

Job Description

Job title	Engineer (Highway Operations)
Directorate	PLACE: Regeneration, Community and Culture
Division	Highways
Range	MPR 5
Reports to	Senior Engineer (Highway Operations)

Main purpose of the job:

The post-holder will be required to lead on the day-to-day development and design of engineering schemes within the Highways Operations Team in order for the team to produce efficient, effective and safe scheme designs throughout Medway and supervise construction.

The role will entail site specific investigations and analysis in order to ensure designs are compliant with legislation and industry standards, undertaking network/traffic management functions, as well as studies in relation to the schemes being undertaken. This will allow the post-holder to manage the engineering area of expertise in order to contribute to efficient and effective provision of engineering services.

Highway Operation schemes will include delivering work programmes, financial and project reports, as well as analysing, developing and appraising projects and monitoring the performance of schemes to ensure services are provided at the highest level.

The post-holder will be expected to work independently and supervise work undertaken by Technicians, Contractors and Subcontractors as well as liaise with stakeholders in a way that promotes the [vision and values](#) of the Council.

Accountabilities and outcomes:

- Oversee the planning, coordination and delivery of the Council's Highway Operations workstreams.
- To apply technical expertise and make recommendations when assessing and approving technical drawings and associated documentation.
- Production of work orders using schedule of rates.
- Provide specialist advice and coordinating the day-to-day delivery of the Highway Operations service area, supporting the Senior Engineer (Highway Operations)
- At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.



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Key Corporate Accountabilities:

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

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

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

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

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

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

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

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

Organisation:

This role reports to the Senior Engineer (Highway Operations)

The post holder will not be required to line manage others but may be required to supervise, mentor, or train other employees.

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

Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially from home on a temporary or permanent basis (subject to meeting criteria). The role involves site working/attending site as required.



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Person Specification

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

Qualifications

Level A

- 4 GCSEs Grade 4 or above (including Maths and English)
- A Levels or equivalent in relevant subjects
- Relevant project management qualification or skills
- Full UK Driving Licence

Level B (in addition)

- Certificates relating to formal training in the operation and design of the service area or relevant equivalent, e.g. HND/HNC
- Relevant project management qualification/accreditation
- Enrolment onto relevant Leadership and Management Course, e.g. ILM3 Diploma

Level C (in addition)

- Relevant leadership and management diploma qualification

Knowledge

Level A

- Highway legislation relating to Highway Maintenance and Design.
- Highway engineering, including oversight of highway alteration projects and new highway construction.
- Highway design principles
- Project Management principles.
- Highway engineering software packages

Level B (in addition)

- Knowledge and understanding of financial processes and systems, including budget oversight, including spend accountability
- Project management processes, supporting project delivery across a specialist area.
- Highway design and construction standards and guidance, such as, DMRB, Manual for Streets, TSRGD, CDM
- Highway law in relation to public highway and private streets
- Knowledge of Asset Management Principles

Level C (in addition)

- Ability to demonstrate the advanced theoretical, practical and procedural knowledge across a specialist area/discipline, as well as the ability to turn theoretical knowledge into practical applications, or an equivalent level of organisational, procedural and policy knowledge. This would normally equate to graduate level or the equivalent considerable experience (10 years' experience at equivalent level of responsibility).



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- Extensive knowledge in relevant discipline including Highway legislation, design standards, guidance and policy, commensurate with experience.
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Experience

Level A

- Relevant demonstrable experience of working in a Highway Engineering role in a local authority, public body or similar organisation, including applying highway engineering solutions, political awareness, partnership working and aligning to best value principles.
- Managing individual highway related projects and or workstreams.
- Experience of applying project management principles, practices, and methods.
- Experience of undertaking direct responsibility for the supervision, co-ordination, or training of other employees.

Level B (in addition)

- At least 2 years' experience working in a Highway Operations environment, supporting colleagues and delivering schemes
- Experience of applying relevant knowledge of highway design and construction standards, guidance, best practice, and regulations to a range of scenarios.
- Demonstrable experience of independently overseeing relevant workstreams and providing advice on any areas of concern.
- Experience of interpreting design drawings, preparing cost estimates and scheduled bill of quantities.
- Experience of budget management / financial accountability.
- Demonstrable experience of supporting the training, development and mentoring of junior staff.

Level C (in addition)

- Significant demonstrable experience in the highway operations in relevant discipline experience (10 years' experience at equivalent level of responsibility).
 - Experience of analysing and interpreting varied and complex information or situations, and taking authoritative action within specialist service area.
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Skills

Level A

- Competent user of standard ICT packages i.e. Word, Excel, Outlook and Powerpoint.
- Competent user of AutoCAD.
- Demonstrates the ability to manage individual projects and workstreams.
- Demonstrates the ability to work all or most of the working day being alert to risks or checking of documents or equivalent.
- Can demonstrate dexterity, co-ordination or sensory skills, where there is high demand for precision in the use of these skills.



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- Demonstrates the ability to deal with periods of hours at a time (e.g. a morning or afternoon) undertaking repeated manual calculations or other work with figures, or report writing or preparing for a presentation.
- Demonstrable ability to deal with high levels of work-related pressure, for example from deadlines, interruptions or conflicting demands.
- Developed organisational and communication skills with the ability to manage work programmes and present complex and/or sensitive information in an understandable way, using a variety of methods across a range of audiences.

Level B (in addition)

- Demonstrable ability to independently overseeing relevant workstreams and providing advice on any areas of concern.
- Ability to supervise the work of Assistant Engineers, including Technicians and junior staff
- Demonstrable project management qualification or skills or working towards
- Undertakes work that requires a range of imaginative solutions and responses and involves application of fresh and innovatory thinking
- Demonstrable ability to use analytical skills to interpret complex information and situations

Level C (in addition)

- Demonstrable ability to analyse and interpret varied and complex information or situations, develops solutions and/or strategies for service improvement
- Demonstrable ability to deputise for next level of line management, exhibiting appropriate skills, behaviours and corporate awareness.
- Demonstrable ability to progress a series of activities within recognised guidelines making frequent decisions without ready access to more senior officers except for advice on policy or resource issues.
- Demonstrable ability to undertake direct responsibility for the line management of others, with the ability to provide direction, empower people to achieve objectives and take responsibility for team members' actions