul>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Demonstrable knowledge of highway software packages, e.g. Confirm and PLANET and able to write and produce reports from the system to identify expenditure – observations from manager</li> <li>• Ability to demonstrate an understanding of highway lighting design e.g. can design new street lighting layout in accordance with the Manual for Streets Evidence, presented in writing or verbally at 1:1 with line manager, detailing knowledge and experience in this area</li> <li>• Everyday observations from line manager and professional discussion regarding how GDPR and information sharing is followed in the job role and across the service</li> </ul>

<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• ICT test at interview and experience evidenced through questioning at interview stage with examples</li> <li>• Experience of managing own workstreams, giving examples through questioning of autonomy of working</li> <li>• Experience of dealing with emergencies and involvement in emergency practices, e.g. can determine an emergency and take appropriate action to rectify, evidenced through questioning at interview with at least one example given</li> <li>• Evidenced on job application and at interview via scenario-based question on filing/records system used (also linked to skills question)</li> <li>• Evidenced via application form and employment history discussion at interview</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Demonstrable practical and procedural knowledge across the service area following 2 years working in a street lighting setting evidenced through employment records and able to evidence at least 2 small projects with responsibility for delivery</li> <li>• Evidence how you have applied your knowledge of relevant street lighting regulations and best practise in the above projects/workstreams</li> <li>• 3 examples of where you have prepared cost estimates and scheduled BoQ (Bill of Quantities) for street lighting workstreams</li> <li>• 5 examples where you have dealt with highway breaches and gone on to take enforcement action</li> <li>• Professional discussion regarding project support at performance appraisal, to include detail on investigation of faults, organising repairs and how you have monitored performance. Also, manager observations at project meetings</li> <li>• 3 examples of where your coaching has positively impacted others with feedback and testimonials from colleagues</li> </ul> <p>Demonstrable experience across the service, including consistent performance at Level 3A for a minimum of 18 months</p>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Experienced in a street lighting discipline for a minimum of 5 years, delivering small projects from design to delivery, including all associated financial monitoring – measured by consistent performance appraisals and personnel records</li> <li>• Experience of working and directing contractors and sub-contractors to complete projects/workstreams, evidenced with at least one example, presented in writing or verbally at 1:1 with the line manager.</li> <li>• 3 examples of where you have undertaken and responded to an FOI independently</li> <li>• 3 examples of where you have raised works orders and explain how costs were monitored and how you ensured financial compliance</li> </ul> <p>Demonstrable experience across the service, including consistent performance at Level 3B for a minimum of 18 months</p>
<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Competent user of ICT software packages, e.g. able to use Outlook, write letters, emails and reports and put together a presentation on PowerPoint evidenced through questioning at interview stage with at least one example given of a presentation they've worked on or presented</li> <li>• Ability to deliver specialist workstreams questioned at interview, e.g. LED conversion works</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Can manage own workload, meeting deadlines, evidenced through at least one example where this has been a challenge</li> <li>• Able to use AutoCAD to design street lighting schemes, evidenced with at least one example of a design created by the postholder</li> <li>• Can work for long periods of time, carrying out repeated calculations, e.g. processing of the monthly account for street lighting works</li> <li>• Observations of project management skills by line</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Observations from manager regarding ability to deal with work-related pressure such as deadlines, interruptions and conflicting demands whilst still ensuring consistency. Also evidenced through discussion where at least 3 examples are given</li> <li>• Observations from manager on ability to organise workload and feedback sought from others on use of relevant communication skills with different audience</li> </ul>

<ul style="list-style-type: none"> <li>• Able to communicate in writing and verbally with a wide audience, evidenced through questioning at interview stage, with at least one example of successful engagement through both options</li> <li>• Organisational skills and attention to detail probed at interview with scenario question</li> <li>• Input of data linked to systems question via scenario-based question (In Experience)</li> </ul>	<p>manager at project meetings and ability to manage from start to project evaluation</p> <ul style="list-style-type: none"> <li>• 2 examples presented of where initiative has been used to solve problems</li> <li>• Use of analytical skills evidence through research and running of reports and presenting data and analysis to manager</li> <li>• 3 examples of different communications methods used to respond to queries</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of the management of a small works project from start to finish, including financial monitoring, evidenced through project documentation such as minutes, works orders, financial monitoring documentation etc</li> <li>• Professional conversation regarding the different risks associated with the role and how you are aware and alert to them</li> <li>• A minimum of 2 examples where you have adapted to new ways of working</li> </ul>
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### TECHNICIAN (HIGHWAY OPERATIONS)

EVIDENCE FOR PROGRESSION TO LEVEL 3A	EVIDENCE FOR PROGRESSION TO LEVEL 3B	EVIDENCE FOR PROGRESSION TO LEVEL 3C
<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• 4 GCSEs Grade 4 or above (including Maths and English) Certification evidence presented at interview stage</li> <li>• Photocopy of full UK Driving Licence</li> </ul>	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• GIS or AutoCAD qualification certificate</li> </ul> <p><u>Training:</u></p> <ul style="list-style-type: none"> <li>• Evidence, presented at 1:1 with line manager, discussing how the learning has been put into practice</li> </ul>	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• Relevant qualification certificate in Highway Operations e.g. ILE or in engineering, e.g. HNC/HND</li> <li>• Logged by individual with development records/statement from manager evidencing stretch and challenge.</li> </ul> <p><u>Training:</u></p> <ul style="list-style-type: none"> <li>• Evidence, presented at 1:1 with line manager, discussing how the learning has been put into practice</li> </ul>
<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• ICT test at interview</li> <li>• Awareness of highway legislation relating to highway maintenance, e.g. Highways Act 1980, demonstrated at interview stage via questions and answers.</li> <li>• Awareness of policies and procedures demonstrated at interview via questions and responses including giving examples of what legislation can be used in relevant scenarios</li> </ul> <p><i>External applications should refer to examples from prior positions held within the application statement and competency-based interview questions.</i></p>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Demonstrable knowledge of street permitting system via specific legislation such as Traffic Management Act, Highways Act, New Roads and Street Works Act and associated Planning requirements e.g. can demonstrate knowledge of statutory responsibilities, non-compliance and associated enforcement</li> <li>• Demonstrable knowledge of highway contracts, e.g. can identify the key performance indicators within the contract and able to calculate these for performance monitoring</li> <li>• Three examples articulated of where statutory duty under the</li> </ul>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Demonstrable knowledge of highway software packages, e.g. Confirm, Lagan and Jadu. Can raise work orders and write and produce reports from the system to identify expenditure – observations from manager</li> <li>• Understanding of relevant legislation, design standards, guidance and policy across the Service, e.g. Highways Act 1980, Highways Asset Management Strategy, showing ability to identify statutory responsibilities, non-compliance and subsequent route to enforcement, if necessary, presented in writing or verbally at 1:1 with line manager, detailing knowledge and experience in this area</li> </ul>

<p><i>Internal applicants may use documentary evidence in the form of emails, detailed discussions, course certificates, interview exercises, systems or process notes to further evidence competency.</i></p>	<p>highways act has been followed in workstreams</p> <ul style="list-style-type: none"> <li>• Observation by line manager on use of financial systems with discussion at 1:1 and to detail and describe Medway Council Finance System and processes in relation to invoice processing and requisitioning of goods and services</li> <li>• Professional discussion on understanding of EDI, and how this has been introduced into the workplace</li> </ul>	<ul style="list-style-type: none"> <li>• Everyday observations from line manager and professional discussion regarding how GDPR and information sharing is followed in the job role and across the service</li> </ul>
<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• ICT test at interview and experience evidenced through questioning at interview stage with examples</li> <li>• Experience of managing own workstreams, giving examples through questioning of autonomy of working</li> <li>• Experience of dealing with emergencies and involvement in emergency practices, e.g. can determine an emergency and take appropriate action to rectify, evidenced through questioning at interview with at least one example given</li> <li>• Evidenced on job application and at interview via scenario-based question on filing/records system used (also linked to skills question)</li> <li>• Evidenced via application form and employment history discussion at interview</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Demonstrable practical and procedural knowledge across the service area following 2 years working in a highways setting evidenced through employment records and able to evidence at least 2 small projects with responsibility for delivery, e.g. where postholder has dealt with a project from start to finish and can demonstrate appropriate consideration of legislative requirements</li> <li>• Demonstrable experience of applying highway designs and construction standards to highway works, evidenced by adherence to adopted criteria identified through site assessments</li> <li>• Experience of preparing cost estimates from BoQ (Bill of Quantities) items in the highway contract, evidence by examples of works orders and calculations raised</li> <li>• Demonstrable experience of processing invoices/raising orders and associated debt recovery, evidenced through discussion to give examples</li> <li>• Demonstrable experience of undertaking site assessments, including measurements, evidenced through on-site documentation to show how information is used to produce quotations for works and application of permits</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Experienced in a highways discipline for a minimum of 5 years, delivering small projects from design to delivery, including all associated financial monitoring – measured by consistent performance appraisals and personnel records</li> <li>• Experience of working and directing contractors and sub-contractors to complete projects/workstreams, evidenced with at least one example, presented in writing or verbally at 1:1 with the line manager.</li> <li>• 3 examples of where you have undertaken and responded to an FOI request independently</li> <li>• 3 examples of where you have raised works orders and explain how costs were monitored and how you ensured financial compliance</li> </ul> <p>Demonstrable experience across the service, including consistent performance at Level 3B for a minimum of 18 months</p>

	<ul style="list-style-type: none"> <li>• 5 examples where you have developed working partnerships with both internal and external partners and describe the added value this brought</li> <li>• 3 examples of where your coaching has positively impacted others with feedback and testimonials from colleagues</li> </ul> <p>Demonstrable experience across the service, including consistent performance at Level 3A for a minimum of 18 months</p>	
<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Competent user of ICT software packages, e.g. able to use Outlook, write letters, emails and reports and put together a presentation on PowerPoint evidenced through questioning at interview stage with at least one example given of a presentation they've worked on or presented</li> <li>• Ability to deliver specialist workstreams questioned at interview, e.g. Highway annual review</li> <li>• Able to communicate in writing and verbally with a wide audience, evidenced through questioning at interview stage, with at least one example of successful engagement through both options</li> <li>• Organisational skills and attention to detail probed at interview with scenario question</li> <li>• Input of data linked to systems question via scenario-based question (in Experience)</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Can manage own workload, meeting deadlines, giving examples of autonomy of working</li> <li>• Able to use AutoCAD to design highway schemes and traffic plans, e.g. diversion plans, evidenced with at least one example of a design created by the postholder</li> <li>• Can work for long periods of time, carrying out repeated calculations, e.g. gathering data to identify service improvement, evidenced through examples of where service improvements have been suggested</li> <li>• Observations of project management skills by line manager at project meetings and ability to manage from start to project evaluation</li> <li>• 2 examples presented of where initiative has been used to solve problems</li> <li>• Use of analytical skills evidenced through research and running of reports and presenting data and analysis to manager</li> <li>• 3 examples of different communications methods used to respond to queries</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Observations from manager regarding ability to deal with work-related pressure such as deadlines, interruptions and conflicting demands whilst still ensuring consistency. Also evidenced through discussion where at least 3 examples are given</li> <li>• Observations from manager on ability to organise workload and feedback sought from others on use of relevant communication skills with different audience</li> <li>• Evidence of the management of a small works project from start to finish, including financial monitoring, evidenced through project documentation such as minutes, works orders, financial monitoring documentation etc</li> <li>• Professional conversation regarding the different risks associated with the role and how you are aware and alert to them</li> <li>• A minimum of 2 examples where you have adapted to new ways of working</li> </ul>
<b>ASSISTANT ENGINEER (HIGHWAY OPERATIONS)</b>		
<b>EVIDENCE FOR PROGRESSION TO LEVEL 4A</b>	<b>EVIDENCE FOR PROGRESSION TO LEVEL 4B</b>	<b>EVIDENCE FOR PROGRESSION TO LEVEL 4C</b>
<u>Qualifications:</u>	<u>Qualifications:</u>	<u>Qualifications:</u>

<ul style="list-style-type: none"> <li>• Certification evidence presented at interview stage</li> <li>• Photocopy of full UK Driving Licence</li> </ul>	<ul style="list-style-type: none"> <li>• GIS or AutoCAD qualification certificate</li> <li>• Evidence of enrolment</li> </ul> <p><u>Training:</u></p> <ul style="list-style-type: none"> <li>• Evidence, presented at 1:1 with line manager, discussing how the learning has been put into practice</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant qualification certificate in engineering discipline e.g. ILE, HNC</li> <li>• Confirmation (email etc) of membership</li> <li>• Logged by individual with development records/statement from manager evidencing stretch and challenge.</li> </ul>
<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Awareness of highway legislation relating to highway maintenance, e.g. Highways Act 1980, demonstrated at interview stage via questions and answers.</li> <li>• ICT, system test at interview</li> </ul> <p><i>External applications should refer to examples from prior positions held within the application statement and competency-based interview questions.</i></p> <p><i>Internal applicants may use documentary evidence in the form of emails, detailed discussions, course certificates, interview exercises, systems or process notes to further evidence competency.</i></p>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Can demonstrate streetworks permitting knowledge, evidenced by examples of permits the postholder has submitted or through discussion regarding the Streetworks Permitting Scheme</li> <li>• Can demonstrate knowledge of Asset Management Principles, showing strategic, tactical and operational application, evidenced through examples and discussion relating to maintenance decisions made</li> <li>• Can describe at least 2 scenarios where highway design knowledge, construction standards and best practice have been applied, evidenced through works the postholder has direct responsibility over</li> </ul>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Understanding of Lifecycle Planning and Asset Management Principles, e.g. can identify how lifecycle planning is calculated and can demonstrate how it can impact on external funding</li> <li>• Demonstrable knowledge of highway software packages, e.g. Confirm, Lagan, AutoCAD etc. Can raise work orders and write and produce reports from the system to identify expenditure – observations from manager</li> <li>• Ability to provide a detailed overview of applying relevant legislation and codes of practice in a highway setting and provide a minimum of two examples of turning this theoretical knowledge into practical applications or solutions, e.g. examples to show how consideration was given to meeting statutory responsibility</li> </ul>
<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Employment experience evidenced via application and discussion at interview</li> <li>• ICT test at interview and experience evidenced through questioning at interview stage with examples</li> <li>• Experience of managing own workstreams, giving examples through questioning of autonomy of working</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• At least 2 years' experience working in a highway operations environment evidenced through employment records</li> <li>• Able to evidence at least 2 small projects with responsibility for delivery, e.g. where postholder has dealt with a project from start to finish and can demonstrate appropriate consideration of legislative requirements</li> <li>• Experience of preparing cost estimates from BoQ (Bill of Quantities) items in the highway contract, evidence by examples of works orders and calculations raised</li> <li>• Experience of working and directing contractors and sub-</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Experienced in a highway operations discipline for a minimum of 5 years measured by consistent performance appraisals and personnel records</li> <li>• 3 examples of where you have managed the budget through different workstreams/projects from start to finish including where you have raised works orders, explaining how costs were monitored and how you ensured financial compliance. Feedback also sought from budget manager</li> </ul> <p>Demonstrable experience in the Service, including consistent performance at Level 4B for a minimum of 18 months</p>

	<p>contractors to complete projects/workstreams, evidenced with at least one example, presented in writing or verbally at 1:1 with the line manager.</p> <p>Demonstrable experience in the Service, including consistent performance at Level 4A for a minimum of 18 months</p>	
<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Competent user of ICT software packages, e.g. able to use Outlook, write letters, emails and reports and put together a presentation on PowerPoint evidenced through questioning at interview stage with at least one example given of a presentation they've worked on or presented</li> <li>• Interview scenario questions regarding dexterity e.g. ability to accurately take measurements</li> <li>• Evidence of the management of own workstreams from start to finish, including financial monitoring, evidenced through application form and questioning at interview</li> <li>• Ability to deliver specialist workstreams questioned at interview, e.g. Highway annual review</li> <li>• Able to communicate in writing and verbally with a wide audience, evidenced through questioning at interview stage, with at least one example of successful engagement through both options</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• At least 3 design examples where you have used AutoCAD e.g. the production of engineering plans</li> <li>• Observations from line manager and feedback from the Finance team on ability to use financial management systems accurately</li> <li>• Can work for long periods of time, carrying out repeated calculations, e.g. gathering data to identify service improvement, evidenced through examples of where service improvements have been suggested</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Observations from manager regarding ability to deal with work-related pressure such as deadlines, interruptions and conflicting demands whilst still ensuring consistency. Also evidenced through discussion where at least 3 examples are given</li> <li>• A minimum of 2 examples where innovative thinking has resulted in an imaginative solution to a problem</li> <li>• Observations from manager on ability to organise workload and feedback sought from others on use of relevant communication skills with different audience</li> <li>• Professional conversation regarding the different risks associated with the role and how you are aware and alert to them</li> <li>• Evidence of the financial management of a works project from start to finish, evidenced through project documentation such as minutes, works orders, financial monitoring documentation etc and articulate where you have had to apply any financial judgement</li> </ul>

#### ASSISTANT ENGINEER (STREET LIGHTING)

EVIDENCE FOR PROGRESSION TO LEVEL 4A	EVIDENCE FOR PROGRESSION TO LEVEL 4B	EVIDENCE FOR PROGRESSION TO LEVEL 4C
<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• Certification evidence presented at interview stage</li> <li>• Photocopy of full UK Driving Licence</li> </ul>	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• GIS or AutoCAD qualification certificate</li> <li>• Evidence of enrolment</li> </ul> <p><u>Training:</u></p> <ul style="list-style-type: none"> <li>• Evidence, presented at 1:1 with line manager, discussing how the</li> </ul>	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• Relevant qualification certificate in engineering or street lighting discipline e.g. ILE, HNC</li> <li>• Confirmation (email etc) of membership</li> </ul>



	learning has been put into practice	<ul style="list-style-type: none"> <li>Logged by individual with development records/statement from manager evidencing stretch and challenge.</li> </ul>
<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>Awareness of highway legislation relating to highway maintenance, e.g. Highways Act 1980, demonstrated at interview stage via questions and answers.</li> <li>ICT, system test and questioning at interview</li> </ul> <p><i>External applications should refer to examples from prior positions held within the application statement and competency-based interview questions.</i></p> <p><i>Internal applicants may use documentary evidence in the form of emails, detailed discussions, course certificates, interview exercises, systems or process notes to further evidence competency.</i></p>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>Can demonstrate street lighting and maintenance knowledge, evidenced by at least 2 examples of how you have aligned projects to adopted standards and best practice</li> <li>Can demonstrate knowledge of highway contracts, e.g. understands key performance indicators, evidenced by at least 2 examples to show how key performance indicators for street lighting are calculated</li> <li>Can demonstrate knowledge of Asset Management Principles, showing strategic, tactical and operational application, evidenced through 2 examples and discussion relating to maintenance decisions made</li> </ul>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>Demonstrable knowledge of street lighting software, e.g. PLANET giving 3 examples where you have analysed data to present betterment across the service such as dimming to present energy savings</li> <li>Demonstrable knowledge of highway software packages, e.g. Confirm, Lagan, AutoCAD etc. Can raise work orders and write and produce reports from the system to identify expenditure – observations from manager</li> <li>Ability to provide a detailed overview of applying relevant legislation and codes of practice in a highway setting and provide a minimum of two examples of turning this theoretical knowledge into practical applications or solutions, e.g. examples to show how consideration was given to meeting statutory responsibility</li> </ul>
<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>Employment experience evidenced via application and discussion at interview</li> <li>ICT test at interview and experience evidenced through questioning at interview stage with examples</li> <li>Experience of dealing with emergencies and involvement in emergency practices, e.g. can determine an emergency and take appropriate action to rectify, evidenced through questioning at interview with at least one example given</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>Able to evidence at least 2 projects with responsibility for delivery, e.g. where postholder has dealt with a project from start to finish and can demonstrate the appropriate consideration of legislative requirements</li> <li>At least 2 years experience working in a street lighting environment evidenced through employment records</li> <li>Experience of preparing cost estimates from BoQ (Bill of Quantities) items in the highway contract, evidence by at least 2 examples of works orders and calculations raised</li> <li>Experience of working and directing contractors and sub-contractors to complete projects/workstreams, evidenced with at least one example,</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>Experienced in a highways street lighting discipline for a minimum of 5 years measured by consistent performance appraisals and personnel records</li> <li>3 examples of where you have managed the budget through different workstreams/projects from start to finish including where you have raised works orders, explaining how costs were monitored and how you ensured financial compliance. Feedback also sought from budget manager</li> </ul> <p>Demonstrable experience in the Service, including consistent performance at Level 4B for a minimum of 18 months</p>

	<p>presented in writing or verbally at 1:1 with the line manager.</p> <p>Demonstrable experience in the Service, including consistent performance at Level 4A for a minimum of 18 months</p>	
<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>Competent user of ICT software packages, e.g. able to use Outlook, write letters, emails and reports and put together a presentation on PowerPoint evidenced through questioning at interview stage with at least one example given of a presentation they've worked on or presented</li> <li>Interview scenario questions regarding dexterity e.g. ability to accurately take measurements</li> <li>Evidence of the management of own workstreams from start to finish, including financial monitoring, evidenced through application form and questioning at interview</li> <li>Ability to deliver specialist workstreams questioned at interview, e.g. Highway annual review</li> <li>Able to communicate in writing and verbally with a wide audience, evidenced through questioning at interview stage, with at least one example of successful engagement through both options</li> </ul>	<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>At least 2 examples of where you have been responsible for the delivery of a street lighting project from start to finish and can articulate the appropriate consideration of legislative requirements</li> <li>At least 3 design examples where you have used AutoCAD e.g. the production of engineering plans</li> <li>Can work for long periods of time, carrying out repeated calculations, e.g. gathering data to identify service improvement, evidenced through 2 examples of where service improvements have been suggested</li> </ul>	<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>Observations from manager regarding ability to deal with work-related pressure such as deadlines, interruptions and conflicting demands whilst still ensuring consistency. Also evidenced through discussion where at least 3 examples are given</li> <li>A minimum of 2 examples where innovative thinking has resulted in an imaginative solution to a problem</li> <li>Observations from manager on ability to organise workload and feedback sought from others on use of relevant communication skills with different audiences</li> <li>Professional conversation regarding the different risks associated with the role and how you are aware and alert to them</li> <li>Evidence of the financial management of a works project from start to finish, evidenced through project documentation such as minutes, works orders, financial monitoring documentation etc and articulate where you have had to apply any financial judgement</li> </ul>
<b>HIGHWAY INSPECTOR</b>		
<b>EVIDENCE FOR PROGRESSION TO LEVEL 4A</b>	<b>EVIDENCE FOR PROGRESSION TO LEVEL 4B</b>	<b>EVIDENCE FOR PROGRESSION TO LEVEL 4C</b>
<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>Certification evidence presented at interview stage</li> <li>Photocopy of full UK Driving Licence</li> </ul>	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>GIS or AutoCAD qualification certificate</li> </ul> <p><u>Training:</u></p> <ul style="list-style-type: none"> <li>Evidence, presented at 1:1 with line manager, discussing how the learning has been put into practice</li> </ul>	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>Relevant qualification certificate in engineering discipline e.g. HNC</li> <li>Confirmation (email etc) of membership</li> <li>Logged by individual with development records/statement from manager evidencing stretch and challenge.</li> </ul>

<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Awareness of highway legislation relating to highway maintenance and design, e.g. Highways Act 1980, demonstrated at interview stage via questions and answers.</li> <li>• Demonstrated via application form and CDM questioning at interview</li> <li>• Questioning at interview regarding GIS system knowledge</li> <li>• ICT, system test and questioning at interview</li> </ul> <p><i>External applications should refer to examples from prior positions held within the application statement and competency-based interview questions.</i></p> <p><i>Internal applicants may use documentary evidence in the form of emails, detailed discussions, course certificates, interview exercises, systems or process notes to further evidence competency.</i></p>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Ability to apply relevant legislation and codes of practice, i.e. Highways Act, Traffic Management Act, Well Maintained Highway Infrastructure Assets CoP and permitting of highway works on a daily basis, evidenced through 3 examples to demonstrate where consideration was given in relation to statutory duties, non-compliance and any enforcement action</li> <li>• Demonstrable knowledge of street permitting system via specific legislation such as Traffic Management Act, Highways Act, New Roads and Street Works Act and associated Planning requirements e.g. can demonstrate knowledge of statutory responsibilities, non-compliance and associated enforcement</li> <li>• Professional discussion regarding the use of various materials with 3 examples of where certain materials were used, or discarded on contracts</li> <li>• Knowledge of highway infrastructure contract and the practical application of Key Performance Indicators and monitoring contractor adherence, evidenced through discussion of how key performance indicators impact performance and examples where contractor adherence has not been met</li> <li>• 2 examples of where you have assisted others regarding your knowledge of highway design and constructions standards</li> </ul>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Ability to provide a detailed overview of applying relevant legislation and codes of practice in a highway setting and provide a minimum of two examples of turning this theoretical knowledge into practical applications or solutions, e.g. can give examples where legislation and codes of practice have been considered to meet our statutory duties and how non-compliance can be actioned</li> <li>• Understanding of Lifecycle/Asset Planning and Asset Management Principles with 2 examples where this has been applied, e.g. demonstrates through discussion what maintenance activities were considered and how it offers value for money over other options and how that increases longevity of the asset</li> <li>• Demonstrable knowledge of highway software packages, e.g. Confirm, Lagan, AutoCAD etc. Can raise work orders and write and produce reports from the system to identify expenditure – observations from manager</li> </ul>
<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Employment experience evidenced via application and discussion at interview</li> <li>• ICT test at interview and experience evidenced through questioning at interview stage with examples</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Able to evidence at least 2 projects with responsibility for delivery, e.g. where postholder has dealt with a project from start to finish and can demonstrate the appropriate consideration of legislative requirements and</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Experienced in a highways street lighting discipline for a minimum of 5 years measured by consistent performance appraisals and personnel records</li> <li>• 3 examples of where you have managed the budget through different workstreams/projects from</li> </ul>

<ul style="list-style-type: none"> <li>Evidence of the management of own workstreams from start to finish, including financial monitoring, evidenced through application form and questioning at interview</li> </ul>	<p>where best practice was introduced</p> <ul style="list-style-type: none"> <li>At least 2 years experience working in a Highways environment evidenced through employment records</li> <li>Experience of preparing cost estimates from BoQ (Bill of Quantities) items in the highway contract, evidence by at least 2 examples of works orders and calculations raised</li> </ul> <p>Demonstrable experience in the Service, including consistent performance at Level 4A for a minimum of 18 months</p>	<p>start to finish including where you have raised works orders, explaining how costs were monitored and how you ensured financial compliance. Feedback also sought from budget manager</p> <p>Demonstrable experience in the Service, including consistent performance at Level 4B for a minimum of 18 months</p>
<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>Competent user of ICT software packages, e.g. able to use Outlook, write letters, emails and reports and put together a presentation on PowerPoint evidenced through questioning at interview stage with at least one example given of a presentation they've worked on or presented</li> <li>Interview scenario questions regarding dexterity e.g. ability to undertake repairs on the network</li> <li>Ability to deliver specialist workstreams questioned at interview, e.g. ability to deal with relevant engineering information</li> <li>Ability to identify risk and how these impacts others questioned at interview</li> <li>Evidence of the management of own workstreams from start to finish, including financial monitoring, evidenced through application form and questioning at interview</li> <li>Able to communicate in writing and verbally with a wide audience, evidenced through questioning at interview stage, with at least one example of successful engagement through both options</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>At least 2 examples of where you have been responsible for the delivery of a highway related project from start to finish and can articulate the appropriate consideration of legislative requirements</li> <li>Manager observations and 'system owner' feedback on the competent use of highway related technology</li> <li>Can work for long periods of time, carrying out repeated calculations, e.g. gathering data to identify service improvement, evidenced through 2 examples of where service improvements have been suggested</li> <li>3 examples of where you have identified non-compliance detailing how you dealt with this and what course of action was taken to rectify it</li> <li>Submission of 3 reports that you have written and delivered to different stakeholder groups</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>Observations from manager regarding ability to deal with work-related pressure such as deadlines, interruptions and conflicting demands whilst still ensuring consistency. Also evidenced through discussion where at least 3 examples are given</li> <li>A minimum of 2 examples where innovative thinking has resulted in an imaginative solution to a problem</li> <li>Observations from manager on ability to organise workload and feedback sought from others on use of relevant communication skills with different audiences</li> <li>Professional conversation regarding the different risks associated with the role and how you are aware and alert to them</li> <li>Evidence of the financial management of a works project from start to finish, evidenced through project documentation such as minutes, works orders, financial monitoring documentation etc and articulate where you have had to apply any financial judgement</li> </ul>

## ENGINEER (HIGHWAY OPERATIONS)

EVIDENCE FOR PROGRESSION TO LEVEL 5A	EVIDENCE FOR PROGRESSION TO LEVEL 5B	EVIDENCE FOR PROGRESSION TO LEVEL 5C
<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• Certification evidence presented at interview stage</li> <li>• Photocopy of full UK Driving Licence</li> </ul>	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• Level 5 and project management qualification certificates</li> </ul>	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• Certification evidence of relevant management qualification(s), e.g. ILM3 Diploma</li> <li>• Logged by individual with development records/statement from manager evidencing stretch and challenge.</li> </ul>
<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Awareness of highway legislation relating to highway maintenance and design, e.g. Highways Act 1980, demonstrated at interview stage via questions and answers.</li> <li>• Highway Engineering, Projects and Construction demonstrated on application form and further questioning at interview</li> <li>• Knowledge of design principles tested via scenario questions at interview</li> <li>• Knowledge of project management principles demonstrated on application form and further questioning at interview</li> <li>• Highway engineering software system test and questioning at interview</li> </ul> <p><i>External applications should refer to examples from prior positions held within the application statement and competency-based interview questions.</i></p> <p><i>Internal applicants may use documentary evidence in the form of emails, detailed discussions, course certificates, interview exercises, systems or process notes to further evidence competency.</i></p>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Ability to detail, describe and demonstrate involvement in Medway Council's financial processes and systems applicable to the remit of the role, including budget monitoring and forecasting, performance monitoring and evaluation.</li> <li>• At least two examples of written feedback/evaluation documents demonstrating knowledge of the planning, development and implementation of Capital Projects</li> <li>• 2 examples of where you have assisted others regarding your knowledge of highway design and constructions standards</li> <li>• Ability to apply relevant legislation and codes of practice, i.e. Highways Act, Traffic Management Act, Well Maintained Highway Infrastructure Assets CoP and permitting of highway works on a daily basis, evidenced through 3 examples to demonstrate where consideration was given in relation to statutory duties, non-compliance and any enforcement action</li> <li>• Can demonstrate knowledge of Asset Management Principles, showing strategic, tactical and operational application, evidenced through 2 examples where this has been applied, e.g. demonstrates through discussion what maintenance activities were considered and how it offers value for money over other options and</li> </ul>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• 10 years measured by consistent performance appraisals and personnel records and 2 examples where advanced practical and procedural knowledge in specialist area was used to deliver a project</li> <li>• Ability to provide a detailed overview of applying relevant legislation and codes of practice in a highway setting with 2 written examples of contributions to Highway Operation works, including financial monitoring and project management processes</li> </ul>

	how that increases longevity of the asset	
<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• 5 years employment experience evidenced via application form and questioning at interview regarding political awareness and best value principles</li> <li>• Evidence of the management of own workstreams from start to finish, including financial monitoring, evidenced through application form and questioning at interview</li> <li>• Supervision of staff and experience of training other employees questioned at interview</li> <li>• Project management skills and principles evidenced on application form with scenario questions probed at interview</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Able to evidence 3 examples where you have researched best practice and regulations and applied highway design and construction standards to different scenarios</li> <li>• Able to evidence at least 2 projects with responsibility for delivery, e.g. where postholder has dealt with a project from start to finish and can demonstrate the appropriate consideration of legislative requirements and where any areas of concern were addressed</li> <li>• 3 examples of where you have had to interpret design drawings and then prepare cost estimates from BoQ (Bill of Quantities) items in the highway contract</li> <li>• Financial responsibilities and understanding monitored by Manager for accuracy quarterly at budget meetings. Feedback received from Service Area accountants. Three examples of using finance systems and processes to support projects and service activities</li> <li>• 3 examples of where you have supported the training, development and mentoring of junior staff and supporting individuals through performance management and career development processes</li> </ul> <p>Demonstrable experience in the Service, including consistent performance at Level 5A for a minimum of 18 months</p>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• 10 years experience in a highway operations discipline measured by consistent performance appraisals and personnel records</li> <li>• 5 examples of providing technical support for capital project schemes and projects, including details of contributions towards project planning, procurement, delivery, budget management and governance, with written evidence of well-developed data interpretation, analytical analysis applicable to the remit of the role</li> </ul> <p>Demonstrable experience in the Service, including consistent performance at Level 5B for a minimum of 18 months</p>
<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Competent user of ICT software packages, e.g. able to use Outlook, write letters, emails and reports and put together a presentation on PowerPoint evidenced through questioning at interview stage with at least one example given of a</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• At least 2 examples of where you have been responsible for the delivery of a highway related project from start to finish and can articulate the appropriate consideration of legislative requirements</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• 2 examples of where you have analysed complex information and developed a strategy for service improvement</li> <li>• 3 examples of differing scenarios of where you have fully deputised for the Senior Engineer. Feedback also</li> </ul>

<p>presentation they've worked on or presented</p> <ul style="list-style-type: none"> <li>• AutoCAD system test at interview</li> <li>• Ability to deliver specialist workstreams and manage individual projects from start to finish, including financial monitoring, evidenced through application form and questioning at interview</li> <li>• Management and supervision skills to be probed at interview</li> <li>• Ability to identify and being alert to risks and how these impact others questioned at interview</li> <li>• Interview scenario questions regarding dexterity e.g. ability to accurately take measurements</li> <li>• Questioning at interview regarding mental demands and ability to concentrate e.g. writing a report, gathering data to identify service improvement</li> <li>• Interview question regarding ability to deal with work-related pressure such as deadlines, interruptions and conflicting demands whilst still ensuring consistency.</li> </ul>	<ul style="list-style-type: none"> <li>• Observations from manager on ability to organise workload and feedback sought from others on use of relevant communication skills with different audiences</li> <li>• 3 examples of where you have researched or produced data reports and had to analyse and interpret these to various situations</li> <li>• 3 examples of where you have had to develop a plan that can take up to a year to formulate</li> <li>• 2 examples where innovative thinking has resulted in an imaginative solution to a problem with continual improvement</li> <li>• 2 examples of approach to the line management of others with reference to the setting of work programmes, responsibility for financial resources and expenditure, performance, budget monitoring and the identification of training and development needs, applicable to the remit of the role, evidenced through performance appraisals</li> </ul>	<p>received from others regarding behaviours etc</p> <ul style="list-style-type: none"> <li>• At least three examples of where advice/input involving team issues has been provided, i.e. in relation to health and safety, human resources, delivery plans and the impact of Capital Schemes on other Council services without access to more senior officers</li> <li>• 360 feedback to be sought from the team</li> </ul>
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#### SENIOR ENGINEER (STREET LIGHTING)

EVIDENCE FOR PROGRESSION TO LEVEL 6A	EVIDENCE FOR PROGRESSION TO LEVEL 6B	EVIDENCE FOR PROGRESSION TO LEVEL 6C
<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• Certification evidence presented at interview stage</li> <li>• Photocopy of full UK Driving Licence</li> </ul>	<p><u>Training:</u></p> <ul style="list-style-type: none"> <li>• Evidence, presented at 1:1 with line manager, discussing how the learning has been put into practice</li> </ul>	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• Logged by individual with development records/statement from manager evidencing stretch and challenge.</li> </ul>
<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Awareness of highway legislation relating to street lighting maintenance and design, e.g. Highways Act 1980, demonstrated at interview stage via questions and answers.</li> </ul>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• At least 2 examples of written feedback/evaluation documents demonstrating knowledge of Street Lighting operation, maintenance and design</li> </ul>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Extensive knowledge of highway street lighting software packages, e.g. PLANET, Confirm etc evidenced through 5 examples of where you have provided support and training of more junior users</li> </ul>

<ul style="list-style-type: none"> <li>• ICT software package knowledge evidence from application form and testing at interview</li> <li>• Street lighting and CMS software evidence from application form and questioning at interview</li> <li>• Highway Engineering, alteration projects and new highway construction demonstrated on application form and further questioning at interview</li> <li>• Knowledge of design principles tested via scenario questions at interview</li> <li>• Knowledge of project management principles demonstrated on application form and further questioning at interview</li> </ul> <p><i>External applications should refer to examples from prior positions held within the application statement and competency-based interview questions.</i></p> <p><i>Internal applicants may use documentary evidence in the form of emails, detailed discussions, course certificates, interview exercises, systems or process notes to further evidence competency.</i></p>	<ul style="list-style-type: none"> <li>• Articulate knowledge and understanding of highway contracts, e.g. NEC3/4 or other term maintenance contracts at performance appraisal / 1:1</li> <li>• Ability to detail, describe and demonstrate involvement in Medway Council's financial processes and systems applicable to the remit of the role, including budget monitoring and forecasting, performance monitoring and evaluation.</li> <li>• 2 examples of complex project management processes that you have delivered across street lighting</li> <li>• Ability to apply relevant legislation and codes of practice, i.e. Highways Act, Traffic Management Act, Well Maintained Highway Infrastructure Assets CoP and permitting of highway works on a daily basis, evidenced through 3 examples to demonstrate where consideration was given in relation to statutory duties, non-compliance and any enforcement action</li> <li>• Can demonstrate knowledge of Asset Management Principles, showing strategic, tactical and operational application, evidenced through 2 examples where this has been applied, e.g. demonstrates through discussion what maintenance activities were considered and how it offers value for money over other options and how that increases longevity of the asset</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to provide a detailed overview of applying relevant legislation and codes of practice in a street lighting highway setting with 2 written examples of contributions to Highway Operation works, including financial monitoring and project management processes demonstrating service improvement</li> <li>• Extensive knowledge of street lighting in relation to highway contracts, e.g. key performance targets and indicators, evidenced through collation of street lighting key performance indicators and the impact of not meeting targets</li> <li>• At least two written examples of applying extensive knowledge across highway street lighting, complying with legislative requirements, e.g. streetworks permitting, Highways Act 1980, where advanced practical and procedural knowledge in your specialist area was used to deliver a project</li> </ul>
<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Evidence of the management of individual highway related projects from start to finish, including financial monitoring, as well as supporting other junior colleagues managing smaller projects evidenced through application form and questioning at interview</li> <li>• Supervision of staff and experience of training other</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Able to evidence at least 3 scenarios where you have applied knowledge to complex street lighting design and construction standards using best practise and regulations showing the consideration of legislative requirements and where any areas of concern were addressed</li> <li>• 5 years' experience at a senior level managing a team of staff in a</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• 15 years' experience in a highway street lighting operations discipline measured by consistent performance appraisals and personnel records</li> <li>• Feedback from Service Area Accountant regarding budget management accuracy</li> <li>• At least 3 written examples of providing support for large highway lighting schemes, including details of</li> </ul>



<p>employees questioned at interview</p> <ul style="list-style-type: none"> <li>• Evidence of ICT experience probed at interview along with ICT test</li> <li>• 10 years employment experience evidenced via application form or personnel records for internal candidates with questioning at interview regarding political awareness and best value principles</li> <li>• Experience of dealing with emergency practices which pose a risk to the health and safety of others probed at interview with a scenario-based question</li> </ul>	<p>street lighting environment delivering evidenced via performance appraisals and 3 examples of large works programmes where you have implemented structural and electrical testing regimes</p> <ul style="list-style-type: none"> <li>• Evidence of independent working on complex workstream and 2 examples of where you have provided advice to colleagues/contractors on areas for concern</li> <li>• 3 examples of where you have had to interpret design drawings and then prepare cost estimates from BoQ (Bill of Quantities) items in the highway contract</li> <li>• 1 example of using finance systems and processes to support street lighting activities, e.g. evidence of the collation and processing of the monthly account</li> <li>• 5 examples of using your experience to support the training and development of junior staff</li> <li>• Demonstrable experience of using a highway contract to prepare cost estimates for various workstreams, e.g. through the preparation and costings of work using rates within the highway contract</li> </ul> <p>Demonstrable experience in the Service, including consistent performance at Level 6A for a minimum of 18 months</p>	<p>contributions towards project planning, procurement, delivery, budget management and governance, e.g. liaison with developers or work of a specialist nature, such as Safer Healthier Streets</p> <ul style="list-style-type: none"> <li>• Written evidence of well-developed data interpretation, analytical analysis applicable to the remit of the role, e.g. evidence to support understanding of how data and its analysis supports improvement across Street Lighting activities</li> <li>• 10 years' experience of supervising a team evidenced through hold holding and personnel records. 360 feedback to be sought from staff on leadership effectiveness</li> </ul> <p>Demonstrable experience in the service including consistent performance at Level 6B for a minimum of 18 months</p>
<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Competent user of ICT software packages, e.g. able to use Outlook, write letters, emails and reports and put together a presentation on PowerPoint evidenced through questioning at interview stage with at least one example given of a presentation they've worked on or presented</li> <li>• AutoCAD system test at interview</li> <li>• Ability to deliver specialist workstreams and manage individual projects from start to</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• At least 3 examples showing your awareness on the direct impact on the well-being on individuals or groups because of proposed works and detail how you mitigated against this</li> <li>• Financial responsibilities and understanding monitored by Manager for accuracy quarterly at budget meetings. Feedback to be received from Service Area accountant. Three examples of where officer has covered in the absence of the Principal Engineer</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• 2 examples of promoting and supporting creative and innovative thinking across the team and the delivery of continual improvement</li> <li>• 3 examples of differing scenarios of where you have fully deputised for the Principal Engineer. Feedback also received from others regarding behaviours etc</li> <li>• At least 2 examples of where advice/input involving team issues has been provided, i.e. in relation to health and safety, human resources, delivery plans and the impact of</li> </ul>

<p>finish, including financial monitoring, evidenced through application form and questioning at interview</p> <ul style="list-style-type: none"> <li>• Project management skills tested with scenario-based questions at interview</li> <li>• Management and supervision skills to be probed at interview</li> <li>• Questioning at interview regarding mental demands and ability to concentrate e.g. writing a report, gathering data to identify service improvement</li> <li>• Interview scenario questions regarding dexterity e.g. ability to accurately take measurements</li> <li>• Interview question regarding ability to deal with work-related pressure such as deadlines, interruptions and conflicting demands whilst still ensuring consistency.</li> <li>• Questioning at interview on ability to organise workload and use of relevant communication skills with different audiences</li> <li>• Analytical skills and types of complex information probed at interview</li> <li>• Scenario-based question to identify the types of solutions formulated asked at interview</li> </ul>		<p>highway works on network users and other Council services</p> <ul style="list-style-type: none"> <li>• 1 written example of contributions to Asset Management Principles, including financial monitoring and management processes which contribute to lifecycle planning, e.g. evidence to show strategic, tactical and operational solutions that offer value for money and investment into the asset</li> </ul>
<b>SENIOR ENGINEER (HIGHWAY OPERATIONS)</b>		
<b>EVIDENCE FOR PROGRESSION TO LEVEL 6A</b>	<b>EVIDENCE FOR PROGRESSION TO LEVEL 6B</b>	<b>EVIDENCE FOR PROGRESSION TO LEVEL 6C</b>
<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• Certification evidence presented at interview stage</li> <li>• Photocopy of full UK Driving Licence</li> </ul>	<p><u>Training:</u></p> <ul style="list-style-type: none"> <li>• Evidence, presented at 1:1 with line manager, discussing how the learning has been put into practice</li> </ul>	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• Logged by individual with development records/statement from manager evidencing stretch and challenge.</li> </ul>
<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Awareness of highway legislation relating to highway maintenance and design, e.g. Highways Act 1980, demonstrated at interview stage via questions and answers.</li> </ul>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Ability to detail, describe and demonstrate involvement in the financial processes and systems applicable to the remit of the role, including budget monitoring and</li> </ul>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Extensive knowledge of highway street lighting software packages, e.g. PLANET, Confirm etc evidenced through 5 examples of where you have provided support and training to more junior users</li> </ul>

<ul style="list-style-type: none"> <li>• ICT software package knowledge evidence from application form and testing at interview</li> <li>• Highway Engineering, alteration projects and new highway construction demonstrated on application form and further questioning at interview</li> <li>• Knowledge of design principles tested via scenario questions at interview</li> <li>• Knowledge of project management principles demonstrated on application form and further questioning at interview</li> </ul> <p><i>External applications should refer to examples from prior positions held within the application statement and competency-based interview questions.</i></p> <p><i>Internal applicants may use documentary evidence in the form of emails, detailed discussions, course certificates, interview exercises, systems or process notes to further evidence competency.</i></p>	<p>forecasting, performance monitoring and evaluation</p> <ul style="list-style-type: none"> <li>• 2 examples of complex project management processes that you have delivered across highway maintenance e.g. planned maintenance</li> <li>• Articulate knowledge and understanding of highway contracts, e.g. NEC3/4 or other term maintenance contracts at performance appraisal / 1:1</li> <li>• Ability to apply relevant legislation and codes of practice, i.e. Highways Act, Traffic Management Act, Well Maintained Highway Infrastructure Assets CoP and permitting of highway works on a daily basis, evidenced through 3 examples to demonstrate where consideration was given in relation to statutory duties, non-compliance and any enforcement action</li> <li>• At least 2 examples of written feedback/evaluation documents demonstrating knowledge of highway law and private streets</li> <li>• Can demonstrate knowledge of Asset Management Principles, showing strategic, tactical and operational application, evidenced through 2 examples where this has been applied, e.g. demonstrates through discussion what maintenance activities were considered and how it offers value for money over other options and how that increases longevity of the asset</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to provide a detailed overview of applying relevant legislation and codes of practice in a highway operations setting with 2 written examples of contributions to Highway Operation works, including financial monitoring and project management processes demonstrating service improvement</li> <li>• Extensive knowledge of highway operations in relation to highway contracts, e.g. key performance targets and indicators, evidenced through collation of street lighting key performance indicators and the impact of not meeting targets</li> <li>• At least two written examples of applying extensive knowledge across highway operations, complying with legislative requirements, e.g. streetworks permitting, Highways Act 1980, where advanced practical and procedural knowledge in your specialist area was used to deliver a project</li> </ul>
<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Evidence of the management of individual highway related projects from start to finish, including financial monitoring, as well as supporting other junior colleagues managing smaller projects evidenced through application form and questioning at interview</li> <li>• Supervision of staff and experience of training other</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Able to evidence at least 3 scenarios where you have applied knowledge to complex highway operations design and construction standards using best practice and regulations showing the consideration of legislative requirements and where any areas of concern were addressed</li> <li>• 5 years' experience at a senior level managing a team of staff in a highways environment delivering</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• 15 years' experience in a highway operations discipline measured by consistent performance appraisals and personnel records</li> <li>• Written evidence of well-developed data interpretation, analytical analysis applicable to the remit of the role, e.g. evidence to support understanding of how data and its analysis supports improvement across Highways operations activities</li> </ul>

<p>employees questioned at interview</p> <ul style="list-style-type: none"> <li>• Evidence of ICT experience probed at interview along with ICT test</li> <li>• 10 years employment experience evidenced via application form or personnel records for internal candidates with questioning at interview regarding political awareness and best value principles</li> <li>• Experience of dealing with emergency practices which pose a risk to the health and safety of others probed at interview with a scenario-based question</li> </ul>	<p>evidenced via performance appraisals and 3 examples of large works programmes where you have implemented structural and electrical testing regimes</p> <ul style="list-style-type: none"> <li>• Evidence of independent working on complex workstream and 2 examples of where you have provided advice to colleagues/contractors on areas for concern</li> <li>• 3 examples of where you have had to interpret design drawings and then prepare cost estimates from BoQ (Bill of Quantities) items in the highway contract</li> <li>• 1 example of using finance systems and processes to support highway operation activities, e.g. evidence of the collation and processing of the monthly account</li> <li>• 5 examples of using your experience to support the training and development of junior staff</li> <li>• Demonstrable experience of using a highway contract to prepare cost estimates for various workstreams, e.g. through the preparation and costings of work using rates within the highway contract</li> </ul> <p>Demonstrable experience in the Service, including consistent performance at Level 6A for a minimum of 18 months</p>	<ul style="list-style-type: none"> <li>• At least 3 written examples of providing support for large highway operation schemes, including details of contributions towards project planning, procurement, delivery, budget management and governance, e.g. liaison with developers or work of a specialist nature,</li> <li>• 10 years' experience of supervising a team evidenced through post holding and personnel records. 360 feedback to be sought from staff on leadership effectiveness</li> <li>• Feedback from Service Area Accountant regarding budget management accuracy</li> </ul> <p>Demonstrable experience in the service including consistent performance at Level 6B for a minimum of 18 months</p>
<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Competent user of ICT software packages, e.g. able to use Outlook, write letters, emails and reports and put together a presentation on PowerPoint evidenced through questioning at interview stage with at least one example given of a presentation they've worked on or presented</li> <li>• AutoCAD system test at interview</li> <li>• Ability to deliver specialist workstreams and manage individual projects from start to finish, including financial monitoring, evidenced through</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• At least 3 examples showing your awareness on the direct impact on the well-being on individuals or groups because of proposed works and detail how you mitigated against this</li> <li>• Financial responsibilities and understanding monitored by Manager for accuracy quarterly at budget meetings. Feedback to be received from Service Area accountant. Three examples of where officer has covered in the absence of the Principal Engineer</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• 2 examples of promoting and supporting creative and innovative thinking across the team and the delivery of continual improvement</li> <li>• 3 examples of differing scenarios of where you have fully deputised for the Principal Engineer. Feedback also received from others regarding behaviours etc</li> <li>• At least 2 examples of where advice/input involving team issues has been provided, i.e. in relation to health and safety, human resources, delivery plans and the impact of highway works on network users and other Council services</li> </ul>

<p>application form and questioning at interview</p> <ul style="list-style-type: none"> <li>• Project management skills tested with scenario-based questions at interview</li> <li>• Management and supervision skills to be probed at interview</li> <li>• Questioning at interview regarding mental demands and ability to concentrate e.g. writing a report, gathering data to identify service improvement</li> <li>• Interview scenario questions regarding dexterity e.g. ability to accurately take measurements</li> <li>• Interview question regarding ability to deal with work-related pressure such as deadlines, interruptions and conflicting demands whilst still ensuring consistency.</li> <li>• Questioning at interview on ability to organise workload and use of relevant communication skills with different audiences</li> <li>• Analytical skills and types of complex information probed at interview</li> <li>• Scenario-based question to identify the types of solutions formulated asked at interview</li> </ul>		<ul style="list-style-type: none"> <li>• 1 written example of contributions to Asset Management Principles, including financial monitoring and management processes which contribute to lifecycle planning, e.g. evidence to show strategic, tactical and operational solutions that offer value for money and investment into the asset</li> </ul>
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### SENIOR HIGHWAY INSPECTOR

EVIDENCE FOR PROGRESSION TO LEVEL 6A	EVIDENCE FOR PROGRESSION TO LEVEL 6B	EVIDENCE FOR PROGRESSION TO LEVEL 6C
<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• Certification evidence presented at interview stage</li> <li>• Photocopy of full UK Driving Licence</li> </ul>	<p><u>Training:</u></p> <ul style="list-style-type: none"> <li>• Evidence, presented at 1:1 with line manager, discussing how the learning has been put into practice</li> </ul>	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• Logged by individual with development records/statement from manager evidencing stretch and challenge.</li> </ul>
<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Awareness of highway legislation relating to highway maintenance and design, e.g. Highways Act 1980, demonstrated at interview stage via questions and answers.</li> <li>• Knowledge of project management principles</li> </ul>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• At least 2 examples of written feedback/evaluation documents demonstrating knowledge of adhering to statutory responsibility and any associated enforcement</li> <li>• Articulate knowledge and understanding of highway</li> </ul>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• At least two written examples of applying extensive knowledge across highway operations, complying with legislative requirements, e.g. streetworks permitting, Highways Act 1980, where advanced practical and procedural knowledge in your</li> </ul>

<p>demonstrated on application form and further questioning at interview</p> <ul style="list-style-type: none"> <li>• Technical knowledge of work practices, processes and procedures to be evidenced on application form and further questioning at interview. Systems knowledge to be evidenced via a test at interview</li> <li>• Awareness and general knowledge of financial processes to be questioned at interview</li> </ul> <p><i>External applications should refer to examples from prior positions held within the application statement and competency-based interview questions.</i></p> <p><i>Internal applicants may use documentary evidence in the form of emails, detailed discussions, course certificates, interview exercises, systems or process notes to further evidence competency</i></p>	<p>contracts, e.g. NEC3/4 or other term maintenance contracts and contract monitoring at performance appraisal / 1:1</p> <ul style="list-style-type: none"> <li>• Can demonstrate knowledge of Asset Management Principles, showing strategic, tactical and operational application, evidenced through 2 examples where this has been applied, e.g. demonstrates through discussion what maintenance activities were considered and how it offers value for money over other options and how that increases longevity of the asset</li> <li>• Ability to detail, describe and demonstrate involvement in the financial processes and systems applicable to the remit of the role, including budget monitoring and forecasting, performance monitoring and evaluation</li> </ul>	<p>specialist area was used to deliver a project</p> <ul style="list-style-type: none"> <li>• Demonstrable knowledge of performance monitoring by providing 5 examples of works undertaken by the Highway Contractor and how you have had to intervene to ensure standards are met</li> </ul>
<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Evidence of the management of individual highway related projects from start to finish, including financial monitoring, as well as supporting other junior colleagues managing smaller projects evidenced through application form and questioning at interview</li> <li>• Supervision of staff and experience of training other employees questioned at interview</li> <li>• 3 years employment experience evidenced via application form or personnel records for internal candidates with questioning at interview</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• 5 years' experience in a highways environment evidenced via performance appraisals and 2 examples of where you have provided advice to colleagues/contractors on areas of concern</li> <li>• 5 examples of using your experience to support the training and development of junior staff</li> <li>• Demonstrable experience of using a highway contract to prepare cost estimates for various workstreams, e.g. through the preparation and costings of work using rates within the highway contract</li> <li>• At least 3 written examples of dealing with Members at a high level e.g. attending Committee Meetings or presenting to Members or any Member Working Parties</li> <li>• 3 examples of where you have used your technical expertise to</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• 10 years' experience in a highway operations discipline measured by consistent performance appraisals and personnel records, and 3 written examples of providing support for highway maintenance across the service, including how this supports the Highway Asset Management Strategy including details of contributions towards project planning, procurement, delivery, budget management and governance</li> <li>• 3 examples of where officer has fully covered in the absence of the Principal Engineer</li> <li>• Written evidence of well-developed data interpretation, analytical analysis applicable to the remit of the role, e.g. evidence to support understanding of how data and its analysis supports improvement across Highways operations activities</li> </ul>

	<p>ensure the accurate use of materials and articulate the risks associated with not taking your advice</p> <p>Demonstrable experience in the Service, including consistent performance at Level 6A for a minimum of 18 months</p>	<ul style="list-style-type: none"> <li>At least 3 written examples of where you have made improvements to the highway service by reviewing and amended existing/new policies and practices</li> </ul> <p>Demonstrable experience in the service including consistent performance at Level 6B for a minimum of 18 months</p>
<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>Competent user of ICT software packages, e.g. able to use Outlook, write letters, emails and reports and put together a presentation on PowerPoint evidenced through questioning at interview stage with at least one example given of a presentation they've worked on or presented</li> <li>AutoCAD system test at interview</li> <li>Ability to deliver specialist workstreams and manage multiple projects from start to finish, including financial monitoring, evidenced through application form and questioning at interview</li> <li>Management and supervision skills to be probed at interview</li> <li>Questioning at interview regarding mental demands and ability to concentrate e.g. writing a report, gathering data to identify service improvement</li> <li>Interview scenario questions regarding dexterity e.g. ability to accurately take measurements</li> <li>Questioning at interview on ability to organise workload and use of relevant communication skills with different audiences</li> <li>Interview question regarding ability to deal with work-related pressure such as deadlines, interruptions and conflicting demands whilst still ensuring consistency.</li> <li>Analytical skills and types of complex information probed at interview</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>At least 3 examples showing your awareness on the direct impact on the well-being on individuals or groups because of proposed works and detail how you mitigated against this</li> <li>Financial responsibilities and understanding monitored by Manager for accuracy quarterly at budget meetings. Feedback to be received from Service Area accountant. Three examples of where officer has covered in the absence of the Principal Engineer</li> <li>3 examples of where you have independently overseen complex workstreams evidencing your input</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>2 examples of promoting and supporting creative and innovative thinking across the team and the delivery of continual improvement</li> <li>3 examples of differing scenarios of where you have fully deputised for the Principal Engineer. Feedback also received from others regarding behaviours etc</li> <li>At least 2 examples of where advice/input involving team issues has been provided, i.e. in relation to health and safety, human resources, delivery plans and the impact of highway works on network users and other Council services</li> </ul>

## PRINCIPAL ENGINEER (HIGHWAY OPERATIONS)

EVIDENCE FOR PROGRESSION TO LEVEL 7A	EVIDENCE FOR PROGRESSION TO LEVEL 7B	EVIDENCE FOR PROGRESSION TO LEVEL 7C
<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• Certification evidence presented at interview stage</li> <li>• Photocopy of full UK Driving Licence</li> </ul>	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• Logged by individual with development records/statement from manager evidencing stretch and challenge.</li> </ul>
<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Knowledge of project management principles demonstrated on application form and further questioning at interview</li> <li>• Local Government knowledge and exposure to senior leaders evidenced via application form and further questioning at interview</li> <li>• Planned and reactive highway maintenance to be evidenced via application form and scenario-based questions at interview</li> <li>• Awareness of highway legislation and statutory requirements relating to highway maintenance and design, e.g. Highways Act 1980, demonstrated at interview stage via questions and answers.</li> <li>• Awareness and knowledge of the Streetworks permitting system to be tested at interview</li> <li>• Knowledge of TRO's and TTROs demonstrated on application form and further questioning at interview</li> <li>• Knowledge of asset management principles tested via scenario questions at interview</li> <li>• Highways projects and construction evidenced on application form and questioned at interview</li> </ul> <p><i>External applications should refer to examples from prior positions held within the application statement</i></p>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• 2 examples of complex project management processes detailing your specialist knowledge across multiple service areas</li> <li>• Can articulate at performance appraisal / 1:1 knowledge of external funding streams and evidence of where this has been applied successfully</li> <li>• Can articulate the network hierarchy in relation to winter maintenance and inspection and give 2 examples of where you have made decisions regarding the regime without access or input from a senior manager</li> <li>• Can articulate knowledge of the Safety Advisory Group, how to undertake risk management and 2 examples of where you have mitigated against perceived risks</li> <li>• Ability to detail, describe and demonstrate involvement in the financial processes and systems applicable to the remit of the role, including budget monitoring and forecasting, performance monitoring and evaluation, evidenced through 2 examples</li> <li>• 2 examples of written feedback/evaluation documents demonstrating knowledge of the planning, development and implementation of Streetworks activities, including planned and emergency works and appropriate licensing activities</li> <li>• Can describe at least 2 scenarios where highway design knowledge, construction standards and best practice have been applied,</li> </ul>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Articulate knowledge of managing highway contracts, e.g. NEC3/4 or other term maintenance contracts at performance appraisal / 1:1, and partnership working involved in their success</li> <li>• Knowledge of highway infrastructure contract and the practical application of Key Performance Indicators and monitoring contractor adherence, evidenced through discussion of how key performance indicators impact performance and examples where contractor adherence has not been met</li> <li>• 2 examples of reviewing condition survey data i.e. from SCRIM and SCANNER reports and planning maintenance around data</li> <li>• 1 written example of contributions to Asset Management Principles, including financial monitoring and management processes which contribute to lifecycle planning, e.g. evidence to show strategic, tactical and operational solutions that offer value for money and investment into the asset</li> <li>• Knowledge of advanced theoretical, practical and procedural knowledge across a specialist area e.g. evidenced through 3 examples where this has been applied to improve service delivery</li> <li>• Ability to detail the roles and responsibilities of the service in relation to highway works, including statutory and non-statutory services and at least 2 examples of support required by each of these functions</li> </ul>



<p><i>and competency-based interview questions.</i></p> <p><i>Internal applicants may use documentary evidence in the form of emails, detailed discussions, course certificates, interview exercises, systems or process notes to further evidence competency.</i></p>	<p>evidenced through works the postholder has direct responsibility over</p>	
<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• 15 years employment experience and employment industry evidenced via application form or personnel records for internal candidates with questioning at interview regarding the application of highway engineering solutions, political awareness, partnership working and best value principles</li> <li>• Evidence of the management of various highway related projects from start to finish, including financial monitoring, as well as supporting other junior colleagues managing smaller projects evidenced through application form and questioning at interview</li> <li>• Evidence of applying project management principles, practices, and methods questioned at interview</li> <li>• Management of staff and experience of training other employees questioned at interview</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• 5 years' experience at a senior level managing a team of staff and budgets with financial accountability evidenced via post holding history and performance appraisals and 1 example of using finance systems and processes to support staffing operation activities, e.g. evidence of the collation and processing of the monthly account</li> <li>• At least 3 written examples of dealing with Members at a high level e.g. attending Committee Meetings or presenting to Members or any Member Working Parties</li> <li>• Can describe at least 2 scenarios where highway design knowledge, construction standards and best practice have been applied, evidenced through works the postholder has direct responsibility over</li> <li>• Evidence of independent working on and overseeing complex workstreams with 2 examples of where you have provided advice to colleagues/contractors on areas for concern</li> <li>• 3 examples of where you have had to interpret design drawings, prepare cost estimates from scheduled BoQ (Bill of Quantities) items in the highway contract</li> <li>• Experience of build building and financial accountability to monitored by Manager for accuracy quarterly at budget meetings. Feedback to be received from Service Area accountant. Three examples of where officer</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• 20 years' experience in a highways/Engineering discipline measured by consistent performance appraisals and personnel records and 3 examples of differing scenarios of where you have fully deputised for the Head of Service. Feedback also received from others regarding behaviours etc</li> <li>• Written evidence of well-developed data interpretation, analytical analysis example applicable to the remit of the role</li> <li>• 2 examples of where you have been involved and responsibly for the writing, tendering and awarding of a highways contract</li> </ul> <p>Demonstrable experience in the service including consistent performance at Level 7B for a minimum of 18 months</p>

	<p>has covered in the absence of the Head of Service</p> <p>Demonstrable experience in the Service, including consistent performance at Level 7A for a minimum of 18 months</p>	
<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Management and supervision skills to be probed at interview</li> <li>• Highly developed communication skills and ability to tailor to the needs of the audience measured at interview</li> <li>• Competent user of ICT software packages, e.g. able to use Outlook, write letters, emails and reports and put together a presentation on PowerPoint evidenced through questioning at interview stage with at least one example given of a presentation they've worked on or presented. The need to give a presentation on a highways related matter may also be part of the interview process</li> <li>• Ability to deliver specialist workstreams and manage individual projects from start to finish, including financial monitoring, evidenced through application form and questioning at interview</li> <li>• Ability and understanding of being alert to the risks on the network that may require intervention demonstrated at interview</li> <li>• Interview scenario questions regarding dexterity e.g. ability to accurately take measurements</li> <li>• Questioning at interview regarding mental demands and ability to concentrate e.g. writing a report, gathering data to identify service improvement</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Provide 5 different examples where you have used your leadership skills to lead, persuade, motivate and influence others to take a particular course of action they may not have otherwise taken</li> <li>• At least one example of promoting and supporting creative and innovative thinking across the team and the delivery of continual improvement, e.g. involvement and liaison with others to trial</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• 3 examples of differing scenarios of where you have fully deputised for the Head of Service. Feedback also received from others regarding behaviours etc</li> <li>• 3 examples of where you have used highly developed management skills e.g. strategic thinking and Planning; effective communication; Decision-making; Delegation; Problem-solving etc</li> <li>• 2 examples of effective budget monitoring and forecasting undertaken within a complex project showing both OpEx and CapEx whilst maximising service delivery</li> </ul>

# ASSET & NETWORK MANAGEMENT

## TECHNICAL SUPPORT OFFICER (STREETWORKS)

EVIDENCE FOR PROGRESSION TO LEVEL 3A	EVIDENCE FOR PROGRESSION TO LEVEL 3B	EVIDENCE FOR PROGRESSION TO LEVEL 3C
<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• Certification evidence presented at interview stage</li> <li>• Photocopy of full UK Driving Licence</li> </ul>	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• Relevant GIS or AutoCad certificate</li> </ul> <p><u>Training:</u></p> <ul style="list-style-type: none"> <li>• Evidence, presented at 1:1 with line manager, discussing how the learning has been put into practice</li> </ul>	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• Attainment of relevant skills-based qualification in service discipline, e.g. NVQ3 in Customer Service/Business Administration or NRASWA</li> <li>• Logged by individual with development records/statement from manager evidencing stretch and challenge.</li> </ul>
<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• ICT test at interview</li> <li>• Awareness of highway legislation and Codes of Practice relating to Highways demonstrated at interview stage via questions and answers.</li> <li>• GIS and other highway systems evidenced via application form and questioned at interview</li> <li>• GDPR and data handling evidenced at interview via scenario-based questions</li> </ul> <p><i>External applications should refer to examples from prior positions held within the application statement and competency-based interview questions.</i></p> <p><i>Internal applicants may use documentary evidence in the form of emails, detailed discussions, course certificates, interview exercises, systems or process notes to further evidence competency</i></p>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• 2 written examples of where you have applied your knowledge of the Streetworks Permitting scheme, including the raising and processing of invoices and subsequent debt recovery</li> <li>• Detailed knowledge of service specific legislation such as the Traffic Management Act, Highways Act, New Roads and Street Works Act and Traffic Regulation Orders, evidenced through discussion relating to statutory responsibilities, non-compliance and any enforcement action</li> <li>• Professional discussion on understanding of EDI, and how this has been introduced into the workplace</li> </ul>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Submit 3 examples to demonstrate where you have interpreted legislation, regulations, codes of practice and statutory guidance associated with highway works/streetworks and identified emerging issues and taking appropriate course of action, e.g. illegal works on the highway and enforcement measures that could be taken</li> <li>• Everyday observations from line manager and professional discussion regarding how GDPR and information sharing is followed in the job role and across the service and 3 examples of where you have undertaken and responded to an FOI independently</li> </ul>
<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• ICT test at interview and experience evidenced through questioning at interview stage with examples</li> <li>• Experience of managing own workstreams, giving examples</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• 2 years working in a street lighting setting evidenced through employment records and meeting objective in previous performance appraisal</li> <li>• 3 examples of where you have provided project support and the</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Experienced in a street lighting discipline for a minimum of 5 years, delivering small projects from design to delivery, including all associated financial monitoring – measured by consistent performance appraisals and personnel records</li> </ul>

<p>through questioning of autonomy of working</p> <ul style="list-style-type: none"> <li>• Application form and scenario-based question at interview regarding advising on processes which impact on the health and well-being of people</li> <li>• Evidenced on job application and at interview via scenario-based question on filing/records system used</li> </ul>	<p>added value that bought and 2 examples where you have had responsibility for the management and delivery of a small project</p> <ul style="list-style-type: none"> <li>• 3 examples of where your coaching has positively impacted others with feedback and testimonials from colleagues</li> <li>• 5 examples of where you have dealt with the reconciliation and collection of monies e.g. processing invoices/raising orders and associated debt recovery and explain how costs were monitored and how you ensured financial compliance</li> </ul> <p>Demonstrable experience across the service, including consistent performance at Level 3A for a minimum of 18 months</p>	<ul style="list-style-type: none"> <li>• 3 examples of where you have supported the Streetworks Inspectors and issued Notices or sanctions to ensure compliance detailing and evidencing your involvement and the consequences and risks of not having done so.</li> <li>• Can articulate 2 examples of identifying and reporting issues of street data within the National Street Gazetteer</li> </ul> <p>Demonstrable experience across the service, including consistent performance at Level 3B for a minimum of 18 months</p>
<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Competent user of ICT software packages, e.g. able to use Outlook, write letters, emails and reports and put together a presentation on PowerPoint evidenced through questioning at interview stage with at least one example given of a presentation they've worked on or presented</li> <li>• Interview scenario questions regarding dexterity e.g. the accurate reconciliation of monies and fees</li> <li>• Assist with specialist workstreams questioned at interview, e.g. LED conversion works</li> <li>• Organisational and planning skills and attention to detail probed at interview with scenario question</li> <li>• Able to communicate in writing and verbally, evidenced through questioning at interview stage, with at least one example of successful engagement through both options</li> <li>• Ability to analyse and interpret complex information evidenced</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• 3 examples of where you have analysed and interpreted legislation to a wide variety of scenarios, providing examples of non-compliance and subsequent resolution</li> <li>• Manager observations and 'system owner' feedback on the competent use of invoice processing</li> <li>• 3 different examples of where you have had to undertake repeated manual calculations e.g. processing of the monthly account for street lighting works</li> <li>• 3 examples of where you have had to tailor your communication style so it was easily understood</li> <li>• Observations of project management skills by line manager at project meetings and ability to manage from start to project evaluation</li> <li>• Use of analytical skills evidence through research and running of reports and presenting data and analysis to manager</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Observations from manager regarding ability to deal with work-related pressure such as deadlines, interruptions and conflicting demands whilst still ensuring consistency. Also evidenced through discussion where at least 3 examples are given</li> <li>• Observations from manager on ability to organise workload and feedback sought from others on use of relevant communication skills with different audience</li> <li>• Evidence of the management of a small works project from start to finish, including financial monitoring, evidenced through project documentation such as minutes, works orders, financial monitoring documentation etc</li> <li>• Professional conversation regarding the different risks associated with the role and how you are aware and alert to them</li> </ul>

via application form and questioning at interview • Ability to train and co-ordination others tested by a scenario-based question at interview		
<b>TECHNICAL SUPPORT OFFICER (TRAFFIC MANAGEMENT)</b>		
<b>EVIDENCE FOR PROGRESSION TO LEVEL 3A</b>	<b>EVIDENCE FOR PROGRESSION TO LEVEL 3B</b>	<b>EVIDENCE FOR PROGRESSION TO LEVEL 3C</b>
<u>Qualifications:</u> <ul style="list-style-type: none"> <li>• Certification evidence presented at interview stage</li> <li>• Photocopy of full UK Driving Licence</li> </ul>	<u>Qualifications:</u> <ul style="list-style-type: none"> <li>• Relevant GIS or AutoCad certificate</li> </ul> <u>Training:</u> <ul style="list-style-type: none"> <li>• Evidence, presented at 1:1 with line manager, discussing how the learning has been put into practice</li> </ul>	<u>Qualifications:</u> <ul style="list-style-type: none"> <li>• Attainment of relevant skills-based qualification in service discipline, e.g. NVQ3 in Customer Service/Business Administration or NRASWA</li> <li>• Logged by individual with development records/statement from manager evidencing stretch and challenge.</li> </ul>
<u>Knowledge:</u> <ul style="list-style-type: none"> <li>• ICT test at interview</li> <li>• Awareness of highway legislation and Codes of Practice relating to Highways, streetworks and traffic demonstrated at interview stage via questions and answers.</li> <li>• GIS and other highway systems evidenced via application form and questioned at interview</li> <li>• GDPR and data handling evidenced at interview via scenario-based questions</li> </ul> <p><i>External applications should refer to examples from prior positions held within the application statement and competency-based interview questions.</i></p> <p><i>Internal applicants may use documentary evidence in the form of emails, detailed discussions, course certificates, interview exercises, systems or process notes to further evidence competency</i></p>	<u>Knowledge:</u> <ul style="list-style-type: none"> <li>• 2 written examples of where you have applied your knowledge of the Streetworks Permitting scheme, including the raising and processing of invoices and subsequent debt recovery</li> <li>• Detailed knowledge of service specific legislation such as the Traffic Management Act, Highways Act, New Roads and Street Works Act and Traffic Regulation Orders, evidenced through discussion relating to statutory responsibilities, non-compliance and any enforcement action</li> <li>• Professional discussion on understanding of EDI, and how this has been introduced into the workplace</li> </ul>	<u>Knowledge:</u> <ul style="list-style-type: none"> <li>• Submit 3 examples to demonstrate where you have interpreted legislation, regulations, codes of practice and statutory guidance associated with highway works/streetworks and identified emerging issues and taking appropriate course of action, e.g. illegal works on the highway and enforcement measures that could be taken</li> <li>• Everyday observations from line manager and professional discussion regarding how GDPR and information sharing is followed in the job role and across the service and 3 examples of where you have undertaken and responded to an FOI independently</li> </ul>
<u>Experience:</u> <ul style="list-style-type: none"> <li>• ICT test at interview and experience evidenced through</li> </ul>	<u>Experience:</u> <ul style="list-style-type: none"> <li>• 2 years working in a street lighting setting evidenced through employment records</li> </ul>	<u>Experience:</u> <ul style="list-style-type: none"> <li>• Experienced in a street lighting discipline for a minimum of 5 years, delivering small projects from design</li> </ul>

<p>questioning at interview stage with examples</p> <ul style="list-style-type: none"> <li>• Experience of managing own workstreams, giving examples through questioning of autonomy of working</li> <li>• Application form and scenario-based question at interview regarding advising on processes which impact on the health and well-being of people</li> <li>• Evidenced on job application and at interview via scenario-based question on filing/records system used</li> </ul>	<p>and meeting objective in previous performance appraisal</p> <ul style="list-style-type: none"> <li>• 3 examples of where you have provided project support and the added value that brought and 2 examples where you have had responsibility for the management and delivery of a small project</li> <li>• 3 examples of where your coaching has positively impacted others with feedback and testimonials from colleagues</li> <li>• 5 examples of where you have dealt with the reconciliation and collection of monies e.g. processing invoices/raising orders and associated debt recovery and explain how costs were monitored and how you ensured financial compliance</li> </ul> <p>Demonstrable experience across the service, including consistent performance at Level 3A for a minimum of 18 months</p>	<p>to delivery, including all associated financial monitoring – measured by consistent performance appraisals and personnel records</p> <ul style="list-style-type: none"> <li>• 3 examples of where you have supported the Traffic management team to ensure compliance, detailing and evidencing your involvement and the consequences and risks of not having done so.</li> <li>• Can articulate 2 examples of identifying and reporting issues on the highway network to a wide range of stakeholders</li> </ul> <p>Demonstrable experience across the service, including consistent performance at Level 3B for a minimum of 18 months</p>
<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Competent user of ICT software packages, e.g. able to use Outlook, write letters, emails and reports and put together a presentation on PowerPoint evidenced through questioning at interview stage with at least one example given of a presentation they've worked on or presented</li> <li>• Interview scenario questions regarding dexterity e.g. the accurate reconciliation of monies and fees</li> <li>• Assist with specialist workstreams questioned at interview, e.g. LED conversion works</li> <li>• Organisational and planning skills and attention to detail probed at interview with scenario question</li> <li>• Able to communicate in writing and verbally, evidenced through questioning at interview stage, with at least one example of successful</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• 3 examples of where you have analysed and interpreted legislation to a wide variety of scenarios, providing examples of non-compliance and subsequent resolution</li> <li>• Manager observations and 'system owner' feedback on the competent use of invoice processing</li> <li>• 3 different examples of where you have had to undertake repeated manual calculations e.g. processing of the monthly account for street lighting works</li> <li>• 3 examples of where you have had to tailor your communication style so it was easily understood</li> <li>• Observations of project management skills by line manager at project meetings and ability to manage from start to project evaluation</li> <li>• Use of analytical skills evidence through research and running of reports and presenting data and analysis to manager</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Observations from manager regarding ability to deal with work-related pressure such as deadlines, interruptions and conflicting demands whilst still ensuring consistency. Also evidenced through discussion where at least 3 examples are given</li> <li>• Observations from manager on ability to organise workload and feedback sought from others on use of relevant communication skills with different audience</li> <li>• Evidence of the management of a small works project from start to finish, including financial monitoring, evidenced through project documentation such as minutes, works orders, financial monitoring documentation etc</li> <li>• Professional conversation regarding the different risks associated with the role and how you are aware and alert to them</li> </ul>

<p>engagement through both options</p> <ul style="list-style-type: none"> <li>• Ability to analyse and interpret complex information evidenced via application form and questioning at interview</li> <li>• Ability to train and co-ordination others tested by a scenario-based question at interview</li> </ul>		
<b>ASSISTANT ENGINEER (MEDWAY TUNNEL)</b>		
<b>EVIDENCE FOR PROGRESSION TO LEVEL 4A</b>	<b>EVIDENCE FOR PROGRESSION TO LEVEL 4B</b>	<b>EVIDENCE FOR PROGRESSION TO LEVEL 4C</b>
<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• Certification evidence presented at interview stage</li> <li>• Photocopy of full UK Driving Licence</li> </ul>	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• GIS or AutoCAD qualification certificate</li> <li>• Evidence of enrolment</li> </ul> <p><u>Training:</u></p> <ul style="list-style-type: none"> <li>• Evidence, presented at 1:1 with line manager, discussing how the learning has been put into practice</li> </ul>	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• Relevant qualification certificate in engineering discipline e.g. ILE, HNC</li> <li>• Confirmation (email etc) of membership</li> <li>• Logged by individual with development records/statement from manager evidencing stretch and challenge.</li> </ul>
<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Awareness of highway legislation relating to highway maintenance, e.g. Highways Act 1980, demonstrated at interview stage via questions and answers.</li> <li>• ICT, system test at interview</li> <li>• Demonstrated via application form and specific scenario questions asked at interview</li> </ul> <p><i>External applications should refer to examples from prior positions held within the application statement and competency-based interview questions.</i></p> <p><i>Internal applicants may use documentary evidence in the form of emails, detailed discussions, course certificates, interview exercises, systems or process notes to further evidence competency.</i></p>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Can describe at least 2 scenarios where highway design knowledge, construction standards and best practice have been applied, evidenced through works the postholder has direct responsibility over</li> <li>• Can demonstrate streetworks permitting knowledge, evidenced by 3 examples of permits the postholder has submitted or through discussion regarding the Streetworks Permitting Scheme</li> </ul>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Demonstrable knowledge of highway software packages, e.g. Confirm, Lagan, AutoCAD etc. Can raise work orders and write and produce reports from the system to identify expenditure – observations from manager</li> <li>• Provide a detailed written overview of when you have applied relevant legislation and codes of practice in a highway setting and provide a minimum of two examples of turning this theoretical knowledge into practical applications or solutions, e.g. examples to show how consideration was given to meeting statutory responsibility</li> <li>• Understanding of Lifecycle Planning and Asset Management Principles, e.g. can identify how lifecycle planning is calculated and can demonstrate how it can impact on external funding</li> </ul>
<u>Experience:</u>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Able to evidence at least 2 small projects with responsibility for</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Experienced in a highway structures/tunnel discipline for a</li> </ul>

<ul style="list-style-type: none"> <li>• Employment experience evidenced via application and discussion at interview</li> <li>• ICT test at interview and experience evidenced through questioning at interview stage with examples</li> <li>• Experience of managing own workstreams, giving examples through questioning of autonomy of working</li> <li>• Experience of working and directing contractors and sub-contractors to complete projects/workstreams, evidenced in interview giving examples.</li> </ul>	<p>delivery, e.g. where postholder has dealt with a project from start to finish and can demonstrate appropriate consideration of legislative requirements</p> <ul style="list-style-type: none"> <li>• At least 2 years' experience working in a highway structures/tunnel environment evidenced through employment records</li> <li>• Experience of preparing cost estimates from BoQ (Bill of Quantities) items in the highway contract, evidence by examples of works orders and calculations raised</li> <li>• 3 examples where you have developed partnership working e.g. highways maintenance contractor, KCC Highways services, Department for Transport etc.</li> </ul> <p>Demonstrable experience in the Service, including consistent performance at Level 4A for a minimum of 18 months</p>	<p>minimum of 5 years measured by consistent performance appraisals and personnel records</p> <ul style="list-style-type: none"> <li>• 3 examples of where you have managed the budget through different workstreams/projects from start to finish including where you have raised works orders, explaining how costs were monitored and how you ensured financial compliance. Feedback also sought from budget manager</li> </ul> <p>Demonstrable experience in the Service, including consistent performance at Level 4B for a minimum of 18 months</p>
<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Competent user of ICT software packages, e.g. able to use Outlook, write letters, emails and reports and put together a presentation on PowerPoint evidenced through questioning at interview stage with at least one example given of a presentation they've worked on or presented</li> <li>• Interview scenario questions regarding dexterity e.g. ability to accurately take measurements</li> <li>• Evidence of the management of own workstreams from start to finish, including financial monitoring, evidenced through application form and questioning at interview</li> <li>• Ability to deliver specialist workstreams questioned at interview, e.g. Highway annual review</li> <li>• Able to communicate in writing and verbally with a wide</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Evidence of the management of at least 3 works projects from start to finish, including financial monitoring, evidenced through project documentation such as minutes, works orders, financial monitoring documentation etc</li> <li>• At least 3 design examples where you have used AutoCAD e.g. the production of engineering plans</li> <li>• Observations from line manager and feedback from the Finance team on ability to use financial management systems accurately</li> <li>• Can work for long periods of time, carrying out repeated calculations, e.g. gathering data to identify service improvement, evidenced through 2 examples of where service improvements have been suggested</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Observations from manager regarding ability to deal with work-related pressure such as deadlines, interruptions and conflicting demands whilst still ensuring consistency. Also evidenced through discussion where at least 3 examples are given</li> <li>• A minimum of 2 examples where innovative thinking has resulted in an imaginative solution to a problem</li> <li>• Observations from manager on ability to organise workload and feedback sought from others on use of relevant communication skills with different audience</li> <li>• Professional conversation regarding the different risks associated with the role and how you are aware and alert to them</li> <li>• Evidence of the financial management of a works project from start to finish, evidenced through project documentation such as minutes, works orders, financial monitoring documentation etc and</li> </ul>



audience, evidenced through questioning at interview stage, with at least one example of successful engagement through both options		articulate where you have had to apply any financial judgement
<b>STREETWORKS INSPECTOR</b>		
<b>EVIDENCE FOR PROGRESSION TO LEVEL 4A</b>	<b>EVIDENCE FOR PROGRESSION TO LEVEL 4B</b>	<b>EVIDENCE FOR PROGRESSION TO LEVEL 4C</b>
<u>Qualifications:</u> <ul style="list-style-type: none"> <li>• Certification evidence presented at interview stage</li> <li>• Photocopy of full UK Driving Licence</li> </ul>	<u>Qualifications:</u> <ul style="list-style-type: none"> <li>• Evidence of enrolment</li> </ul> <u>Training:</u> <ul style="list-style-type: none"> <li>• Evidence, presented at 1:1 with line manager, discussing how the learning has been put into practice</li> </ul>	<u>Qualifications:</u> <ul style="list-style-type: none"> <li>• Relevant qualification certificate in engineering discipline e.g. ILE, HNC</li> <li>• Confirmation (email etc) of membership</li> <li>• Logged by individual with development records/statement from manager evidencing stretch and challenge.</li> </ul>
<u>Knowledge:</u> <ul style="list-style-type: none"> <li>• Awareness of highway legislation relating to highway maintenance, e.g. Highways Act 1980, demonstrated at interview stage via questions and answers.</li> <li>• Evidenced via application form and scenario-based questions are interview regarding understanding of NRASWA</li> <li>• GIS system test at interview</li> </ul> <p><i>External applications should refer to examples from prior positions held within the application statement and competency-based interview questions.</i></p> <p><i>Internal applicants may use documentary evidence in the form of emails, detailed discussions, course certificates, interview exercises, systems or process notes to further evidence competency</i></p>	<u>Knowledge:</u> <ul style="list-style-type: none"> <li>• Can describe at least 2 scenarios where highway design knowledge, construction standards and best practice have been applied, evidenced through works the postholder has direct responsibility over</li> <li>• Can demonstrate streetworks permitting knowledge, evidenced by 3 examples of permits the postholder has submitted and through discussion regarding the Streetworks Permitting Scheme and specific NRASWA requirements</li> <li>• Use of analytical skills evidence through research and running of reports and presenting data and analysis to manager</li> </ul>	<u>Knowledge:</u> <ul style="list-style-type: none"> <li>• Written submission demonstrating where you have interpreted and applied relevant legislation and codes of practice in a highway setting and provide a minimum of two examples of turning this theoretical knowledge into practical applications or solutions, e.g. examples to show how consideration was given to meeting statutory responsibility, and 2 examples of where your understanding can lead to innovation or improved service delivery</li> <li>• Articulate knowledge and understanding of highway contracts, e.g. NEC3/4 or other term maintenance contracts at performance appraisal / 1:1</li> </ul>
<u>Experience:</u> <ul style="list-style-type: none"> <li>• ICT test at interview and experience evidenced through questioning at interview stage with examples</li> <li>• Experience of managing own workstreams and independent working evidenced via</li> </ul>	<u>Experience:</u> <ul style="list-style-type: none"> <li>• At least 2 years' experience working in a highway Streetworks environment evidenced through employment records</li> <li>• Ability to provide a detailed overview of applying relevant</li> </ul>	<u>Experience:</u> <ul style="list-style-type: none"> <li>• Experienced in a highway discipline for a minimum of 5 years measured by consistent performance appraisals and personnel records</li> <li>• 3 examples of where you have managed the budget through different workstreams/projects from</li> </ul>

<p>application form and giving examples through questioning of autonomy of working</p> <ul style="list-style-type: none"> <li>• Able to communicate in writing and verbally with a wide audience, evidenced through questioning at interview stage, with at least one example of successful engagement through both options</li> </ul>	<p>legislation and codes of practice in a highway setting and provide a minimum of two examples of turning this theoretical knowledge into practical applications or solutions</p> <ul style="list-style-type: none"> <li>• Provide 5 examples of where you have co-ordinated works on the Highway</li> </ul> <p>Demonstrable experience in the Service, including consistent performance at Level 4A for a minimum of 18 months</p>	<p>start to finish including where you have raised works orders, explaining how costs were monitored and how you ensured financial compliance. Feedback also sought from budget manager</p> <ul style="list-style-type: none"> <li>• Provide 3 examples of where you have supervised works on the Highway and where a particular course of action was taken as a result of your advice</li> <li>• Can articulate 2 examples of identifying and reporting issues of street data within the National Street Gazetteer</li> </ul> <p>Demonstrable experience in the Service, including consistent performance at Level 4B for a minimum of 18 months</p>
<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Competent user of ICT software packages, e.g. able to use Outlook, write letters, emails and reports and put together a presentation on PowerPoint evidenced through questioning at interview stage with at least one example given of a presentation they've worked on or presented</li> <li>• Interview scenario questions regarding dexterity e.g. ability to accurately take measurements</li> <li>• Evidence of the management of own workstreams from start to finish, including financial monitoring, evidenced through application form and questioning at interview</li> <li>• Ability to identify and being alert to risks and how these impact others questioned at interview</li> <li>• Able to communicate in writing and verbally with a wide audience, evidenced through questioning at interview stage, with at least one example of successful engagement through both options</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Evidence of the management of at least 3 work projects from start to finish, including financial monitoring, evidenced through project documentation such as minutes, works orders, financial monitoring documentation etc</li> <li>• At least 3 design examples where you have used AutoCAD e.g. the production of engineering plans</li> <li>• Can work for long periods of time, carrying out repeated calculations, e.g. gathering data to identify service improvement, evidenced through 2 examples of where service improvements have been suggested</li> <li>• 3 examples of where an appropriate course of action to rectify has been taken as a result of you identifying a non-compliance on the highway and able to articulate the associated risks of not having done so</li> <li>• 3 examples of where you have used your negotiation skills to persuade a particular course of action</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Observations from manager regarding ability to deal with work-related pressure such as deadlines, interruptions and conflicting demands whilst still ensuring consistency. Also evidenced through discussion where at least 3 examples are given</li> <li>• A minimum of 2 examples where innovative thinking has resulted in an imaginative solution to a problem</li> <li>• Observations from manager on ability to organise workload and feedback sought from others on use of relevant communication skills with different audience</li> <li>• Professional conversation regarding the different risks associated with the role and how you are aware and alert to them</li> <li>• Evidence of the financial management of a works project from start to finish, evidenced through project documentation such as minutes, works orders, financial monitoring documentation etc and articulate where you have had to apply any financial judgement</li> </ul>
<p><b>NETWORK OFFICER</b></p>		

EVIDENCE FOR PROGRESSION TO LEVEL 4A	EVIDENCE FOR PROGRESSION TO LEVEL 4B	EVIDENCE FOR PROGRESSION TO LEVEL 4C
<u>Qualifications:</u> <ul style="list-style-type: none"> <li>• Certification evidence presented at interview stage</li> <li>• Photocopy of full UK Driving Licence</li> </ul>	<u>Qualifications:</u> <ul style="list-style-type: none"> <li>• Evidence of enrolment</li> </ul> <u>Training:</u> <ul style="list-style-type: none"> <li>• Evidence, presented at 1:1 with line manager, discussing how the learning has been put into practice</li> </ul>	<u>Qualifications:</u> <ul style="list-style-type: none"> <li>• Relevant qualification certificate in engineering discipline e.g. ILE, HNC</li> <li>• Logged by individual with development records/statement from manager evidencing stretch and challenge.</li> </ul>
<u>Knowledge:</u> <ul style="list-style-type: none"> <li>• GIS system test at interview</li> <li>• Awareness of highway legislation relating to highway maintenance, e.g. Highways Act 1980, demonstrated at interview stage via questions and answers.</li> <li>• Evidenced via application form and scenario-based questions are interview regarding understanding of NRASWA and Inspection protocols</li> </ul> <p><i>External applications should refer to examples from prior positions held within the application statement and competency-based interview questions.</i></p> <p><i>Internal applicants may use documentary evidence in the form of emails, detailed discussions, course certificates, interview exercises, systems or process notes to further evidence competency</i></p>	<u>Knowledge:</u> <ul style="list-style-type: none"> <li>• Can describe at least 2 scenarios where highway design knowledge, construction standards and best practice have been applied, evidenced through works the postholder has direct responsibility over</li> <li>• Use of analytical skills evidence through research and running of reports and presenting 3 data examples and analysis to manager</li> </ul>	<u>Knowledge:</u> <ul style="list-style-type: none"> <li>• Submit 3 examples to demonstrate where you have interpreted and applied relevant legislation and codes of practice in a highway setting and provide a minimum of two examples of turning this theoretical knowledge into practical applications or solutions, e.g. examples to show how consideration was given to meeting statutory responsibility, and 2 examples of where your understanding can lead to innovation or improved service delivery</li> <li>• Articulate knowledge and understanding of highway contracts, e.g. NEC3/4 or other term maintenance contracts at performance appraisal / 1:1</li> </ul>
<u>Experience:</u> <ul style="list-style-type: none"> <li>• ICT test at interview and experience evidenced through questioning at interview stage with examples</li> <li>• Experience of managing own workstreams and independent working evidenced via application form and giving examples through questioning of autonomy of working</li> <li>• Able to communicate in writing and verbally with a wide audience, evidenced through questioning at interview stage, with at least one example of</li> </ul>	<u>Experience:</u> <ul style="list-style-type: none"> <li>• At least 2 years' experience working in a highway Streetworks environment evidenced through employment records</li> <li>• Ability to provide a detailed overview of applying relevant legislation and codes of practice in a highway setting and provide a minimum of two examples of turning this theoretical knowledge into practical applications or solutions</li> <li>• Provide 5 examples of where you have co-ordinated works on the Highway</li> </ul>	<u>Experience:</u> <ul style="list-style-type: none"> <li>• Experienced in a highway discipline for a minimum of 5 years measured by consistent performance appraisals and personnel records</li> <li>• 3 examples of where you have managed the budget through different workstreams/projects from start to finish including where you have raised works orders, explaining how costs were monitored and how you ensured financial compliance. Feedback also sought from budget manager</li> <li>• Provide 3 examples of where you have supervised works on the Highway and where a particular</li> </ul>

successful engagement through both options	<ul style="list-style-type: none"> <li>3 different examples of where you have coached or supported the Technical Support Officers and observation by line manager on use of financial systems with discussion at 1:1 detailing and describing Medway Council Finance System and processes in relation to invoice processing and requisitioning of goods and services</li> </ul> <p>Demonstrable experience in the Service, including consistent performance at Level 4A for a minimum of 18 months</p>	<p>course of action was taken as a result of your advice</p> <p>Demonstrable experience in the Service, including consistent performance at Level 4B for a minimum of 18 months</p>
<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>Competent user of ICT software packages, e.g. able to use Outlook, write letters, emails and reports and put together a presentation on PowerPoint evidenced through questioning at interview stage with at least one example given of a presentation they've worked on or presented</li> <li>Interview scenario questions regarding dexterity e.g. ability to accurately take measurements</li> <li>Evidence of the management of own workstreams from start to finish, including financial monitoring, evidenced through application form and questioning at interview</li> <li>Ability to identify and being alert to risks and how these impact others questioned at interview</li> <li>Able to communicate in writing and verbally with a wide audience, evidenced through questioning at interview stage, with at least one example of successful engagement through both options</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>Evidence of the management of at least 3 work projects from start to finish, including financial monitoring, evidenced through project documentation such as minutes, works orders, financial monitoring documentation etc</li> <li>At least 3 design examples where you have used AutoCAD e.g. the production of engineering plans</li> <li>Can work for long periods of time, carrying out repeated calculations, e.g. gathering data to identify service improvement, evidenced through 2 examples of where service improvements have been suggested</li> <li>3 examples of where an appropriate course of action to rectify has been taken as a result of you identifying a non-compliance on the highway and able to articulate the associated risks of not having done so</li> <li>Use of analytical skills evidenced through research and running of reports and the presentation of 3 examples of data and analysis to manager</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>Observations from manager regarding ability to deal with work-related pressure such as deadlines, interruptions and conflicting demands whilst still ensuring consistency. Also evidenced through discussion where at least 3 examples are given</li> <li>A minimum of 2 examples where innovative thinking has resulted in an imaginative solution to a problem</li> <li>Observations from manager on ability to organise workload and feedback sought from others on use of relevant communication skills with different audience</li> <li>Professional conversation regarding the different risks associated with the role and how you are aware and alert to them</li> <li>Evidence of the financial management of a works project from start to finish, evidenced through project documentation such as minutes, works orders, financial monitoring documentation etc and articulate where you have had to apply any financial judgement</li> </ul>
<b>TRAFFIC MANAGEMENT OFFICER (TRAFFIC MANAGEMENT)</b>		
<b>EVIDENCE FOR PROGRESSION TO LEVEL 5A</b>	<b>EVIDENCE FOR PROGRESSION TO LEVEL 5B</b>	<b>EVIDENCE FOR PROGRESSION TO LEVEL 5C</b>

<u>Qualifications:</u> <ul style="list-style-type: none"> <li>• Certification evidence presented at interview stage</li> <li>• Photocopy of full UK Driving Licence</li> </ul>	<u>Qualifications:</u> <ul style="list-style-type: none"> <li>• Level 5 and project management qualification certificates</li> <li>• Evidence of enrolment onto leadership and management course e.g. ILM5</li> </ul>	<u>Qualifications:</u> <ul style="list-style-type: none"> <li>• Certification evidence of relevant management qualification, e.g. ILM5 Diploma</li> <li>• Confirmation (email etc) of membership</li> <li>• Logged by individual with development records/statement from manager evidencing stretch and challenge</li> </ul>
<u>Knowledge:</u> <ul style="list-style-type: none"> <li>• Knowledge of practical and procedural administrative and technical/project support duties evidenced on application form and via scenario-based questions at interview</li> <li>• Knowledge of GDPR requirements evidenced at interview through questioning</li> <li>• Knowledge of FOI and SAR process requirements evidenced at interview via questioning</li> </ul>	<u>Knowledge:</u> <ul style="list-style-type: none"> <li>• At least two examples of written feedback/evaluation documents demonstrating knowledge of the planning, development and implementation of traffic management Schemes describing how these interface with Council and Member activities</li> <li>• Ability to detail, describe and demonstrate involvement in Medway Council's financial processes and systems applicable to the remit of the role, including budget monitoring and forecasting, performance monitoring and evaluation, evidenced by budget monitoring and forecasting throughout the year</li> </ul>	<u>Knowledge:</u> <ul style="list-style-type: none"> <li>• Able to evidence at least 2 large scale projects with responsibility for delivery, e.g. where postholder has dealt with a project from start to finish and can demonstrate the appropriate consideration of legislative requirements and where any areas of concern were addressed</li> <li>• Ability to detail the roles and responsibilities of the service in relation to Traffic schemes, e.g. statutory and non-statutory services and at least 2 examples of support required by each of these functions</li> </ul>
<u>Experience:</u> <ul style="list-style-type: none"> <li>• 2 years employment experience evidenced via application form and further questioning at interview regarding network improvement schemes</li> <li>• Evidence of experience of working in disagreeable conditions tested at interview</li> <li>• Supervision of staff and experience of training other employees questioned at interview</li> </ul>	<u>Experience:</u> <ul style="list-style-type: none"> <li>• 3 examples of where you have observed, assessed and taken authoritative action in respect of Traffic Management e.g. directing SAG meetings</li> <li>• At least 5 written examples of co-ordinating and compiling data from others into template documents for business continuity plans, risk assessments, service monitoring reports and procurement documentation</li> </ul> <p>Demonstrable experience in the Service, including consistent performance at Level 6A for a minimum of 18 months</p>	<u>Experience:</u> <ul style="list-style-type: none"> <li>• 5 written examples of providing technical support for traffic management schemes and projects, including details of contributions towards project planning, procurement, delivery, budget management and governance</li> <li>• 15 years' experience in a highways/Engineering discipline measured by consistent performance appraisals and personnel records</li> <li>• 3 examples of where you have worked with partners and stakeholders on tender specifications detailing how cost-effective strategies and systems were procured</li> </ul> <p>Demonstrable experience in the Service, including consistent performance at Level 5B for a minimum of 18 months</p>
<u>Skills:</u>	<u>Skills:</u>	<u>Skills:</u>

<ul style="list-style-type: none"> <li>Competent user of ICT software packages, e.g. able to use Outlook, write letters, emails and reports and put together a presentation on PowerPoint evidenced through questioning at interview stage with at least one example given of a presentation they've worked on or presented</li> <li>Ability to progress activities and provide information tested at interview</li> <li>Aware of different risks associated with the role and how alert to them questioned at interview</li> <li>Ability to process invoices/raising orders and associated debt recovery, evidenced through application form and questioning at interview</li> <li>Ability to undertake repeated manual calculations e.g. processing of the monthly account questioned at interview</li> <li>Interview question regarding ability to deal with work-related pressure such as deadlines, interruptions and conflicting demands whilst still ensuring consistency.</li> <li>Organisational and communication skills probed at interview with scenario question</li> <li>Ability to present complex information with different audiences evidenced via application form and probed at interview</li> </ul>	<ul style="list-style-type: none"> <li>5 examples of use of analytical skills evidenced through research and running of reports and presenting data and analysis to manager</li> <li>At least 2 examples of written feedback/evaluation documents demonstrating knowledge of the planning, development and implementation of capital project schemes</li> <li>5 examples of where you have communicated effectively and formed strong partnerships with a range of stakeholders, e.g. through Working Groups, Conferences, Webinars and meetings, evidenced by correspondence, reports and attendance presenting information</li> </ul>	<ul style="list-style-type: none"> <li>3 examples of differing scenarios of where you have fully deputised for the Senior Engineer. Feedback also received from others regarding behaviours etc</li> <li>Submission of 3 reports that you have written independently and delivered to different stakeholder groups</li> <li>3 examples of where you have tailored your communication skills to resent complex information in an understandable way</li> </ul>
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#### ENGINEER (DRAINAGE)

EVIDENCE FOR PROGRESSION TO LEVEL 5A	EVIDENCE FOR PROGRESSION TO LEVEL 5B	EVIDENCE FOR PROGRESSION TO LEVEL 5C
<u>Qualifications:</u> <ul style="list-style-type: none"> <li>Certification evidence presented at interview stage</li> <li>Photocopy of full UK Driving Licence</li> </ul>	<u>Qualifications:</u> <ul style="list-style-type: none"> <li>Level 5 and project management qualification certificates</li> </ul>	<u>Qualifications:</u> <ul style="list-style-type: none"> <li>Certification evidence of relevant management qualification e.g. ILM3 Diploma</li> </ul>

		<ul style="list-style-type: none"> <li>• Logged by individual with development records/statement from manager evidencing stretch and challenge.</li> </ul>
<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Awareness of highway legislation relating to highway maintenance and design, e.g. Highways Act 1980, demonstrated at interview stage via questions and answers.</li> <li>• Highway Engineering, Projects and Construction demonstrated on application form and further questioning at interview</li> <li>• Knowledge of design principles tested via scenario questions at interview</li> <li>• Knowledge of project management principles demonstrated on application form and further questioning at interview</li> <li>• Highway engineering software system test and questioning at interview</li> </ul> <p><i>External applications should refer to examples from prior positions held within the application statement and competency-based interview questions.</i></p> <p><i>Internal applicants may use documentary evidence in the form of emails, detailed discussions, course certificates, interview exercises, systems or process notes to further evidence competency.</i></p>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Ability to detail, describe and demonstrate involvement in Medway Council's financial processes and systems applicable to the remit of the role, including budget monitoring and forecasting, performance monitoring and evaluation, evidenced through discussion in relation to budgets for drainage and expenditure on the contract</li> <li>• At least two examples of written feedback/evaluation documents demonstrating knowledge of drainage management operations</li> <li>• Can apply highway design and construction standards to drainage Operations, e.g. identifying CDM Regulations and other risks associated with works</li> <li>• Able to demonstrate asset management principles for the maintenance and operation of the Medway's drainage assets, evidenced by examples to show value for money maintenance to add longevity to the asset</li> </ul>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• 10 years measured by consistent performance appraisals and personnel records and 2 examples where advanced practical and procedural knowledge in specialist drainage area was used to deliver a project and improved service delivery as a result</li> <li>• Submission detailing an overview of applying relevant legislation and codes of practice in a highway drainage setting with 2 written examples of contributions to Highway Operation works, including financial monitoring and project management processes and describing the roles and responsibilities of the service in relation to drainage operations, including statutory and non-statutory services</li> </ul>
<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• 5 years employment experience evidenced via application form and questioning at interview regarding political awareness and best value principles</li> <li>• Evidence of the management of own workstreams from start to finish, including financial monitoring, evidenced through application form and questioning at interview</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Able to evidence 3 examples where you have researched best practice and regulations and applied highway drainage design and construction standards to different scenarios</li> <li>• Able to evidence at least 2 projects with responsibility for delivery, e.g. where postholder has dealt with a project from start to finish and can demonstrate the appropriate consideration of</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• 10 years' experience in a highway operations discipline measured by consistent performance appraisals and personnel records, with 5 written examples of providing engineering support for drainage project schemes and projects, including details of contributions towards project planning, procurement, delivery, budget management and governance</li> <li>• 2 examples of written evidence of well-developed data interpretation,</li> </ul>



<ul style="list-style-type: none"> <li>• Project management skills and principles evidenced on application form with scenario questions probed at interview</li> <li>• Supervision of staff and experience of training other employees questioned at interview</li> </ul>	<p>legislative requirements and where any areas of concern were addressed</p> <ul style="list-style-type: none"> <li>• 3 examples of where you have had to interpret design drawings and then prepare cost estimates from BoQ (Bill of Quantities) items in the highway contract</li> <li>• Financial responsibilities and understanding monitored by Manager for accuracy quarterly at budget meetings. Feedback received from Service Area accountants. Three examples of using finance systems and processes to support projects and service activities</li> <li>• 3 examples of where you have supported the training, development and mentoring of junior staff and supporting individuals through performance management and career development processes</li> </ul> <p>Demonstrable experience in the Service, including consistent performance at Level 5A for a minimum of 18 months</p>	<p>analytical analysis applicable to the remit of the role, e.g. identifying where cost savings can be made or service delivery improved</p> <p>Demonstrable experience in the Service, including consistent performance at Level 5B for a minimum of 18 months</p>
<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Competent user of ICT software packages, e.g. able to use Outlook, write letters, emails and reports and put together a presentation on PowerPoint evidenced through questioning at interview stage with at least one example given of a presentation they've worked on or presented</li> <li>• AutoCAD system test at interview</li> <li>• Ability to deliver specialist workstreams and manage individual projects from start to finish, including financial monitoring, evidenced through application form and questioning at interview</li> <li>• Management and supervision skills to be probed at interview</li> <li>• Ability to identify and being alert to risks and how these</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• At least 2 examples of where you have been responsible for the delivery of a highway drainage related project from start to finish and can articulate the appropriate consideration of legislative requirements</li> <li>• Observations from manager on ability to organise workload and feedback sought from others on use of relevant communication skills with different audiences</li> <li>• 3 examples of where you have researched or produced data reports and had to analyse and interpret these to various situations</li> <li>• 3 examples of where you have had to develop a plan that can take up to a year to formulate</li> <li>• 2 examples where innovative thinking has resulted in an imaginative solution to a problem with continual improvement, e.g.</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• 2 examples of where you have analysed complex information and developed a strategy for service improvement</li> <li>• 3 examples of differing scenarios of where you have fully deputised for the Senior Engineer. Feedback also received from others regarding behaviours etc</li> <li>• At least three examples of where advice/input involving team issues has been provided, i.e. in relation to health and safety, human resources, delivery plans and the impact of Capital Schemes on other Council services without access to more senior officers</li> <li>• 360 feedback to be sought from the team</li> </ul>



<p>impact others questioned at interview</p> <ul style="list-style-type: none"> <li>• Interview scenario questions regarding dexterity e.g. ability to accurately take measurements</li> <li>• Questioning at interview regarding mental demands and ability to concentrate e.g. writing a report, gathering data to identify service improvement</li> <li>• Interview question regarding ability to deal with work-related pressure such as deadlines, interruptions and conflicting demands whilst still ensuring consistency.</li> </ul>	<p>maintenance improvements, financial savings etc</p> <ul style="list-style-type: none"> <li>• 2 examples of approach to the line management of others with reference to the setting of work programmes, responsibility for financial resources and expenditure, performance, budget monitoring and the identification of training and development needs, applicable to the remit of the role, evidenced through performance appraisals</li> </ul>	
<b>ENGINEER (STRUCTURES)</b>		
<b>EVIDENCE FOR PROGRESSION TO LEVEL 5A</b>	<b>EVIDENCE FOR PROGRESSION TO LEVEL 5B</b>	<b>EVIDENCE FOR PROGRESSION TO LEVEL 5C</b>
<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• Certification evidence presented at interview stage</li> <li>• Photocopy of full UK Driving Licence</li> </ul>	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• Level 5 and project management qualification certificates</li> </ul>	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• Certification evidence of relevant management qualification e.g. ILM3 Diploma</li> <li>• Logged by individual with development records/statement from manager evidencing stretch and challenge.</li> </ul>
<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Awareness of highway legislation relating to highway maintenance and design, e.g. Highways Act 1980, demonstrated at interview stage via questions and answers.</li> <li>• Highway Engineering, Projects and Construction demonstrated on application form and further questioning at interview</li> <li>• Knowledge of design principles tested via scenario questions at interview</li> <li>• Knowledge of project management principles demonstrated on application form and further questioning at interview</li> <li>• Highway engineering software system test and questioning at interview</li> </ul>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Ability to detail, describe and demonstrate involvement in Medway Council's financial processes and systems applicable to the remit of the role, including budget monitoring and forecasting, performance monitoring and evaluation, evidenced through discussion in relation to budgets for drainage and expenditure on the contract</li> <li>• At least two examples of written feedback/evaluation documents demonstrating knowledge of Structural operations</li> <li>• Can apply highway design and construction standards to structural Operations, e.g. evidenced through identifying CDM Regulations and other risks to works being carried out</li> </ul>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• 10 years measured by consistent performance appraisals and personnel records and 2 examples where advanced practical and procedural knowledge in specialist structural area was used to deliver a project and improved service delivery as a result</li> <li>• Submission of a detailed overview of applying relevant legislation and codes of practice in a highways structural setting with 2 written examples of contributions to Highway Operation works, including financial monitoring and project management processes and describing the roles and responsibilities of the service in relation to structural operations, including statutory and non-statutory services</li> </ul>

<p><i>External applications should refer to examples from prior positions held within the application statement and competency-based interview questions.</i></p> <p><i>Internal applicants may use documentary evidence in the form of emails, detailed discussions, course certificates, interview exercises, systems or process notes to further evidence competency.</i></p>	<ul style="list-style-type: none"> <li>• Able to demonstrate asset management principles for the maintenance and operation of the Medway's drainage assets, evidenced by examples to show value for money maintenance to add longevity to the asset</li> </ul>	
<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• 5 years employment experience evidenced via application form and questioning at interview regarding political awareness and best value principles</li> <li>• Evidence of the management of own workstreams from start to finish, including financial monitoring, evidenced through application form and questioning at interview</li> <li>• Project management skills and principles evidenced on application form with scenario questions probed at interview</li> <li>• Supervision of staff and experience of training other employees questioned at interview</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Able to evidence 3 examples where you have researched best practice and regulations and applied highway structural design and construction standards to different scenarios</li> <li>• Able to evidence at least 2 projects with responsibility for delivery, e.g. where postholder has dealt with a project from start to finish and can demonstrate the appropriate consideration of legislative requirements and where any areas of concern were addressed</li> <li>• 3 examples of where you have had to interpret design drawings and then prepare cost estimates from BoQ (Bill of Quantities)</li> <li>• Financial responsibilities and understanding monitored by Manager for accuracy quarterly at budget meetings. Feedback received from Service Area accountants. Three examples of using finance systems and processes to support projects and service activities</li> <li>• 3 examples of where you have supported the training, development and mentoring of junior staff and supporting individuals through performance management and career development processes</li> </ul> <p>Demonstrable experience in the Service, including consistent</p>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• 10 years' experience in a highway operations discipline measured by consistent performance appraisals and personnel records, with 5 written examples of providing engineering support for structural operations project schemes and projects, including details of contributions towards project planning, procurement, delivery, budget management and governance</li> <li>• 2 examples of written evidence of well-developed data interpretation, analytical analysis applicable to the remit of the role, e.g. identifying where cost savings can be made or service delivery improved</li> </ul> <p>Demonstrable experience in the Service, including consistent performance at Level 5B for a minimum of 18 months</p>

	performance at Level 5A for a minimum of 18 months	
<u>Skills:</u> <ul style="list-style-type: none"> <li>Competent user of ICT software packages, e.g. able to use Outlook, write letters, emails and reports and put together a presentation on PowerPoint evidenced through questioning at interview stage with at least one example given of a presentation they've worked on or presented</li> <li>AutoCAD system test at interview</li> <li>Ability to deliver specialist workstreams and manage individual projects from start to finish, including financial monitoring, evidenced through application form and questioning at interview</li> <li>Management and supervision skills to be probed at interview</li> <li>Ability to identify and being alert to risks and how these impact others questioned at interview</li> <li>Interview scenario questions regarding dexterity e.g. ability to accurately take measurements</li> <li>Questioning at interview regarding mental demands and ability to concentrate e.g. writing a report, gathering data to identify service improvement</li> <li>Interview question regarding ability to deal with work-related pressure such as deadlines, interruptions and conflicting demands whilst still ensuring consistency.</li> </ul>	<u>Skills:</u> <ul style="list-style-type: none"> <li>At least 2 examples of where you have been responsible for the delivery of a highway drainage related project from start to finish and can articulate the appropriate consideration of legislative requirements</li> <li>Observations from manager on ability to organise workload and feedback sought from others on use of relevant communication skills with different audiences</li> <li>3 examples of where you have researched or produced data reports and had to analyse and interpret these to various situations</li> <li>3 examples of where you have had to develop a plan that can take up to a year to formulate</li> <li>2 examples where innovative thinking has resulted in an imaginative solution to a problem with continual improvement, e.g. maintenance improvements, financial savings etc</li> <li>2 examples of approach to the line management of others with reference to the setting of work programmes, responsibility for financial resources and expenditure, performance, budget monitoring and the identification of training and development needs, applicable to the remit of the role, evidenced through performance appraisals</li> </ul>	<u>Skills:</u> <ul style="list-style-type: none"> <li>2 examples of where you have analysed complex information and developed a strategy for service improvement</li> <li>3 examples of differing scenarios of where you have fully deputised for the Senior Engineer. Feedback also received from others regarding behaviours etc</li> <li>At least three examples of where advice/input involving team issues has been provided, i.e. in relation to health and safety, human resources, delivery plans and the impact of Capital Schemes on other Council services without access to more senior officers</li> <li>360 feedback to be sought from the team</li> </ul>

### SENIOR ENGINEER (TRAFFIC MANAGEMENT)

EVIDENCE FOR PROGRESSION TO LEVEL 6A	EVIDENCE FOR PROGRESSION TO LEVEL 6B	EVIDENCE FOR PROGRESSION TO LEVEL 6C
<u>Qualifications:</u> <ul style="list-style-type: none"> <li>Certification evidence presented at interview stage</li> <li>Photocopy of full UK Driving Licence</li> </ul>	<u>Qualifications:</u> <ul style="list-style-type: none"> <li>Evidence of enrolment onto a leadership and management course, e.g. ILM5 Diploma</li> </ul> <u>Training:</u>	<u>Qualifications:</u> <ul style="list-style-type: none"> <li>Certification evidence relevant qualification(s), e.g. ILM5 Diploma</li> <li>Logged by individual with development records/statement</li> </ul>

	<ul style="list-style-type: none"> <li>Evidence, presented at 1:1 with line manager, discussing how the learning has been put into practice</li> </ul>	from manager evidencing stretch and challenge.
<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>Awareness of highway legislation relating to traffic management and design, e.g. Highways Act 1980, demonstrated at interview stage via questions and answers.</li> <li>ICT software package knowledge evidence from application form and testing at interview</li> <li>Highway Engineering, alteration projects and new highway construction demonstrated on application form and further questioning at interview</li> <li>Knowledge of design principles tested via scenario questions at interview</li> <li>Knowledge of and experience in project management principles demonstrated on application form and further questioning at interview</li> <li>Knowledge of TRO's and TTROs demonstrated on application form and further questioning at interview</li> <li>Scenario based questioning regarding the development and management of changes to TROs</li> </ul> <p><i>External applications should refer to examples from prior positions held within the application statement and competency-based interview questions.</i></p> <p><i>Internal applicants may use documentary evidence in the form of emails, detailed discussions, course certificates, interview exercises, systems or process notes to further evidence competency</i></p>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>At least 2 examples of written feedback/evaluation documents demonstrating knowledge of the planning, development and implementation of Traffic activities and associated risks, e.g. through events discussed at SAG meetings that are subsequently implemented</li> <li>Can articulate knowledge of the Safety Advisory Group, how to undertake risk management and 2 examples of where you have mitigated against perceived risks</li> <li>Articulate knowledge and understanding of highway contracts, e.g. NEC3/4 or other term maintenance contracts at performance appraisal / 1:1</li> <li>Ability to detail, describe and demonstrate involvement in the financial processes and systems applicable to the remit of the role, including budget monitoring and forecasting, performance monitoring and evaluation, e.g. able to produce documentation to show income and expenditure for the Team such as Temporary Traffic Regulation Orders (TTROs)</li> <li>Ability to apply project management processes across a traffic operations environment, e.g. planned events evidenced to show appropriate consultation with stakeholders and implementation of measures to reduce congestion on the network</li> <li>At least 2 examples of written feedback/evaluation documents demonstrating knowledge of highway law</li> <li>Can demonstrate knowledge of Asset Management Principles, showing strategic, tactical and operational application, evidenced through 2 examples where this has been applied, e.g.</li> </ul>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>Extensive knowledge of highway street lighting software packages, e.g. PLANET, Confirm etc evidenced through 5 examples of where you have provided support and training to more junior users</li> <li>Provide a detailed written overview of applying relevant legislation and codes of practice in a traffic management setting with 2 written examples of contributions to traffic management works, including financial monitoring and project management processes demonstrating service improvement</li> <li>Extensive knowledge of highway operations in relation to highway contracts, e.g. key performance targets and indicators, evidenced through collation of street lighting key performance indicators and the impact of not meeting targets</li> <li>At least two written examples of applying extensive knowledge across traffic management, complying with legislative requirements, e.g. streetworks permitting, Highways Act 1980, sealing of Traffic Regulation Orders where advanced practical and procedural knowledge in your specialist area was used to deliver a project</li> </ul>

	demonstrates through discussion what maintenance activities were considered and how it offers value for money over other options and how that increases longevity of the asset	
<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Evidence of partnership working via application form and further questioning at interview regarding the added value this brought</li> <li>• Scenario based questions at interview regarding experience in ensuring compliance in traffic management projects</li> <li>• Evidence of the management of individual highway related projects from start to finish, including financial monitoring, as well as supporting other junior colleagues managing smaller projects evidenced through application form and questioning at interview</li> <li>• Supervision of staff and experience of training other employees questioned at interview</li> <li>• Evidence of ICT experience probed at interview along with ICT test</li> <li>• 10 years employment experience evidenced via application form or personnel records for internal candidates with questioning at interview regarding political awareness and best value principles</li> <li>• Experience of dealing with emergency practices which pose a risk to the health and safety of others probed at interview with a scenario-based question</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• 3 examples of where you have observed, assessed and taken authoritative action in respect of Traffic Management e.g. directing SAG meetings</li> <li>• 3 examples of where you have taken responsibility for the management of traffic operations across Medway</li> <li>• 3 examples of where you have monitored incidents and describe the actions you took to minimise disruption on the highway network</li> <li>• 3 examples of where you have provided advice on temporary traffic management scenarios and events and 3 examples of where you have provided support to the Streetworks Manager</li> <li>• 2 examples of where you have presented your own report to Council and public meetings</li> <li>• Able to evidence at least 3 scenarios where you have applied knowledge to complex traffic management operations design and construction standards using best practice and regulations showing the consideration of legislative requirements and where any areas of concern were addressed</li> <li>• 5 years' experience at a senior level managing a team of staff in a highways environment delivering evidenced via performance appraisals and 3 examples of large works programmes where you have implemented structural and electrical testing regimes</li> <li>• 1 example of using finance systems and processes to support highway traffic management activities, e.g. evidence of the collation and processing of the monthly account</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• 15 years' experience in a highway traffic management discipline measured by consistent performance appraisals and personnel records</li> <li>• Feedback from Service Area Accountant regarding budget management accuracy</li> <li>• At least 3 written examples of where you have delivered sustainable solutions for major and complex traffic management projects and articulate the issues you had to overcome</li> <li>• Written evidence of well-developed data interpretation, analytical analysis applicable to the remit of the role, e.g. evidence to support understanding of how data and its analysis supports improvement across Highways operations activities</li> <li>• 10 years' experience of supervising a team evidenced through post holding and personnel records. 360 feedback to be sought from staff on leadership effectiveness</li> </ul> <p>Demonstrable experience in the service including consistent performance at Level 6B for a minimum of 18 months</p>

	<ul style="list-style-type: none"> <li>• 5 examples of using your experience to support the training and development of junior staff</li> <li>• Articulate where you have supervised works and services via a traffic management contract</li> </ul> <p>Demonstrable experience in the Service, including consistent performance at Level 6A for a minimum of 18 months</p>	
<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Competent user of ICT software packages, e.g. able to use Outlook, write letters, emails and reports and put together a presentation on PowerPoint evidenced through questioning at interview stage with at least one example given of a presentation they've worked on or presented</li> <li>• AutoCAD system test at interview</li> <li>• Ability to deliver specialist workstreams and manage individual projects from start to finish, including financial monitoring, evidenced through application form and questioning at interview</li> <li>• Project management skills tested with scenario-based questions at interview</li> <li>• Management and supervision skills to be probed at interview</li> <li>• Questioning at interview regarding mental demands and ability to concentrate e.g. writing a report, gathering data to identify service improvement</li> <li>• Interview scenario questions regarding dexterity e.g. ability to accurately take measurements</li> <li>• Interview question regarding ability to deal with work-related pressure such as deadlines, interruptions and conflicting demands whilst still ensuring consistency.</li> <li>• Questioning at interview on ability to organise workload and</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• At least 3 examples showing your awareness on the direct impact on the well-being on individuals or groups because of proposed works and detail how you mitigated against this</li> <li>• Financial responsibilities and understanding monitored by Manager for accuracy quarterly at budget meetings. Feedback to be received from Service Area accountant. Three examples of where officer has covered in the absence of the Principal Engineer</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• 2 examples of promoting and supporting creative and innovative thinking across the team and the delivery of continual improvement</li> <li>• 3 examples of differing scenarios of where you have fully deputised for the Principal Engineer. Feedback also received from others regarding behaviours etc</li> <li>• At least 2 examples of where advice/input involving team issues has been provided, i.e. in relation to health and safety, human resources, delivery plans and the impact of highway works on network users and other Council services</li> <li>• 1 written example of contributions to Asset Management Principles, including financial monitoring and management processes which contribute to lifecycle planning, e.g. evidence to show strategic, tactical and operational solutions that offer value for money and investment into the asset</li> </ul>

<p>use of relevant communication skills with different audiences</p> <ul style="list-style-type: none"> <li>Analytical skills and types of complex information probed at interview</li> <li>Scenario-based question to identify the types of solutions formulated asked at interview</li> </ul>		
STREETWORKS MANAGER		
EVIDENCE FOR PROGRESSION TO LEVEL 6A	EVIDENCE FOR PROGRESSION TO LEVEL 6B	EVIDENCE FOR PROGRESSION TO LEVEL 6C
<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>Certification evidence presented at interview stage</li> <li>Photocopy of full UK Driving Licence</li> </ul>	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>NRASWA Supervisors Accreditation Certificate</li> <li>Certification evidence of relevant management qualification(s), e.g. ILM5 Diploma</li> </ul>	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>Project Management certificate, e.g. PRINCE2</li> <li>Logged by individual with development records/statement from manager evidencing stretch and challenge.</li> </ul>
<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>Awareness of highway legislation relating to highway maintenance and design, e.g. Highways Act 1980, demonstrated at interview stage via questions and answers.</li> <li>Knowledge of project management principles demonstrated on application form and further questioning at interview</li> <li>Technical knowledge of work practices, processes and procedures to be evidenced on application form and further questioning at interview. Systems knowledge to be evidenced via a test at interview</li> <li>Awareness and general knowledge of financial processes to be questioned at interview</li> </ul> <p><i>External applications should refer to examples from prior positions held within the application statement and competency-based interview questions.</i></p>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>At least 2 examples of written feedback/evaluation documents demonstrating knowledge of adhering to statutory responsibility and any associated enforcement</li> <li>Articulate knowledge and understanding of highway contracts, e.g. NEC3/4 or other term maintenance contracts and contract monitoring including key performance targets and indicators, evidenced through collation of street lighting key performance indicators and can articulate the impact of not meeting targets</li> <li>3 examples of applying relevant highway legislation and statutory requirements relating to Highway maintenance and traffic management and Streetworks, e.g. Highways Act 1980, NRASWA</li> </ul>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>At least two written examples of applying extensive knowledge across highway operations, complying with legislative requirements, e.g. streetworks permitting, where advanced practical and procedural knowledge in your specialist area was used to deliver a project</li> <li>Able to detail, describe and demonstrate 5 examples of your understanding and knowledge relating to Traffic and Temporary Traffic Regulation Orders (TTROs)</li> </ul>

<p><i>Internal applicants may use documentary evidence in the form of emails, detailed discussions, course certificates, interview exercises, systems or process notes to further evidence competency</i></p>		
<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• 3 years employment experience in a Streetworks discipline evidenced via application form or personnel records for internal candidates</li> <li>• Supervision of staff and experience of training other employees questioned at interview</li> <li>• Evidence of the management of large engineering workstreams from start to finish, including financial monitoring, as well as supporting other junior colleagues managing smaller projects evidenced through application form and questioning at interview</li> <li>• Evidence of monitoring expenditure and income captured on application form and supplementary questions at interview</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• 5 years' experience at a senior level managing a team of staff in a highways environment evidenced via performance appraisals and 3 examples of large works programmes where you have implemented structural and electrical testing regimes</li> <li>• Ability to detail, describe and demonstrate involvement in Medway Council's financial processes and systems applicable to the remit of the role, including budget monitoring and forecasting, performance monitoring and evaluation, evidenced through discussion in relation to budgets for drainage and expenditure on the contract</li> <li>• 3 examples of where you have supported the training, development and mentoring of junior staff and supporting individuals through performance management and career development processes</li> <li>• 5 examples of where you have communicated effectively with a range of stakeholders, e.g. through Working Groups, Conferences, Webinars and meetings, evidenced by correspondence, reports and attendance presenting information</li> </ul> <p>Demonstrable experience in the Service, including consistent performance at Level 6A for a minimum of 18 months</p>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• 15 years' experience in a highway traffic management discipline measured by consistent performance appraisals and personnel records</li> <li>• 3 examples of differing scenarios of where you have fully deputised for the Principal Engineer. Feedback also received from others regarding behaviours etc</li> <li>• Written evidence of well-developed data interpretation, analytical analysis applicable to the remit of the role, e.g. evidence to support understanding of how data and its analysis supports improvement across Highways operations activities</li> <li>• At least 3 written examples of where you have made improvements to the highway service by reviewing and amended existing/new policies and practices</li> <li>• Detailed example of where you have analysed complex information, advised and developed a strategy for service improvement relating to the safeguarding and integrity of the Permit Scheme</li> </ul> <p>Demonstrable experience in the service including consistent performance at Level 6B for a minimum of 18 months</p>
<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Competent user of ICT software packages, e.g. able to use Outlook, write letters, emails and reports and put together a presentation on PowerPoint</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• 2 examples of promoting and supporting creative and innovative thinking across the team and the delivery of continual improvement</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• At least 2 examples of where you have taken authoritative action/advice/input, i.e. in relation to health and safety, human resources, delivery plans and the impact of</li> </ul>



<p>evidenced through questioning at interview stage with at least one example given of a presentation they've worked on or presented</p> <ul style="list-style-type: none"> <li>Knowledge of asset management principles tested via scenario questions at interview</li> <li>Ability to deliver multiple workstreams and manage individual projects from start to finish, including financial monitoring, evidenced through application form and questioning at interview</li> <li>Management and supervision skills to be probed at interview</li> <li>Interview scenario questions regarding dexterity e.g. ability to accurately take measurements</li> <li>Questioning at interview on ability to organise workload and use of relevant communication skills with different audiences</li> <li>Interview question regarding ability to deal with work-related pressure such as deadlines, interruptions and conflicting demands whilst still ensuring consistency.</li> </ul>	<ul style="list-style-type: none"> <li>Professional conversation regarding the different risks associated with the role and how you are aware and alert to them</li> <li>At least 3 examples showing your awareness on the direct impact on the well-being on individuals or groups because of proposed works and detail how you mitigated against this</li> <li>Financial responsibilities and understanding monitored by Manager for accuracy quarterly at budget meetings. Feedback to be received from Service Area accountant. Three examples of where officer has covered in the absence of the Principal Engineer</li> <li>Evidence of independent working on complex workstream and 2 examples of where you have provided advice to colleagues/contractors on areas for concern</li> </ul>	<p>streetworks on network users and other Council services</p> <ul style="list-style-type: none"> <li>An example where the allocation of resources, roles and responsibilities have been implemented to improve the efficiency and effectiveness of service delivery without access to a more senior officer</li> <li>Written evidence of well-developed data interpretation, analytical analysis applicable to the remit of the role, e.g. evidence to support understanding of how data and its analysis supports improvement across Highways operations activities</li> <li>3 written examples of providing support for large scale streetworks projects, including details of contributions towards project planning, procurement, delivery, budget management and governance where you have not had access to more senior officers</li> </ul>
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#### SENIOR ENGINEER (STRUCTURES, TUNNEL AND DRAINAGE)

EVIDENCE FOR PROGRESSION TO LEVEL 6A	EVIDENCE FOR PROGRESSION TO LEVEL 6B	EVIDENCE FOR PROGRESSION TO LEVEL 6C
<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>Certification evidence presented at interview stage</li> <li>Photocopy of full UK Driving Licence</li> </ul>	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>Evidence of enrolment onto a leadership and management course, e.g. ILM5 Diploma</li> </ul> <p><u>Training:</u></p> <ul style="list-style-type: none"> <li>Evidence, presented at 1:1 with line manager, discussing how the learning has been put into practice</li> </ul>	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>Certification evidence relevant qualification(s), e.g. ILM5 Diploma</li> <li>Logged by individual with development records/statement from manager evidencing stretch and challenge.</li> </ul>
<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>Awareness of highway legislation relating to Highway Maintenance and Design, e.g. Highways Act 1980, demonstrated at interview</li> </ul>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>Detail, describe and demonstrate your involvement in the financial processes and systems applicable to the remit of the role, including budget monitoring and forecasting, performance</li> </ul>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>Extensive knowledge of highway software packages, e.g. PLANET, Confirm etc evidenced through 5 examples of where you have provided support and training to more junior users</li> </ul>

<p>stage via questions and answers.</p> <ul style="list-style-type: none"> <li>• Highway Engineering, alteration projects and new highway construction demonstrated on application form and further questioning at interview</li> <li>• ICT software package knowledge evidenced from application form and testing at interview</li> <li>• Engineering software packages and associated CMS software evidenced from application form and questioning at interview</li> <li>• Knowledge of design principles tested via scenario questions at interview</li> <li>• Knowledge of and experience in project management principles demonstrated on application form and further questioning at interview</li> </ul> <p><i>External applications should refer to examples from prior positions held within the application statement and competency-based interview questions.</i></p> <p><i>Internal applicants may use documentary evidence in the form of emails, detailed discussions, course certificates, interview exercises, systems or process notes to further evidence competency</i></p>	<p>monitoring and evaluation, evidenced with examples of budget monitoring and forecasting throughout the year</p> <ul style="list-style-type: none"> <li>• An example of where you have applied project management processes across a highway structures, tunnel and drainage environment, e.g. planned maintenance and co-ordination of tunnel closures</li> <li>• At least 2 examples of written feedback/evaluation documents demonstrating knowledge of the planning, development and implementation of highway structures, tunnel and drainage activities, including planned and emergency works</li> <li>• At least 2 examples of written feedback/evaluation documents demonstrating knowledge of highway law</li> <li>• Can articulate knowledge of the Safety Advisory Group, how to undertake risk management and 2 examples of where you have mitigated against perceived risks</li> <li>• Articulate knowledge and understanding of highway contracts, e.g. NEC3/4 or other term maintenance contracts at performance appraisal / 1:1</li> <li>• Can demonstrate knowledge of Asset Management Principles, showing strategic, tactical and operational application, evidenced through 2 examples where this has been applied, e.g. demonstrates through discussion what maintenance activities were considered and how it offers value for money over other options and how that increases longevity of the asset</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to provide a detailed overview of applying relevant legislation and codes of practice in a highway structures, tunnel and drainage environment with 2 written examples of contributions to highway structures, tunnel and drainage works, including financial monitoring and project management processes demonstrating service improvement</li> <li>• Extensive knowledge of highway operations in relation to highway contracts, e.g. key performance targets and indicators, evidenced through collation of street lighting key performance indicators and the impact of not meeting targets</li> <li>• At least two written examples of applying extensive knowledge across highway structures, tunnel and drainage, complying with legislative requirements, e.g. streetworks permitting, Highways Act 1980, sealing of Traffic Regulation Orders where advanced practical and procedural knowledge in your specialist area was used to deliver a project</li> </ul>
<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Evidence of partnership working via application form and further questioning at interview regarding the added value this brought</li> <li>• Scenario based questions at interview regarding experience</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Able to evidence at least 3 scenarios where you have applied knowledge to complex highway structures, tunnel and drainage design and construction standards using best practise and regulations showing the consideration of legislative</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• 15 years' experience in a Highways Tunnel, Structures and Drainage discipline measured by consistent performance appraisals and personnel records</li> <li>• Feedback from Service Area Accountant regarding budget management accuracy</li> </ul>

<p>in ensuring compliance in traffic management projects</p> <ul style="list-style-type: none"> <li>• Evidence of the management of individual highway structures, tunnel and drainage activities related projects from start to finish, including financial monitoring, as well as supporting other junior colleagues managing smaller projects evidenced through application form and questioning at interview</li> <li>• Supervision of staff and experience of training other employees questioned at interview</li> <li>• Evidence of ICT experience probed at interview along with ICT test</li> <li>• 10 years employment experience evidenced via application form or personnel records for internal candidates with questioning at interview regarding political awareness and best value principles</li> <li>• Experience of dealing with emergency practices which pose a risk to the health and safety of others probed at interview with a scenario-based question</li> </ul>	<p>requirements and where any areas of concern were addressed</p> <ul style="list-style-type: none"> <li>• 5 years' experience at a senior level managing a team of staff in a structures, tunnel and drainage environment delivering evidenced via performance appraisals and 3 examples of large works programmes where you have implemented structural and electrical testing regimes</li> <li>• Evidence of independent working on complex workstream and 2 examples of where you have provided advice to colleagues/contractors on areas for concern</li> <li>• 3 examples of where you have had to interpret design drawings and then prepare cost estimates from BoQ (Bill of Quantities) items in the highway contract</li> <li>• 1 example of using finance systems and processes to support street lighting activities, e.g. evidence of the collation and processing of the monthly account</li> <li>• 5 examples of using your experience to support the training and development of junior staff</li> <li>• 2 examples of where you have presented your own report to Council and public meetings</li> <li>• Demonstrable experience of using a highway contract to prepare cost estimates for various workstreams, e.g. through the preparation and costings of work using rates within the highway contract</li> </ul> <p>Demonstrable experience in the Service, including consistent performance at Level 6A for a minimum of 18 months</p>	<ul style="list-style-type: none"> <li>• At least 3 written examples of where you have delivered sustainable solutions for major and complex traffic management projects and articulate the issues you had to overcome</li> <li>• Written evidence of well-developed data interpretation, analytical analysis applicable to the remit of the role, e.g. evidence to support understanding of how data and its analysis supports improvement across Highways operations activities</li> <li>• 10 years' experience of supervising a team evidenced through post holding and personnel records. 360 feedback to be sought from staff on leadership effectiveness</li> </ul> <p>Demonstrable experience in the service including consistent performance at Level 6B for a minimum of 18 months</p>
<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Competent user of ICT software packages, e.g. able to use Outlook, write letters, emails and reports and put together a presentation on PowerPoint evidenced through questioning at interview stage with at least</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• At least 3 examples showing your awareness on the direct impact on the well-being on individuals or groups because of proposed works and detail how you mitigated against this</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• 2 examples of promoting and supporting creative and innovative thinking across the team and the delivery of continual improvement</li> <li>• 3 examples of differing scenarios of where you have fully deputised for the Principal Engineer. Feedback also</li> </ul>

<p>one example given of a presentation they've worked on or presented</p> <ul style="list-style-type: none"> <li>• AutoCAD system test at interview</li> <li>• Ability to deliver specialist workstreams and manage individual projects from start to finish, including financial monitoring, evidenced through application form and questioning at interview</li> <li>• Project management skills tested with scenario-based questions at interview</li> <li>• Management and supervision skills to be probed at interview</li> <li>• Questioning at interview regarding mental demands and ability to concentrate e.g. writing a report, gathering data to identify service improvement</li> <li>• Interview scenario questions regarding dexterity e.g. ability to accurately take measurements</li> <li>• Interview question regarding ability to deal with work-related pressure such as deadlines, interruptions and conflicting demands whilst still ensuring consistency.</li> <li>• Questioning at interview on ability to organise workload and use of relevant communication skills with different audiences</li> <li>• Analytical skills and types of complex information probed at interview</li> <li>• Scenario-based question to identify the types of solutions formulated asked at interview</li> </ul>	<ul style="list-style-type: none"> <li>• Financial responsibilities and understanding monitored by Manager for accuracy quarterly at budget meetings. Feedback to be received from Service Area accountant. Three examples of where officer has covered in the absence of the Principal Engineer</li> </ul>	<p>received from others regarding behaviours etc</p> <ul style="list-style-type: none"> <li>• At least 2 examples of where advice/input involving team issues has been provided, i.e. in relation to health and safety, human resources, delivery plans and the impact of highway works on network users and other Council services</li> <li>• 1 written example of contributions to Asset Management Principles, including financial monitoring and management processes which contribute to lifecycle planning, e.g. evidence to show strategic, tactical and operational solutions that offer value for money and investment into the asset</li> </ul>
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#### PRINCIPAL ENGINEER (ASSET & NETWORK MANAGEMENT)

EVIDENCE FOR PROGRESSION TO LEVEL 7A	EVIDENCE FOR PROGRESSION TO LEVEL 7B	EVIDENCE FOR PROGRESSION TO LEVEL 7C
<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• Certification evidence presented at interview stage</li> <li>• Photocopy of full UK Driving Licence</li> </ul>	<p><u>Qualifications:</u></p> <p>Certification evidence of leadership and management course, e.g. ILM5 Diploma</p>	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• Certification evidence of relevant qualification, e.g. BSc/MA/MSc in Management, Civil Engineering</li> <li>• Logged by individual with development records/statement from</li> </ul>

		manager evidencing stretch and challenge.
<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Knowledge of project management principles demonstrated on application form and further questioning at interview</li> <li>• Local Government knowledge and exposure to senior leaders evidenced via application form and further questioning at interview</li> <li>• Awareness of highway legislation and statutory requirements relating to Highway maintenance and traffic management and Streetworks, e.g. Highways Act 1980, NRASWA demonstrated at interview stage via questions and answers.</li> <li>• Awareness and knowledge of the Streetworks permitting system to be tested at interview</li> <li>• Knowledge of TRO's and TTROs demonstrated on application form and further questioning at interview</li> <li>• Knowledge of asset management principles tested via scenario questions at interview</li> <li>• Highways projects and construction evidenced on application form and questioned at interview</li> </ul> <p><i>External applications should refer to examples from prior positions held within the application statement and competency-based interview questions.</i></p> <p><i>Internal applicants may use documentary evidence in the form of emails, detailed discussions, course certificates, interview exercises, systems or process notes to further evidence competency.</i></p>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• 2 examples of complex project management processes detailing your specialist knowledge across multiple service areas</li> <li>• Can articulate at performance appraisal / 1:1 knowledge of external funding streams and evidence of where this has been applied successfully</li> <li>• Can articulate the network hierarchy in relation to winter maintenance and inspection and give 2 examples of where you have made decisions regarding the regime without access or input from a senior manager</li> <li>• Can articulate knowledge of the Safety Advisory Group, how to undertake risk management and 2 examples of where you have mitigated against perceived risks</li> <li>• Ability to detail, describe and demonstrate involvement in the financial processes and systems applicable to the remit of the role, including budget monitoring and forecasting, performance monitoring and evaluation, evidenced through 2 examples</li> <li>• 2 examples of written feedback/evaluation documents demonstrating knowledge of the planning, development and implementation of Streetworks activities, including planned and emergency works and appropriate licensing activities</li> <li>• Can describe at least 2 scenarios where highway design knowledge, construction standards and best practice have been applied, evidenced through works the postholder has direct responsibility over</li> </ul>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Articulate knowledge of managing highway contracts, e.g. NEC3/4 or other term maintenance contracts at performance appraisal / 1:1, and partnership working involved in their success</li> <li>• Knowledge of highway infrastructure contract and the practical application of Key Performance Indicators and monitoring contractor adherence, evidenced through discussion of how key performance indicators impact performance and examples where contractor adherence has not been met</li> <li>• 2 examples of reviewing condition survey data i.e. from SCRIM and SCANNER reports and planning maintenance around data</li> <li>• 1 written example of contributions to Asset Management Principles, including financial monitoring and management processes which contribute to lifecycle planning, e.g. evidence to show strategic, tactical and operational solutions that offer value for money and investment into the asset</li> <li>• Knowledge of advanced theoretical, practical and procedural knowledge across a specialist area e.g. evidenced through 3 examples where this has been applied to improve service delivery</li> <li>• Ability to detail the roles and responsibilities of the service in relation to highway works, including statutory and non-statutory services and at least 2 examples of support required by each of these functions</li> </ul>
<u>Experience:</u>	<u>Experience:</u>	<u>Experience:</u>

<ul style="list-style-type: none"> <li>• 15 years employment experience and employment industry evidenced via application form or personnel records for internal candidates with questioning at interview regarding the application of highway engineering solutions, political awareness, partnership working and best value principles</li> <li>• Evidence of the management of various highway related projects from start to finish, including financial monitoring, as well as supporting other junior colleagues managing smaller projects evidenced through application form and questioning at interview</li> <li>• Evidence of applying project management principles, practices, and methods questioned at interview</li> <li>• Management of staff and experience of training other employees questioned at interview</li> </ul>	<ul style="list-style-type: none"> <li>• 5 years' experience at a senior level managing a team of staff and budgets with financial accountability evidenced via post holding history and performance appraisals and 1 example of using finance systems and processes to support staffing operation activities, e.g. evidence of the collation and processing of the monthly account</li> <li>• At least 3 written examples of dealing with Members at a high level e.g. attending Committee Meetings or presenting to Members or any Member Working Parties</li> <li>• Can describe at least 2 scenarios where highway design knowledge, construction standards and best practice have been applied, evidenced through works the postholder has direct responsibility over</li> <li>• Evidence of independent working on and overseeing complex workstreams with 2 examples of where you have provided advice to colleagues/contractors on areas for concern</li> <li>• 3 examples of where you have had to interpret design drawings, prepare cost estimates from scheduled BoQ (Bill of Quantities) items in the highway contract</li> <li>• Experience of build building and financial accountability to monitored by Manager for accuracy quarterly at budget meetings. Feedback to be received from Service Area accountant. Three examples of where officer has covered in the absence of the Head of Service</li> </ul> <p>Demonstrable experience in the Service, including consistent performance at Level 7A for a minimum of 18 months</p>	<ul style="list-style-type: none"> <li>• 20 years' experience in a highways/Engineering discipline measured by consistent performance appraisals and personnel records and 3 examples of differing scenarios of where you have fully deputised for the Head of Service. Feedback also received from others regarding behaviours etc</li> <li>• Written evidence of well-developed data interpretation, analytical analysis example applicable to the remit of the role</li> <li>• 2 examples of where you have been involved and responsibly for the writing, tendering and awarding of a highways contract</li> </ul> <p>Demonstrable experience in the service including consistent performance at Level 7B for a minimum of 18 months</p>
<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Management and supervision skills to be probed at interview</li> <li>• Highly developed communication skills and ability</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Provide 5 different examples where you have used your leadership skills to lead, persuade, motivate and influence</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• 3 examples of differing scenarios of where you have fully deputised for the Head of Service. Feedback also</li> </ul>

<p>to tailor to the needs of the audience measured at interview</p> <ul style="list-style-type: none"> <li>Competent user of ICT software packages, e.g. able to use Outlook, write letters, emails and reports and put together a presentation on PowerPoint evidenced through questioning at interview stage with at least one example given of a presentation they've worked on or presented. The need to give a presentation on a highways related matter may also be part of the interview process</li> <li>Ability to deliver specialist workstreams and manage individual projects from start to finish, including financial monitoring, evidenced through application form and questioning at interview</li> <li>Ability and understanding of being alert to the risks on the network that may require intervention demonstrated at interview</li> <li>Interview scenario questions regarding dexterity e.g. ability to accurately take measurements</li> <li>Questioning at interview regarding mental demands and ability to concentrate e.g. writing a report, gathering data to identify service improvement</li> </ul>	<p>others to take a particular course of action they may not have otherwise taken</p> <ul style="list-style-type: none"> <li>At least one example of promoting and supporting creative and innovative thinking across the team and the delivery of continual improvement, e.g. involvement and liaison with others to trial</li> </ul>	<p>received from others regarding behaviours etc</p> <ul style="list-style-type: none"> <li>3 examples of where you have used highly developed management skills e.g. strategic thinking and Planning; effective communication; Decision-making; Delegation; Problem-solving etc</li> <li>2 examples of effective budget monitoring and forecasting undertaken within a complex project showing both OpEx and CapEx whilst maximising service delivery</li> </ul>
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## CAPITAL PROJECTS

### TECHNICAL OFFICER (CAPITAL PROJECTS)

EVIDENCE FOR PROGRESSION TO LEVEL 3A	EVIDENCE FOR PROGRESSION TO LEVEL 3B	EVIDENCE FOR PROGRESSION TO LEVEL 3C
<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>4 GCSEs Grade 4 or above (including Maths and English)</li> </ul> <p>Certification evidence presented at interview stage</p> <ul style="list-style-type: none"> <li>Photocopy of full UK Driving Licence</li> </ul>	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>GIS or AutoCAD qualification certificate</li> </ul> <p><u>Training:</u></p> <ul style="list-style-type: none"> <li>Evidence, presented at 1:1 with line manager, discussing how the learning has been put into practice</li> </ul>	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>Relevant Level 3 qualification certificate in Project management</li> <li>Logged by individual with development records/statement from manager evidencing stretch and challenge.</li> </ul> <p><u>Training:</u></p>

		<ul style="list-style-type: none"> <li>Evidence, presented at 1:1 with line manager, discussing how the learning has been put into practice</li> </ul>
<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>ICT test at interview</li> <li>Awareness of policies and procedures demonstrated at interview via questions and responses including giving examples of what legislation can be used in relevant scenarios</li> <li>GDPR and data handling evidenced at interview via scenario-based questions</li> </ul> <p><i>External applications should refer to examples from prior positions held within the application statement and competency-based interview questions.</i></p> <p><i>Internal applicants may use documentary evidence in the form of emails, detailed discussions, course certificates, interview exercises, systems or process notes to further evidence competency.</i></p>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>Observation by line manager on use of financial systems with discussion at 1:1 and to detail and describe Medway Council Finance System and processes in relation to invoice processing and requisitioning of goods and services</li> <li>3 examples demonstrating knowledge of highway operation and maintenance e.g. is aware of Design Standards and can give examples applying this in their role to new or existing changes</li> <li>Professional discussion on understanding of EDI, and how this has been introduced into the workplace</li> </ul>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>At least 2 examples to show ability to interpret legislation, regulations, codes of practice and statutory guidance associated with highway works and identify emerging issues and taking appropriate course of action, e.g. ensuring risk is appropriately identified through CDM Regulations</li> <li>Everyday observations from line manager and professional discussion regarding how GDPR and information sharing is followed in the job role and across the service</li> <li>Can explain the Council's Record Retention policy and articulate how it relates to Highways Services</li> <li>Demonstrable knowledge of highway software packages, e.g. Confirm and PLANET and able to write and produce reports from the system to identify expenditure – 3 examples to be evidenced and general observations from the manager</li> </ul>
<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>ICT test at interview and experience evidenced through questioning at interview stage with examples</li> <li>Experience of managing own workstreams, giving examples through questioning of autonomy of working</li> <li>Experience of using different filing databases questioned at interview</li> <li>Evidence of undertaking complex minutes explored at interview</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>Demonstrable practical and procedural knowledge across the service area following 2 years working in a capital project setting evidenced through employment records and able to evidence at least 2 small projects with responsibility for delivery</li> <li>3 examples of how you have supported large scale projects and evidence of 2 small projects where you have had responsibility for delivery, e.g. where postholder has dealt with a project from start to finish and can demonstrate appropriate consideration of legislative requirements</li> <li>3 examples of where you have dealt with confidential and sensitive data and can articulate the retention policy with regards to their destruction</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>Experienced in a capital project discipline for a minimum of 5 years, delivering small projects from design to delivery, including all associated financial monitoring – measured by consistent performance appraisals and personnel records</li> <li>Observation by line manager on use of financial systems with discussion at 1:1 and to detail and describe Medway Council Finance System and processes in relation to invoice processing and requisitioning of goods and services</li> <li>3 examples of where you have provided complex and unusual information, advice and guidance on internal procedures relating to finance without access to a senior officer</li> <li>3 examples of where you have undertaken and responded to an FOI independently</li> </ul>



	<ul style="list-style-type: none"> <li>• 3 examples of where your coaching has positively impacted others with feedback and testimonials from colleagues</li> <li>• 3 examples of where you have produced plans using AutoCAD</li> <li>• 5 examples of undertaking site surveys, taking 3D measurements and providing suitable drawings for incorporate of work files</li> </ul> <p>Demonstrable experience across the service, including consistent performance at Level 3A for a minimum of 18 months</p>	Demonstrable experience across the service, including consistent performance at Level 3B for a minimum of 18 months
<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Competent user of ICT software packages, e.g. able to use Outlook, write letters, emails and reports and put together a presentation on PowerPoint evidenced through questioning at interview stage with at least one example given of a presentation they've worked on or presented</li> <li>• Interview scenario questions regarding dexterity e.g. ability to accurately take measurements</li> <li>• Ability to deliver specialist workstreams questioned at interview, e.g. Highway annual review</li> <li>• Organisational and administrative skills evidenced on application form and probed at interview with scenario questions</li> <li>• Evidence of accurate input of data and use of systems evidenced via questioning at interview</li> <li>• Attention to detail evidenced on completed application form</li> <li>• Ability to main confidentiality probed at interview</li> <li>• Good time management skills probed at interview</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Observations of project management skills by line manager at project meetings and ability to manage from start to project evaluation</li> <li>• Able to use AutoCAD to design highway schemes and traffic plans, e.g. engineering plans, evidenced with 3 examples of a design created by the postholder</li> <li>• 5 examples of successful processing of invoices and feedback from Finance on system competence</li> <li>• Can work for long periods of time, carrying out repeated calculations, e.g. gathering data to identify service improvement, evidenced through 3 examples of where service improvements have been suggested</li> <li>• 3 examples of different communications methods used to respond to queries that have been tailored to customers needs</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Observations from manager regarding ability to deal with work-related pressure such as deadlines, interruptions and conflicting demands whilst still ensuring consistency. Also evidenced through discussion where at least 3 examples are given</li> <li>• Observations from manager on ability to organise workload and feedback sought from others on use of relevant communication skills with different audiences and 2 written communications relating to project delivery</li> <li>• Evidence of the management of a small works project from start to finish, including financial monitoring, evidenced through project documentation such as minutes, works orders, financial monitoring documentation etc</li> <li>• Professional conversation regarding the different risks associated with the role and how you are aware and alert to them</li> </ul>
<b>SENIOR TECHNICAL OFFICER</b>		
<b>EVIDENCE FOR PROGRESSION TO LEVEL 5A</b>	<b>EVIDENCE FOR PROGRESSION TO LEVEL 5B</b>	<b>EVIDENCE FOR PROGRESSION TO LEVEL 5C</b>

<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• Certification evidence presented at interview stage</li> </ul>	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• Certificate evidence, e.g. project management PRINCE2</li> <li>• Enrolment onto relevant Leadership and Management course, e.g. ILM3 Diploma through the Council's Workforce Development Team</li> </ul>	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> <li>• Certification evidence of having undertaken and obtained relevant qualification(s), e.g. ILM5 Diploma</li> <li>• Logged by individual with development records/statement from manager evidencing stretch and challenge.</li> </ul>
<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Knowledge of practical and procedural administrative and technical/project support duties evidenced on application form and via scenario-based questions at interview</li> <li>• Knowledge of GDPR requirements evidenced at interview through questioning</li> <li>• Knowledge of FOI and SAR process requirements evidenced at interview via questioning</li> </ul> <p><i>External applications should refer to examples from prior positions held within the application statement and competency-based interview questions.</i></p> <p><i>Internal applicants may use documentary evidence in the form of emails, detailed discussions, course certificates, interview exercises, systems or process notes to further evidence competency.</i></p>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Ability to detail, describe and demonstrate involvement in Medway Council's financial processes and systems applicable to the remit of the role, including budget monitoring and forecasting, performance monitoring and evaluation, evidenced by budget monitoring and forecasting throughout the year</li> <li>• At least two examples of written feedback/evaluation documents demonstrating knowledge of the planning, development and implementation of Capital Project Schemes describing how these interface with Council and Member activities</li> </ul>	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>• Can articulate the fundamental principals of capital works projects detailing understanding of legislative and codes of practice</li> <li>• 5 examples of providing technical support for the procurement within capital project schemes and projects, with written evidence of well-developed data interpretation, analytical analysis</li> </ul>
<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Experience of working in a Highways discipline evidenced on application form</li> <li>• Experience of supporting the delivery of projects and providing appropriate technical advice evidenced via scenario-based questions at interview</li> <li>• Providing information, advice and guidance on established internal procedures probed at interview</li> <li>• Evidence of undertaking complex minutes explored at interview</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• 3 years' experience working in a Highway Capital Projects environment demonstrated via satisfactory performance appraisal and personnel records</li> <li>• 3 examples of setting of work programmes, responsibility for financial resources and expenditure, performance, budget monitoring and the identification of training and development needs for less junior staff</li> <li>• Written portfolio demonstrating experience, training and development in leading and managing a team or individuals</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• 5 written examples of providing technical support for capital project schemes and projects, including details of contributions towards project planning, procurement, delivery, budget management and governance</li> <li>• 10 years' experience in a highways/Engineering discipline measured by consistent performance appraisals and personnel records</li> <li>• 3 examples of where you have worked with partners and stakeholders on tender specifications detailing how cost-effective strategies and systems were procured</li> </ul>

	<p>through performance management and career development processes, evidenced with 5 examples of positive leadership</p> <ul style="list-style-type: none"> <li>• At least 5 written examples of co-ordinating and compiling data from others into template documents for business continuity plans, risk assessments, service monitoring reports and procurement documentation</li> <li>• 5 examples each of independently monitoring and processing of formal complaints, FOI and SAR requests</li> <li>• 5 examples of where you have provided support to Engineers e.g. carrying out of independent site visits, taking measurements and using AutoCAD to create designs for minor works briefs</li> </ul> <p>Demonstrable experience in the Service, including consistent performance at Level 5A for a minimum of 18 months</p>	<p>Demonstrable experience in the service including consistent performance at Level 5B for a minimum of 18 months</p>
<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Competent user of ICT software packages, e.g. able to use Outlook, write letters, emails and reports and put together a presentation on PowerPoint evidenced through questioning at interview stage with at least one example given of a presentation they've worked on or presented</li> <li>• Ability to progress activities and provide information tested at interview</li> <li>• Aware of different risks associated with the role and how alert to them questioned at interview</li> <li>• Ability to process invoices/raising orders and associated debt recovery, evidenced through application form and questioning at interview</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• 5 examples of use of analytical skills evidenced through research and running of reports and presenting data and analysis to manager</li> <li>• At least 2 examples of written feedback/evaluation documents demonstrating knowledge of the planning, development and implementation of capital project schemes</li> <li>• 5 examples of where you have communicated effectively and formed strong partnerships with a range of stakeholders, e.g. through Working Groups, Conferences, Webinars and meetings, evidenced by correspondence, reports and attendance presenting information</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Submission of 3 reports that you have written independently and delivered to different stakeholder groups</li> <li>• 3 examples of where you have tailored your communication skills to present complex information in an understandable way e.g. project engagement briefs</li> </ul>

<ul style="list-style-type: none"> <li>• Ability to undertake repeated manual calculations e.g. processing of the monthly account questioned at interview</li> <li>• Interview question regarding ability to deal with work-related pressure such as deadlines, interruptions and conflicting demands whilst still ensuring consistency.</li> <li>• Organisational and communication skills probed at interview with scenario question</li> <li>• Ability to present complex information with different audiences evidenced via application form and probed at interview</li> </ul>		
SENIOR ENGINEER (CAPITAL PROJECTS)		
EVIDENCE FOR PROGRESSION TO LEVEL 6A	EVIDENCE FOR PROGRESSION TO LEVEL 6B	EVIDENCE FOR PROGRESSION TO LEVEL 6C
<u>Qualifications:</u> <ul style="list-style-type: none"> <li>• Certification evidence presented at interview stage</li> <li>• Photocopy of full UK Driving Licence</li> </ul>	<u>Qualifications:</u> <ul style="list-style-type: none"> <li>• Evidence of enrolment onto a leadership and management course, e.g. ILM5 Diploma</li> </ul> <u>Training:</u> <ul style="list-style-type: none"> <li>• Evidence, presented at 1:1 with line manager, discussing how the learning has been put into practice</li> </ul>	<u>Qualifications:</u> <ul style="list-style-type: none"> <li>• Certification evidence relevant qualification, e.g. ILM5 Diploma &amp; NEC Project Manager</li> <li>• Logged by individual with development records/statement from manager evidencing stretch and challenge.</li> </ul>
<u>Knowledge:</u> <ul style="list-style-type: none"> <li>• Awareness of highway legislation relating to Highway Maintenance and Design, e.g. Highways Act 1980, demonstrated at interview stage via questions and answers.</li> <li>• Knowledge and understanding of Health and Safety legislation including CDM demonstrated on application form and further questioning at interview</li> <li>• ICT software package and systems knowledge evidenced on application form and testing at interview</li> </ul>	<u>Knowledge:</u> <ul style="list-style-type: none"> <li>• 2 examples of preparation of contacts and can articulate understanding of NEC forms</li> <li>• Detail, describe and demonstrate your involvement in the financial processes and systems applicable to the remit of the role, including budget monitoring and forecasting, performance monitoring and evaluation, evidenced with examples of budget monitoring and forecasting throughout the year</li> <li>• An example of where you have applied project management processes across a highway capital project environment e.g.</li> </ul>	<u>Knowledge:</u> <ul style="list-style-type: none"> <li>• Can articulate extensive knowledge of contract management, e.g. key performance targets and indicators, evidenced through collation of key performance indicators and the impact of not meeting targets</li> <li>• At least 2 written examples of applying extensive knowledge across a range of capital projects, complying with legislative requirements, e.g. streetworks permitting, Highways Act 1980 and CDM Regulations articulating the responsibility for delivering schemes on time and on budget</li> <li>• Extensive knowledge of highway software packages, e.g. PLANET,</li> </ul>

<ul style="list-style-type: none"> <li>• Engineering software packages and associated CMS software evidenced from application form and questioning at interview</li> <li>• Knowledge of design principles tested via scenario questions at interview</li> <li>• Knowledge of and experience in project management principles demonstrated on application form and further questioning at interview</li> </ul> <p><i>External applications should refer to examples from prior positions held within the application statement and competency-based interview questions.</i></p> <p><i>Internal applicants may use documentary evidence in the form of emails, detailed discussions, course certificates, interview exercises, systems or process notes to further evidence competency</i></p>	<p>producing associated project management programmes, identifying key milestones</p> <ul style="list-style-type: none"> <li>• At least 2 examples of written feedback/evaluation documents demonstrating knowledge of the planning, development and implementation of capital project schemes planning</li> <li>• At least 2 examples of written feedback/evaluation documents demonstrating knowledge of highway law</li> <li>• Can articulate knowledge of the Safety Advisory Group, how to undertake risk management and 2 examples of where you have mitigated against perceived risks</li> <li>• Articulate knowledge and understanding of highway contracts, e.g. NEC3/4 or other term maintenance contracts at performance appraisal / 1:1</li> <li>• Can demonstrate knowledge of Asset Management Principles, showing strategic, tactical and operational application, evidenced through 2 examples where this has been applied, e.g. demonstrates through discussion what maintenance activities were considered and how it offers value for money over other options and how that increases longevity of the asset</li> </ul>	<p>Confirm etc evidenced through 5 examples of where you have provided support and training to more junior users</p> <ul style="list-style-type: none"> <li>• Demonstrable knowledge of contract management principles, e.g. NEC forms of contract, evidenced with examples of processes involved with non-compliance</li> <li>• At least two written examples of applying extensive knowledge across highways, complying with legislative requirements where advanced practical and procedural knowledge in capital projects was used to deliver a project</li> </ul>
<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Evidence of partnership working via application form and further questioning at interview regarding the added value this brought</li> <li>• Scenario based questions at interview regarding experience in ensuring compliance in design engineering</li> <li>• Evidence of the management of individual highway activities related projects from start to finish, including financial monitoring, as well as supporting other junior colleagues managing smaller projects evidenced through</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Able to evidence at least 3 scenarios where you have applied knowledge to complex highway design and construction standards using best practise and regulations showing the consideration of legislative requirements and where any areas of concern were addressed</li> <li>• 5 years' experience at a senior level managing a team of staff in a highways environment delivering evidenced via performance appraisals and 3 examples of large works programmes where you have implemented structural and electrical testing regimes</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• 15 years' experience in a Highways engineering discipline measured by consistent performance appraisals and personnel records</li> <li>• At least 3 written examples of delivering capital project schemes, including details of contributions towards project planning, procurement, delivery, budget management and governance</li> <li>• Feedback from Service Area Accountant regarding budget management accuracy</li> <li>• At least 3 written examples of where you have delivered sustainable solutions for major and complex traffic management projects and</li> </ul>

<p>application form and questioning at interview</p> <ul style="list-style-type: none"> <li>• Supervision of staff and experience of training other employees questioned at interview</li> <li>• Evidence of ICT experience probed at interview along with ICT test</li> <li>• 10 years employment experience evidenced via application form or personnel records for internal candidates with questioning at interview regarding political awareness and best value principles</li> <li>• Experience of dealing with emergency practices which pose a risk to the health and safety of others probed at interview with a scenario-based question</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of independent working on complex workstream and 2 examples of where you have provided advice to colleagues/contractors on areas for concern</li> <li>• 3 examples of where you have had to interpret design drawings and then prepare cost estimates from BoQ (Bill of Quantities) items in the highway contract</li> <li>• 1 example of using finance systems and processes to support street lighting activities, e.g. evidence of the collation and processing of the monthly account</li> <li>• 5 examples of using your experience to support the training and development of junior staff</li> <li>• 2 examples of where you have presented your own report to Council and public meetings</li> <li>• 3 examples of where you have supervised works and services via a highways contract</li> </ul> <p>Demonstrable experience in the Service, including consistent performance at Level 6A for a minimum of 18 months</p>	<p>articulate the issues you had to overcome</p> <ul style="list-style-type: none"> <li>• Written evidence of well-developed data interpretation, analytical analysis applicable to the remit of the role, e.g. evidence to support understanding of how data and its analysis supports improvement across Highways operations activities</li> <li>• 10 years' experience of leading a team evidenced through post holding and personnel records. 360 feedback to be sought from staff on leadership effectiveness</li> </ul> <p>Demonstrable experience in the service including consistent performance at Level 6B for a minimum of 18 months</p>
<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Competent user of ICT software packages, e.g. able to use Outlook, write letters, emails and reports and put together a presentation on PowerPoint evidenced through questioning at interview stage with at least one example given of a presentation they've worked on or presented</li> <li>• AutoCAD system test at interview</li> <li>• Ability to deliver specialist workstreams and manage individual projects from start to finish, including financial monitoring, evidenced through application form and questioning at interview</li> <li>• Project management skills tested with scenario-based questions at interview</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• 2 examples of where you have used your problem-solving skills to overcome a complex issue relating to highway design without access to a more senior manager</li> <li>• At least 3 examples showing your awareness on the direct impact on the well-being on individuals or groups because of proposed works and detail how you mitigated against this</li> <li>• Financial responsibilities and understanding monitored by Manager for accuracy quarterly at budget meetings. Feedback to be received from Service Area accountant. Three examples of where officer has covered in the absence of the Principal Engineer</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• 2 examples that show good commercial awareness where complex issues have been negotiated to achieve the required outcome</li> <li>• 2 examples of promoting and supporting creative and innovative thinking across the team and the delivery of continual improvement</li> <li>• 3 examples of differing scenarios of where you have fully deputised for the Principal Engineer. Feedback also received from others regarding behaviours etc</li> <li>• At least 2 examples of where advice/input involving team issues has been provided, i.e. in relation to health and safety, human resources, delivery plans and the impact of highway works on network users and other Council services</li> <li>• 1 written example of contributions to Asset Management Principles,</li> </ul>

<ul style="list-style-type: none"> <li>• Management and supervision skills to be probed at interview</li> <li>• Questioning at interview regarding mental demands and ability to concentrate e.g. writing a report, gathering data to identify service improvement</li> <li>• Interview scenario questions regarding dexterity e.g. ability to accurately take measurements</li> <li>• Interview question regarding ability to deal with work-related pressure such as deadlines, interruptions and conflicting demands whilst still ensuring consistency.</li> <li>• Questioning at interview on ability to organise workload and use of relevant communication skills with different audiences</li> <li>• Analytical skills and types of complex information probed at interview</li> <li>• Scenario-based question to identify the types of solutions formulated asked at interview</li> </ul>		<p>including financial monitoring and management processes which contribute to lifecycle planning, e.g. evidence to show strategic, tactical and operational solutions that offer value for money and investment into the asset</p>
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### PRINCIPAL ENGINEER (CAPITAL PROJECTS)

EVIDENCE FOR PROGRESSION TO LEVEL 7A	EVIDENCE FOR PROGRESSION TO LEVEL 7B	EVIDENCE FOR PROGRESSION TO LEVEL 7C
<u>Qualifications:</u> <ul style="list-style-type: none"> <li>• Certification evidence presented at interview stage</li> <li>• Photocopy of full UK Driving Licence</li> </ul>	<u>Qualifications:</u> <p>Certification evidence of leadership and management course, e.g. ILM5 Diploma</p>	<u>Qualifications:</u> <ul style="list-style-type: none"> <li>• Certification evidence of relevant qualification, e.g. BSc/MA/MSc in Management, Civil Engineering</li> <li>• Logged by individual with development records/statement from manager evidencing stretch and challenge.</li> </ul>
<u>Knowledge:</u> <ul style="list-style-type: none"> <li>• Knowledge of project management principles demonstrated on application form and further questioning at interview</li> <li>• Local Government knowledge and exposure to senior leaders evidenced via application form and further questioning at interview</li> <li>• Awareness of highway legislation and statutory</li> </ul>	<u>Knowledge:</u> <ul style="list-style-type: none"> <li>• 2 examples of complex project management processes detailing your specialist knowledge across multiple service areas</li> <li>• Can articulate at performance appraisal / 1:1 knowledge of external funding streams and evidence of where this has been applied successfully</li> <li>• Can articulate the network hierarchy in relation to winter maintenance and inspection and</li> </ul>	<u>Knowledge:</u> <ul style="list-style-type: none"> <li>• Articulate knowledge of managing highway contracts, e.g. NEC3/4 or other term maintenance contracts at performance appraisal / 1:1, and partnership working involved in their success</li> <li>• Knowledge of highway infrastructure contract and the practical application of Key Performance Indicators and monitoring contractor adherence, evidenced through discussion of how key performance indicators impact</li> </ul>

<p>requirements relating to Highway maintenance and traffic management and Streetworks, e.g. Highways Act 1980, NRASWA demonstrated at interview stage via questions and answers.</p> <ul style="list-style-type: none"> <li>• Awareness and knowledge of the Streetworks permitting system to be tested at interview</li> <li>• Knowledge of TRO's and TTROs demonstrated on application form and further questioning at interview</li> <li>• Knowledge of asset management principles tested via scenario questions at interview</li> <li>• Highways projects and construction evidenced on application form and questioned at interview</li> </ul> <p><i>External applications should refer to examples from prior positions held within the application statement and competency-based interview questions.</i></p> <p><i>Internal applicants may use documentary evidence in the form of emails, detailed discussions, course certificates, interview exercises, systems or process notes to further evidence competency.</i></p>	<p>give 2 examples of where you have made decisions regarding the regime without access or input from a senior manager</p> <ul style="list-style-type: none"> <li>• Can articulate knowledge of the Safety Advisory Group, how to undertake risk management and 2 examples of where you have mitigated against perceived risks</li> <li>• Ability to detail, describe and demonstrate involvement in the financial processes and systems applicable to the remit of the role, including budget monitoring and forecasting, performance monitoring and evaluation, evidenced through 2 examples</li> <li>• 2 examples of written feedback/evaluation documents demonstrating knowledge of the planning, development and implementation of Streetworks activities, including planned and emergency works and appropriate licensing activities</li> <li>• Can describe at least 2 scenarios where highway design knowledge, construction standards and best practice have been applied, evidenced through works the postholder has direct responsibility over</li> </ul>	<p>performance and examples where contractor adherence has not been met</p> <ul style="list-style-type: none"> <li>• 2 examples of reviewing condition survey data i.e. from SCRIM and SCANNER reports and planning maintenance around data</li> <li>• 1 written example of contributions to Asset Management Principles, including financial monitoring and management processes which contribute to lifecycle planning, e.g. evidence to show strategic, tactical and operational solutions that offer value for money and investment into the asset</li> <li>• Knowledge of advanced theoretical, practical and procedural knowledge across a specialist area e.g. evidenced through 3 examples where this has been applied to improve service delivery</li> <li>• Ability to detail the roles and responsibilities of the service in relation to highway works, including statutory and non-statutory services and at least 2 examples of support required by each of these functions</li> </ul>
<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• 15 years employment experience and employment industry evidenced via application form or personnel records for internal candidates with questioning at interview regarding the application of highway engineering solutions, political awareness, partnership working and best value principles</li> <li>• Evidence of the management of various highway related projects from start to finish, including financial monitoring, as well as supporting other junior colleagues managing</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• 5 years' experience at a senior level managing a team of staff and budgets with financial accountability evidenced via post holding history and performance appraisals and 1 example of using finance systems and processes to support staffing operation activities, e.g. evidence of the collation and processing of the monthly account</li> <li>• At least 3 written examples of dealing with Members at a high level e.g. attending Committee Meetings or presenting to Members or any Member Working Parties</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• 20 years' experience in a highways/Engineering discipline measured by consistent performance appraisals and personnel records and 3 examples of differing scenarios of where you have fully deputised for the Head of Service. Feedback also received from others regarding behaviours etc</li> <li>• Written evidence of well-developed data interpretation, analytical analysis example applicable to the remit of the role</li> <li>• 2 examples of where you have been involved and responsibly for the writing, tendering and awarding of a highways contract</li> </ul>



<p>smaller projects evidenced through application form and questioning at interview</p> <ul style="list-style-type: none"> <li>• Evidence of applying project management principles, practices, and methods questioned at interview</li> <li>• Management of staff and experience of training other employees questioned at interview</li> </ul>	<ul style="list-style-type: none"> <li>• Can describe at least 2 scenarios where highway design knowledge, construction standards and best practice have been applied, evidenced through works the postholder has direct responsibility over</li> <li>• Evidence of independent working on and overseeing complex workstreams with 2 examples of where you have provided advice to colleagues/contractors on areas for concern</li> <li>• 3 examples of where you have had to interpret design drawings, prepare cost estimates from scheduled BoQ (Bill of Quantities) items in the highway contract</li> <li>• Experience of build building and financial accountability to monitored by Manager for accuracy quarterly at budget meetings. Feedback to be received from Service Area accountant. Three examples of where officer has covered in the absence of the Head of Service</li> </ul> <p>Demonstrable experience in the Service, including consistent performance at Level 7A for a minimum of 18 months</p>	<p>Demonstrable experience in the service including consistent performance at Level 7B for a minimum of 18 months</p>
<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Management and supervision skills to be probed at interview</li> <li>• Highly developed communication skills and ability to tailor to the needs of the audience measured at interview</li> <li>• Competent user of ICT software packages, e.g. able to use Outlook, write letters, emails and reports and put together a presentation on PowerPoint evidenced through questioning at interview stage with at least one example given of a presentation they've worked on or presented. The need to give a presentation on a highways related matter may also be part of the interview process</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Provide 5 different examples where you have used your leadership skills to lead, persuade, motivate and influence others to take a particular course of action they may not have otherwise taken</li> <li>• At least one example of promoting and supporting creative and innovative thinking across the team and the delivery of continual improvement, e.g. involvement and liaison with others to trial</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• 3 examples of differing scenarios of where you have fully deputised for the Head of Service. Feedback also received from others regarding behaviours etc</li> <li>• 3 examples of where you have used highly developed management skills e.g. strategic thinking and Planning; effective communication; Decision-making; Delegation; Problem-solving etc</li> <li>• 2 examples of effective budget monitoring and forecasting undertaken within a complex project showing both OpEx and CapEx whilst maximising service delivery</li> </ul>

<ul style="list-style-type: none"> <li>• Ability to deliver specialist workstreams and manage individual projects from start to finish, including financial monitoring, evidenced through application form and questioning at interview</li> <li>• Ability and understanding of being alert to the risks on the network that may require intervention demonstrated at interview</li> <li>• Interview scenario questions regarding dexterity e.g. ability to accurately take measurements</li> <li>• Questioning at interview regarding mental demands and ability to concentrate e.g. writing a report, gathering data to identify service improvement</li> </ul>		
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## HIGHWAYS PROJECT TEAM

### TECHNICIAN (VEHICLE CROSSINGS)

EVIDENCE FOR PROGRESSION TO LEVEL 3A	EVIDENCE FOR PROGRESSION TO LEVEL 3B	EVIDENCE FOR PROGRESSION TO LEVEL 3C
<u>Qualifications:</u> <ul style="list-style-type: none"> <li>• 4 GCSEs Grade 4 or above (including Maths and English)</li> </ul> Certification evidence presented at interview stage <ul style="list-style-type: none"> <li>• Photocopy of full UK Driving Licence</li> </ul>	<u>Qualifications:</u> <ul style="list-style-type: none"> <li>• GIS or AutoCAD qualification certificate</li> </ul> <u>Training:</u> <ul style="list-style-type: none"> <li>• Evidence, presented at 1:1 with line manager, discussing how the learning has been put into practice</li> </ul>	<u>Qualifications:</u> <ul style="list-style-type: none"> <li>• Relevant qualification certificate in engineering discipline e.g. ILE or in engineering, e.g. HNC</li> <li>• Logged by individual with development records/statement from manager evidencing stretch and challenge.</li> </ul> <u>Training:</u> <ul style="list-style-type: none"> <li>• Evidence, presented at 1:1 with line manager, discussing how the learning has been put into practice</li> </ul>
<u>Knowledge:</u> <ul style="list-style-type: none"> <li>• ICT test at interview</li> <li>• Awareness of highway legislation relating to vehicle crossing, e.g. Highways Act 1980, demonstrated at interview stage via questions and answers.</li> <li>• Awareness of policies and procedures demonstrated at interview via questions and</li> </ul>	<u>Knowledge:</u> <ul style="list-style-type: none"> <li>• Demonstrable knowledge of highway operations and maintenance e.g. is aware of Highways Act, New Roads and Street Works Act and the Town and Country Planning Act, in order to carry out site assessments to check compliance and can give examples applying this in their role.</li> </ul>	<u>Knowledge:</u> <ul style="list-style-type: none"> <li>• Demonstrable knowledge of highway software packages, e.g. Confirm, Lagan and Jadu. Can raise work orders and write and produce reports from the system to identify expenditure – observations from manager</li> <li>• Understanding and able to interpret relevant legislation, design standards, guidance and policy associated with highway work and identify emerging</li> </ul>

<p>responses including giving examples of what legislation can be used in relevant scenarios</p> <p><i>External applications should refer to examples from prior positions held within the application statement and competency-based interview questions.</i></p> <p><i>Internal applicants may use documentary evidence in the form of emails, detailed discussions, course certificates, interview exercises, systems or process notes to further evidence competency.</i></p>	<ul style="list-style-type: none"> <li>• Demonstrable knowledge of highway contracts, e.g. can identify the key performance indicators within the contract and able to calculate these for performance monitoring</li> <li>• Three examples articulated of where statutory duty under the highways act has been followed in workstreams</li> <li>• Observation by line manager on use of financial systems with discussion at 1:1 and to detail and describe Medway Council Finance System and processes in relation to invoice processing and requisitioning of goods and services</li> <li>• Professional discussion on understanding of EDI, and how this has been introduced into the workplace</li> </ul>	<p>issues and taking appropriate course of action, evidenced by examples of where this has been considered as part of the decision-making process to grant applications consent to construct vehicle crossings</p> <ul style="list-style-type: none"> <li>• Everyday observations from line manager and professional discussion regarding how GDPR and information sharing is followed in the job role and across the service</li> </ul>
<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• ICT test at interview and experience evidenced through questioning at interview stage with examples</li> <li>• Experience of managing own workstreams, giving examples through questioning of autonomy of working</li> <li>• Experience of dealing with emergencies and involvement in emergency practices, e.g. can determine an emergency and take appropriate action to rectify, evidenced through questioning at interview with at least one example given</li> <li>• Evidenced on job application and at interview via scenario-based question on filing/records system used (also linked to skills question)</li> <li>• Evidenced via application form and employment history discussion at interview</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Demonstrable practical and procedural knowledge across the service area following 2 years working in a highways environment evidenced through employment records and able to evidence at least 2 small projects with responsibility for delivery</li> <li>• Evidence how you have applied your knowledge across the service area, evidenced with examples where this has led to successful and unsuccessful applications for vehicle crossings</li> <li>• 3 examples of where you have prepared cost estimates and scheduled BoQ (Bill of Quantities) (Bill of Quantities) for street lighting workstreams</li> <li>• 3 examples of processing invoices/raising orders and associated debt recovery, evidenced through applications for vehicle crossings and where you have monitored income to ensure it meets target projection</li> <li>• Demonstrable experience of undertaking site assessments, including measurements, evidenced through on-site documentation to show how</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Experienced in a highways discipline for a minimum of 5 years, delivering small projects from design to delivery, including all associated financial monitoring – measured by consistent performance appraisals and personnel records</li> <li>• Experience of working and directing contractors and sub-contractors to complete projects/workstreams, evidenced with at least one example, presented in writing or verbally at 1:1 with the line manager.</li> <li>• 3 examples of where you have undertaken and responded to an FOI request independently</li> <li>• 3 examples of where you have raised works orders and explain how costs were monitored and how you ensured financial compliance</li> <li>• 3 examples of where you have undertaken site visits and discuss how you overcame any issues in the assessment of application</li> <li>• 3 examples of where you have successfully intervened in the supervision of work undertaken by contractors and articulate the benefits to the Council</li> </ul>

	<p>information is used to produce quotations for works and application of permits</p> <ul style="list-style-type: none"> <li>• 5 examples where you have developed working partnerships with both internal and external partners and describe the added value this brought</li> <li>• 3 examples of where your coaching has positively impacted others with feedback and testimonials from colleagues</li> </ul> <p>Demonstrable experience across the service, including consistent performance at Level 3A for a minimum of 18 months</p>	<p>Demonstrable experience across the service, including consistent performance at Level 3B for a minimum of 18 months</p>
<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Competent user of ICT software packages, e.g. able to use Outlook, write letters, emails and reports and put together a presentation on PowerPoint evidenced through questioning at interview stage with at least one example given of a presentation they've worked on or presented</li> <li>• Ability to deliver specialist workstreams questioned at interview, e.g. assisting developers with the construction of bell-mouths</li> <li>• Able to communicate in writing and verbally with a wide audience, evidenced through questioning at interview stage, with at least one example of successful engagement through both options</li> <li>• Organisational skills and attention to detail probed at interview with scenario question</li> <li>• Input of data linked to systems question via scenario-based question (In Experience)</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Can manage own workload, meeting deadlines, giving examples of autonomy of working</li> <li>• Able to use AutoCAD and GIS to determine site specific geometry evidenced by examples of plans used to determine application decisions</li> <li>• Observations from manager regarding ability to work with figures and carry out accuracy checks. Feedback from Finance accountant on invoice accuracy</li> <li>• Can work for long periods of time, carrying out repeated calculations, e.g. gathering data to identify service improvement, evidenced through examples of where service improvements have been suggested</li> <li>• Observations of project management skills by line manager at project meetings and ability to manage from start to project evaluation</li> <li>• 2 examples presented of where initiative has been used to solve problems</li> <li>• Use of analytical skills evidenced through research and running of reports and presenting data and analysis to manager</li> <li>• 3 examples of different communications methods used to respond to queries</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Observations from manager regarding ability to deal with work-related pressure such as deadlines, interruptions and conflicting demands whilst still ensuring consistency. Also evidenced through discussion where at least 3 examples are given</li> <li>• Observations from manager on ability to organise workload and feedback sought from others on use of relevant communication skills with different audiences</li> <li>• Evidence of the management of a small works project from start to finish, including financial monitoring, evidenced through project documentation such as minutes, works orders, financial monitoring documentation etc</li> <li>• Professional conversation regarding the different risks associated with the role and how you are aware and alert to them</li> <li>• A minimum of 2 examples where you have adapted to new ways of working, e.g. whether consent was given for a vehicle crossing or rejected</li> </ul>

EV PROJECT SUPPORT OFFICER		
EVIDENCE FOR PROGRESSION TO LEVEL 3A	EVIDENCE FOR PROGRESSION TO LEVEL 3B	EVIDENCE FOR PROGRESSION TO LEVEL 3C
<u>Qualifications:</u> <ul style="list-style-type: none"> <li>• Certification evidence presented at interview stage</li> </ul>	<u>Qualifications:</u> <ul style="list-style-type: none"> <li>• Evidence of enrolment onto Level 3 qualification</li> </ul>	<u>Qualifications:</u> <ul style="list-style-type: none"> <li>• Certification evidence of qualification in Marketing and Communications e.g. CIM</li> <li>• Logged by individual with development records/statement from manager evidencing stretch and challenge.</li> </ul>
<u>Knowledge:</u> <ul style="list-style-type: none"> <li>• ICT test at interview</li> <li>• GDPR and data handling evidenced at interview via scenario-based questions</li> <li>• Awareness of highway legislation and Codes of Practice relating to Highways, streetworks and traffic demonstrated at interview stage via questions and answers.</li> <li>• GIS and other highway systems evidenced via application form and questioned at interview</li> <li>• EV charging technology awareness evidenced via application form and further questioning at interview</li> </ul> <p><i>External applications should refer to examples from prior positions held within the application statement and competency-based interview questions.</i></p> <p><i>Internal applicants may use documentary evidence in the form of emails, detailed discussions, course certificates, interview exercises, systems or process notes to further evidence competency</i></p>	<u>Knowledge:</u> <ul style="list-style-type: none"> <li>• 3 examples of using a variety of wider marketing resources for promotion and distribution of information including articulating knowledge of best practice, e.g. social media platforms</li> <li>• Professional discussion on understanding of EDI, and how this has been introduced into the workplace</li> <li>• Detailed knowledge of highways service specific legislation such as the Traffic Management Act, Highways Act, New Roads and Street Works Act and Traffic Regulation Orders, evidenced through discussion relating to statutory responsibilities, non-compliance and any enforcement action taken</li> </ul>	<u>Knowledge:</u> <ul style="list-style-type: none"> <li>• Good knowledge of EV technology and infrastructure evidenced through discussion and submission of 5 examples where you have distributed communications</li> <li>• Everyday observations from line manager and professional discussion regarding how GDPR and information sharing is followed in the job role and across the service and 3 examples of where you have undertaken and responded to an FOI independently</li> <li>• 3 examples of where you have dealt with confidential and sensitive data and can articulate the retention policy with regards to their destruction</li> </ul>
<u>Experience:</u> <ul style="list-style-type: none"> <li>• Experience of managing own workstreams, giving examples through questioning of autonomy of working</li> <li>• Application form and scenario-based question at interview</li> </ul>	<u>Experience:</u> <ul style="list-style-type: none"> <li>• 2 years working in a Highways, transport &amp; Parking setting evidenced through employment records and meeting objectives in previous performance appraisals</li> </ul>	<u>Experience:</u> <ul style="list-style-type: none"> <li>• 3 examples of your stakeholder engagement, e.g. Climate Change Working Groups, Supplier Engagement, and how you have involved less willing parties</li> </ul>

<p>regarding advising on administrative processes</p> <ul style="list-style-type: none"> <li>• Experience of using different filing databases questioned at interview</li> <li>• Evidence of undertaking complex minutes explored at interview</li> </ul>	<ul style="list-style-type: none"> <li>• Evidenced through submission of 3 examples of high-quality written reports, presentations etc and able to talk these through with your manager</li> <li>• 3 examples of where you have dealt with confidential and sensitive data and can articulate the retention policy with regards to their destruction</li> <li>• 3 examples of where your coaching has positively impacted others with feedback and testimonials from colleagues</li> <li>• 3 examples of where you have provided project support and articulate the added value that brought and 2 examples where you have had responsibility for the management and delivery of a small project</li> <li>• 5 examples of providing support for the procurement within capital project schemes and projects, with written evidence of well-developed data interpretation and analytical analysis</li> </ul> <p>Demonstrable experience across the service, including consistent performance at Level 3A for a minimum of 18 months</p>	<ul style="list-style-type: none"> <li>• Demonstrable knowledge of highway software packages, e.g. Confirm, Lagan, AutoCAD etc. Can raise work orders and write and produce reports from the system to identify expenditure – observations from manager</li> <li>• 3 examples of where you have provided complex and unusual information, advice and guidance on internal procedures relating to finance without access to a senior officer</li> <li>• 3 examples of where you have undertaken and responded to an FOI independently</li> <li>• 3 examples of where you have researched and run reports and presented that data and analysis to more senior managers</li> <li>• Can articulate at performance appraisal / 1:1 knowledge of external funding streams and opportunities and evidence where this has been applied successfully</li> </ul> <p>Demonstrable experience across the service, including consistent performance at Level 3B for a minimum of 18 months</p>
<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Competent user of ICT software packages, e.g. able to use Outlook, write letters, emails and reports and put together a presentation on PowerPoint evidenced through questioning at interview stage with at least one example given of a presentation they've worked on or presented</li> <li>• Organisational and planning skills and attention to detail probed at interview with scenario question</li> <li>• Interpersonal and administrative skills evidenced on application form and probed at interview with scenario questions</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Observations from manager regarding ability to deal with work-related pressure such as deadlines, interruptions and conflicting demands whilst still ensuring consistency. Also evidenced through discussion where at least 3 examples are given</li> <li>• 3 examples of where you have had to tailor your communication style so it was easily understood</li> <li>• 3 examples of where you have undertaken research skills, explaining what analysis was undertaken, what reports were written and how you presented the data and analysis to senior managers</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Communication skills with the ability to present complex or sensitive information in an understandable way, demonstrated through 3 examples of a consideration of a variety of methods across a range of audiences, evidenced with examples such as PowerPoint presentation, social media posts, reports etc.</li> <li>• 2 examples of promoting and supporting creative and innovative thinking across the team and the delivery of continual improvement</li> </ul>

<ul style="list-style-type: none"> <li>• Ability to work within defined procedures and managing own workstreams and make decisions independently tested at interview</li> <li>• Input of data linked to systems question via scenario-based question</li> <li>• Attention to detail evidenced on completed application form</li> <li>• Ability to maintain confidentiality probed at interview</li> <li>• Good time management skills probed at interview</li> </ul>		
CONTRACT SUPPORT OFFICER		
EVIDENCE FOR PROGRESSION TO LEVEL 4A	EVIDENCE FOR PROGRESSION TO LEVEL 4B	EVIDENCE FOR PROGRESSION TO LEVEL 4C
<u>Qualifications:</u> <ul style="list-style-type: none"> <li>• Certification evidence presented at interview stage</li> </ul>	<u>Qualifications:</u> <ul style="list-style-type: none"> <li>• Evidence of enrolment</li> </ul>	<u>Qualifications:</u> <ul style="list-style-type: none"> <li>• Relevant qualification certificate in management and leadership e.g. ILM3</li> <li>• Logged by individual with development records/statement from manager evidencing stretch and challenge.</li> </ul>
<u>Knowledge:</u> <ul style="list-style-type: none"> <li>• GDPR and data handling evidenced at interview via scenario-based questions</li> <li>• Knowledge of practical and procedural administrative and technical/project support duties including use of ICT software packages</li> <li>• Knowledge of why retention policies are needed probed at interview</li> </ul> <p><i>External applications should refer to examples from prior positions held within the application statement and competency-based interview questions.</i></p> <p><i>Internal applicants may use documentary evidence in the form of emails, detailed discussions, course certificates, interview exercises, systems or process notes to further evidence competency</i></p>	<u>Knowledge:</u> <ul style="list-style-type: none"> <li>• Articulate at least 5 examples of where you have advised or trained others on operational processes to demonstrate your comprehensive knowledge</li> <li>• 3 examples to show your ability to apply relevant legislation and codes of practice to a range of highway related maintenance/operations</li> <li>• Articulate how you are the 'expert' go to person for the Council's induction process and give an example of where you have taken a new joiner through the process describing the successes and any areas you would have done differently</li> <li>• Observation by line manager on use of financial systems with discussion at 1:1 and to detail and describe Medway Council Finance System and processes in relation to invoice processing and</li> </ul>	<u>Knowledge:</u> <ul style="list-style-type: none"> <li>• Can articulate the workings and responsibilities of different teams with the Highways Service and describe how they fit together</li> <li>• Ability to provide a detailed overview of applying relevant legislation and codes of practice in a highway setting and provide a minimum of two examples of turning this theoretical knowledge into practical applications or solutions, e.g. examples to show how consideration was given to meeting statutory responsibility, and 2 examples of where your understanding can lead to innovation or improved service delivery</li> <li>• 5 examples of where you have dealt with the reconciliation and collection of monies e.g. processing invoices/raising orders and associated debt recovery and explain how costs were monitored and how you ensured financial compliance</li> <li>• Articulate knowledge and understanding of highway contracts,</li> </ul>

	requisitioning of goods and services	e.g. NEC3/4 or other term maintenance contracts at performance appraisal / 1:1
<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Comprehensive Administrative experience evidenced on application form at tested at interview</li> <li>• Experience of coaching and supporting others evidences by scenario-based question at interview</li> <li>• Financial awareness probed at interview</li> <li>• Analytical skills and types of complex information probed at interview</li> <li>• Ability to deal with sensitive and confidential data questioned at interview</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• 3 examples of where you have promoted quality and continuous improvement</li> <li>• 2 examples of where you have analysed and resolved complex situations and articulate what learnings have been put into practice</li> <li>• 5 examples of where you have undertaken land charge searches and how you have ensured that resources are targeted appropriately</li> <li>• 5 examples of where you have used your investigative skills to collect and analyse information relating to third party damages, detailing how you have liaised with insurers and the police to reach a satisfactory conclusion</li> </ul> <p>Demonstrable experience in the Service, including consistent performance at Level 4A for a minimum of 18 months</p>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• 3 examples of written evidence of well-developed data interpretation, analytical analysis in identifying where cost savings can be made or service delivery improved</li> </ul> <p>Demonstrable experience in the Service, including consistent performance at Level 4B for a minimum of 18 months</p>
<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Competent user of ICT software packages, e.g. able to use Outlook, write letters, emails and reports and put together a presentation on PowerPoint evidenced through questioning at interview stage with at least one example given of a presentation they've worked on or presented</li> <li>• Problem solving skills evidenced on application form and to be questioned at interview</li> <li>• Organisational and planning skills and attention to detail probed at interview with scenario question</li> <li>• Interpersonal and administrative skills evidenced on application form and probed at interview with scenario questions</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Provide 5 examples of where your specialist knowledge of IT packages has been needed in order to support the running of Highway Services</li> <li>• 3 examples of where you have undertaken research skills, explaining what analysis was undertaken, what reports were written and how you presented the data and analysis to senior managers</li> <li>• 3 examples of where you have had to tailor your communication style so it was easily understood</li> <li>• Observations from manager regarding ability to deal with work-related pressure such as deadlines, interruptions and conflicting demands whilst still ensuring consistency. Also evidenced through discussion</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Communication skills with the ability to present complex or sensitive information in an understandable way, demonstrated through 3 examples of a consideration of a variety of methods across a range of audiences, evidenced with examples such as PowerPoint presentation, social media posts, reports etc.</li> <li>• 2 examples of promoting and supporting creative and innovative thinking across the team and the delivery of continual improvement</li> </ul>



<ul style="list-style-type: none"> <li>• Ability to work within defined procedures and managing own workstreams and make decisions independently tested at interview</li> <li>• Commitment to EDI evidenced by questioning at interview</li> <li>• Ability to main confidentiality probed at interview</li> </ul>	<p>where at least 3 examples are given</p> <ul style="list-style-type: none"> <li>• Articulate how you plan ahead for the medium term – e.g. goal setting, planning tools used etc</li> </ul>	
<b>EV PROJECT OFFICER</b>		
<b>EVIDENCE FOR PROGRESSION TO LEVEL 5A</b>	<b>EVIDENCE FOR PROGRESSION TO LEVEL 5B</b>	<b>EVIDENCE FOR PROGRESSION TO LEVEL 5C</b>
<u>Qualifications:</u> <ul style="list-style-type: none"> <li>• Certification evidence presented at interview stage</li> <li>• Photocopy of full UK Driving Licence</li> </ul>	<u>Qualifications:</u> <ul style="list-style-type: none"> <li>• Certification evidence of Electrical qualification</li> <li>• Evidence of enrolment on Energy Savings Trust dedicated EV course, e.g. EVI`</li> </ul>	<u>Qualifications:</u> <ul style="list-style-type: none"> <li>• Certification evidence of Energy Savings Trust dedicated EV course, e.g. EVI`</li> <li>• Qualification relevant to the supervision of highway work, e.g. NRASWA Supervisor accreditation</li> <li>• Logged by individual with development records/statement from manager evidencing stretch and challenge</li> </ul>
<u>Knowledge:</u> <ul style="list-style-type: none"> <li>• ICT test at interview</li> <li>• Knowledge of practical and procedural administrative and technical/EV infrastructure including use of ICT software packages tested at interview</li> </ul> <p><i>External applications should refer to examples from prior positions held within the application statement and competency-based interview questions.</i></p> <p><i>Internal applicants may use documentary evidence in the form of emails, detailed discussions, course certificates, interview exercises, systems or process notes to further evidence competency</i></p>	<u>Knowledge:</u> <ul style="list-style-type: none"> <li>• Demonstrable knowledge of EV technology and barriers to uptake, evidenced through discussion regarding types of charging units, speeds and locations</li> <li>• Demonstrable knowledge of highway legislation and statutory guidance, e.g. Highways Act 1980, evidenced through discussion regarding illegal charging cables across the highway and enforcement action options</li> <li>• Identify 3 sources of where you keep up to date with EV technical literature</li> <li>• Demonstrable knowledge of EV contract business models, e.g. concession, joint venture, evidenced through discussion regarding available options</li> <li>• At least two examples of evaluation documents demonstrating knowledge of EV</li> </ul>	<u>Knowledge:</u> <ul style="list-style-type: none"> <li>• Knowledge and awareness of EV on-street charging standards relating to accessibility, e.g. PAS1899 and its application to sites via submission of 3 examples</li> <li>• Can articulate how your work has incorporated climate change legislation</li> <li>• 3 examples demonstrating your knowledge of highway procurement and associated contracts, e.g. involvement with writing tender documentation</li> </ul>

	planning and development, e.g. feasibility studies and design	
<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Experience of managing and delivering successful projects evidenced on application form and probed at interview</li> <li>• Experience of carrying out feasibility studies on EV sites tested at interview via a presentation</li> <li>• Experience of working and engaging with Charge Point Operators tested at interview via scenario-based question</li> </ul>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• 3 years' experience working in a Highways environment demonstrated via personal records and satisfactory performance appraisal</li> <li>• 3 different examples of communicating effectively with a range of stakeholders, e.g. through Working Groups, Conferences, Webinars and meetings, evidenced by correspondence, reports and attendance presenting information</li> <li>• A detailed submission of an example of developing business cases for external funding opportunities, e.g. LEVI funding</li> <li>• 3 examples of where you have developed and maintained systems which monitor, evaluate and review project outcomes, e.g. LEVI Portal</li> </ul> <p>Demonstrable experience in the Service, including consistent performance at Level 5A for a minimum of 18 months</p>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• 3 examples of where you have analysed data to develop solutions and/or strategies relating to EV delivery, e.g. reviewing network capacity data to determine suitable locations</li> <li>• 3 examples of where you have supervised highway works on different sites</li> <li>• 2 examples of where you have lead on a climate change initiative and detail the challenges you had to overcome</li> <li>• 2 examples of where you have written and presented EV business cases</li> <li>• 5 examples of where you have attended both regional and national best practise meetings representing the Council</li> <li>• Can articulate an example of where you have undertaken the full remit of a funding opportunity, from exploring the possibility to developing and submitting the bid, to successful tender to aid the future expansion outside of the current LEVI Capital Funding</li> </ul> <p>Demonstrable experience in the service including consistent performance at Level 5B for a minimum of 18 months</p>
<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Project management skills tested on application form and at interview with scenario-based question</li> <li>• Organisational and communication skills probed at interview with scenario question</li> <li>• Ability to work on own initiative without access to more senior managers tested at interview</li> <li>• Interview scenario questions regarding dexterity e.g. ability to accurately take measurements</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Can demonstrate the ability to analyse and interpret varied complex information and giving at least two examples of developing solutions or strategies</li> <li>• Can demonstrate the ability to deal with high levels of work-related pressure, e.g. from deadlines, interruptions or conflicting demands</li> <li>• Submission of 3 reports that you have written and delivered to different stakeholder groups</li> </ul>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> <li>• Commitment to equality and diversity evidenced through 3 examples seeking to remove barriers that prevent people accessing services, e.g. ensuring PAS1899 guidance for accessibility is considered in EV site selection where possible</li> <li>• 3 examples of where you have undertaken tasks describing the benefits to individuals and groups of people</li> <li>• Submission of 3 examples of where you have lead a project conception from start to finish</li> </ul>

## **CASE STUDY:**

### **Career Case Study**

**Name: Kerrie Richardson**

**Job title: Principal Engineer**

I joined Medway Council in 2012 and started my career as a Highway Inspector, I was part of a team of 7 Inspectors whose responsibilities were to carry out safety inspections of the highway and ensure repairs were carried out as part of our statutory duty to maintain the highway, along with other repairs to street furniture and assets. This experience and knowledge I gained allowed me to confidently take the step and apply to work with the Highway Operations team as an Assistant Engineer in 2014.

My time in Highway Operations has seen me progress from an Assistant Engineer who organised and supervised carriageway resurfacing to an Engineer in 2019 carrying out the same role, however with the additional responsibility for the mentoring of more junior members of the team, providing guidance where required and given larger budgetary responsibilities to assist the Senior Engineer with approving works orders.

In 2022 I successfully applied for and was appointed as Senior Engineer for Highway Operations managing the team of Engineers who are responsible for a number of different aspects of highway maintenance including carriageway and footway resurfacing, road marking refreshing, highway signage, crash barrier repairs and including winter maintenance, this role allowed me to gain on my experience and also learn new functions, such as how to become a good leader.

The above roles have guided me to where I am now and I have recently been appointed as the Principal Engineer for Highway Operations, leading not only the Highway Engineers but the Highway Inspectors and the Street Lighting team.

Through hard work and commitment including the support from past and present colleagues and being given the opportunities to learn throughout my career journey at Medway Council my achievements would not have been possible.

## **Case Study**

### **Career Case Study**

**Name: Sherisse Miles**

**Job title: Assistant Engineer (Highway Operations)**

I started working for Medway Council in 2007 when I was employed by the Medway Council's temp agency in which I worked different roles. I was working for Parking Services within their Enforcement Department and various Child Care settings. Whilst working within Parking Enforcement, I also began to help with administrative work within the Parking Administrative team. In 2008, I was offered a permanent position within the Parking Administration Team as a Parking Administrative Assistant.

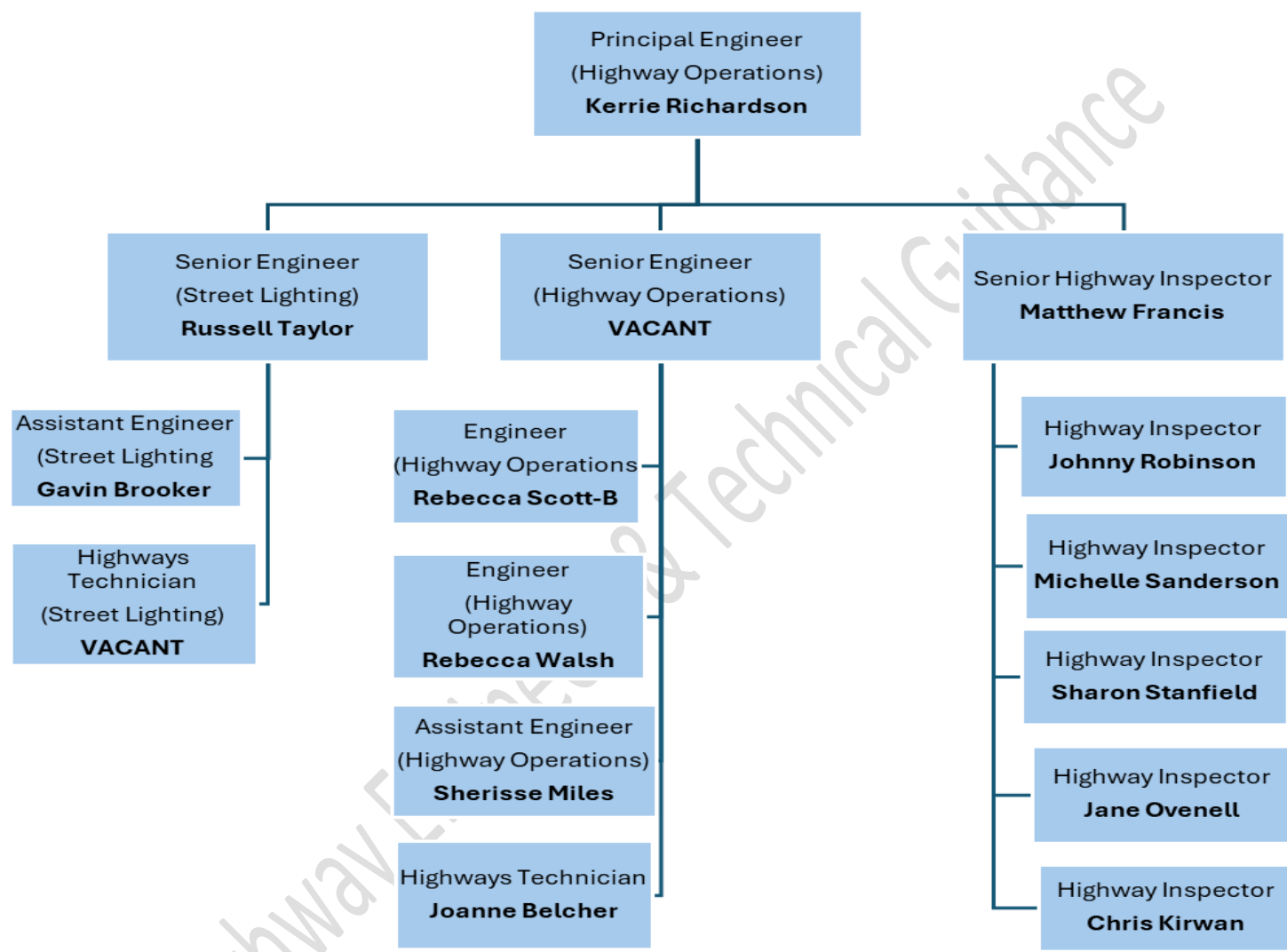
In 2011, I applied and was the successful candidate for the Parking Process Senior role which meant more responsibility as I was then responsible for staff members and the general day to day running of the administrative team and dealing with any escalated queries or complaints. During this time, I learnt many things about Parking restrictions, regulations and gained knowledge on many highway issues as well as gaining customer service skills, which allowed me to then apply for a secondment within the Parking Design team.

I joined the Parking Design team in 2016 and started as an Engineering Assistant in which I was responsible for dealing with customer enquiries and reviewing and collating consultation responses. The knowledge that I gained within this role, allowed me to apply for a second secondment opportunity within this team and I progressed to Engineer in 2018. This role allowed me to further my knowledge and gain a better understanding on Parking issues, restrictions, and legal processes.

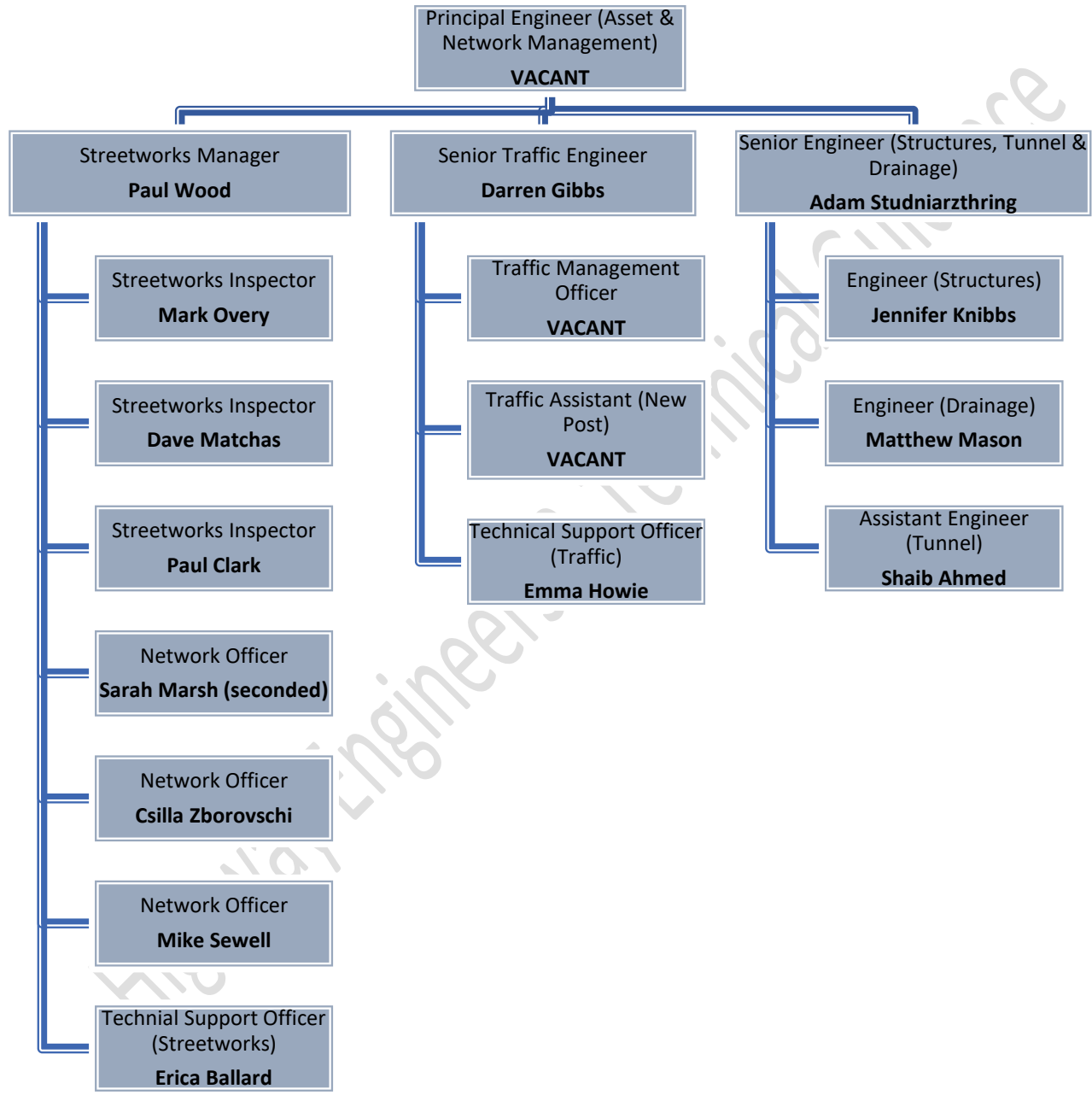
Following my role within the Parking Design team, the knowledge that I had gained gave me the confidence to apply for a permanent position within the Highway Operations team. I joined this team in 2019 as a technician predominantly looking into maintenance of Sign and Lines and assisting the Engineers within the team. In 2024 I successfully applied for the role of Assistant Engineer, in which I continue to arrange sign and line maintenance and assist with other highway maintenance tasks such as carriageway and footway assessments.

I have now been employed by Medway Council for 18 years, and during this time, I have had many opportunities to learn new things and gain qualification and the support that I have received from colleagues and management has allowed me to continually progress my career within the different teams that I have worked in.

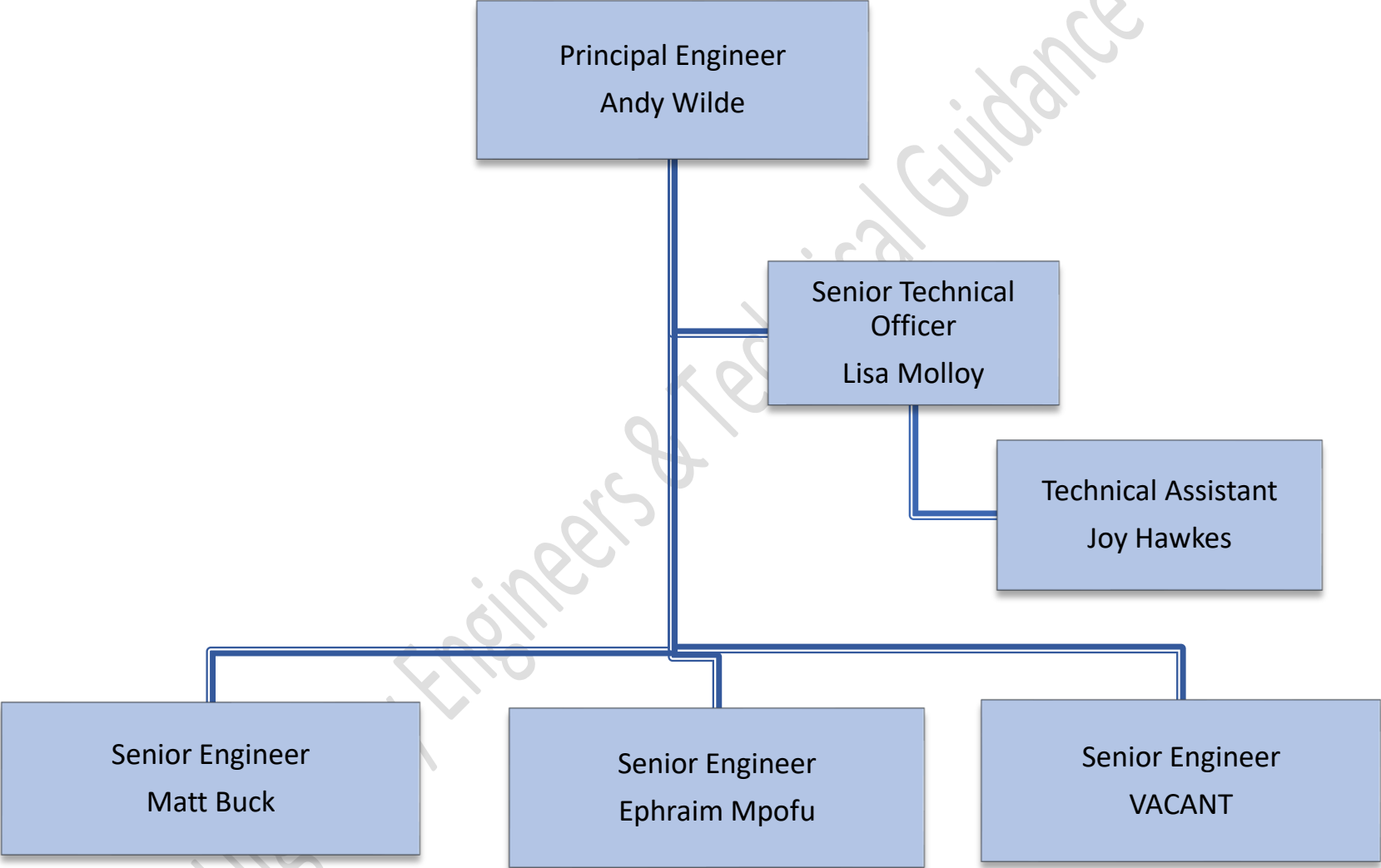
Meet the Highway Operations Team



Meet the Asset & Network Management Team



Meet the Capital Projects Team



Meet the Project Support Team

