

## HIGHWAYS OPERATIONS

### Highways Apprentice – Apprentice Grade

See Job Profile for full duties.

Main duties include:

*To learn and develop the skills to work with various teams in delivering services to Medway Council residents.*

*To develop a wide range of skills and experience in all aspects of housing*

*Apprenticeships are a mixture of ‘on’ and ‘off’ the job learning. Apprentices will earn whilst they learn and gain practical and transferable skills throughout their apprenticeship.*

*You will work within an apprenticeship framework detailing the qualifications needed to be completed, the key skills targets and any other requirements of the apprenticeship. Each framework will also include information on job roles, entry routes, length of the apprenticeships and career paths available upon completion*

### Technician (Street Lighting) (PN: 0368) – Range 3

See Job Profile for full duties.

Main duties include:

*The postholder will be required to assist both the Assistant and Senior Engineers (Street Lighting) in the day-to-day operation and maintenance of street lighting, illuminated signs and bollards to deliver an efficient, effective and safe service for highway users and the public across Medway, in line with agreed policies, programmes and resources through the Highway Infrastructure Contract*

*The postholder will be responsible for dealing with enquiries, assisting with the preparation of maintenance programmes, analyse and appraise projects as well as investigate faults, organise repairs and monitor performance.*

#### Level A (Developing)

#### Level B (Practising)

#### Level C (Accomplished)

Required for this level

In addition to level 3A

In addition to levels 3A and 3B

<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• 4 GCSEs Grade 4 or above (including Maths and English)</li> <li>• Full UK Driving Licence</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• AutoCAD and GIS qualification (Level 2)</li> </ul> <p><b>Training</b></p> <ul style="list-style-type: none"> <li>• Formal training in a highways/transport environment e.g. NRASWA</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Relevant Level 3 qualification in Street Lighting or engineering discipline or equivalent, e.g. HNC, Institute of Lighting Engineers (ILE)</li> <li>• Ongoing Continuing Professional Development</li> </ul> <p><b>Training</b></p> <ul style="list-style-type: none"> <li>• Formal training in the operation and design of the service area or relevant equivalent, e.g. Manual for Streets, Traffic Signs Regulations and General Directions (TSRGD)</li> </ul>
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<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge of a variety of ICT Software packages, such as Microsoft, AutoCAD, Asset Management Software and Financial Management Systems</li> <li>• Awareness of Highway legislation relating to street lighting maintenance and design</li> <li>• Awareness of Highway policies and procedures</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Good knowledge of street lighting operation and maintenance</li> <li>• Knowledge of highway contracts</li> <li>• Good knowledge of statutory duties under the highways act</li> <li>• Knowledge of financial systems</li> <li>• A good understanding of equality, diversity and inclusion</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Advanced knowledge of Highway Software Packages, e.g. Confirm, PLANET</li> <li>• Excellent understanding of relevant legislation, design standards, guidance and policy across the Service, e.g. Highways Act 1980, Highways Asset Management Strategy, Lighting Design Policy</li> <li>• A good understanding of GDPR legislation and best practice in relation to information sharing</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Working experience using literacy, numeracy and ICT skills such as writing letters, submitting permits, processing invoices</li> <li>• Experience of managing own workstream and prioritising work to ensure deadlines are met</li> <li>• Experience of dealing with emergencies and involvement in emergency practices</li> <li>• Experience of updating records accurately using electronic or hard copy filing systems/databases</li> <li>• Experience of providing an administrative and/or customer support service</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum 2 years' experience working in a Street Lighting Environment and supporting small projects</li> <li>• Experience of applying relevant knowledge of highway design and construction standards, guidance, best practice and regulations to scenarios relevant to Street Lighting, e.g. Lighting Design Standards</li> <li>• Experience of preparing cost estimates and scheduled bill of quantities for street lighting workstreams</li> <li>• Experience of dealing with breaches and taking enforcement action</li> <li>• Experience of providing project support including investigating faults, organising repairs and monitoring performance.</li> <li>• Experience of coaching/supporting others in their role</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experienced in street lighting for minimum 5 years, carrying out a number of small projects from design through to delivery, including all associated financial monitoring</li> <li>• Experience of liaising with contractors and sub-contractors for small projects/workstreams</li> <li>• Experience of contributing to Freedom of Information requests</li> <li>• Experience of raising works orders and monitoring costs to ensure financial compliance</li> </ul>
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Competent user of standard ICT packages, e.g. Word, Excel, Outlook and PowerPoint</li> <li>• Ability to assist in the delivery of specialist area workstreams, such as dealing with enquiries and other relevant engineering information</li> <li>• Ability to communicate effectively with a wide audience</li> <li>• Good organisational skills and attention to detail</li> <li>• Ability to input data, where care, accuracy confidentiality and security are important</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to manage own workload</li> <li>• Competent user of AutoCAD to assist in the delivery of street lighting, including managing assets</li> <li>• Ability to deal with period of hours at a time undertaking repeated manual calculations and work with figures</li> <li>• Project management skills</li> <li>• Ability to, and experience of, working independently within defined procedures and time restraints, using initiative to find solutions to straight forward situations</li> <li>• Good analytical skills</li> <li>• Ability to, and experience of, communicating in a manner which is easily understood and tailored to meet the needs of the audience and able to respond appropriately to queries</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to deal with low levels of work-related pressure, for example from deadlines, interruptions or conflicting demands</li> <li>• Developed organisational and communication skills</li> <li>• Ability to manage small work projects</li> <li>• Ability to work all or most of the working day being alert to risks</li> <li>• Ability to use own judgement and creativity to assess situations, solve problems and adapt to new ways of working</li> </ul>

## Technician (Highway Operations) (PN: 0368 and PN: 15006) – Range 3

See Job Profile for full duties.

Main duties include:

*The post holder will be required to support the effective delivery of a range of technical services or functions of engineering area of expertise by providing a high-quality technical service to Highway Operations, customers and/or other teams.*

*The role will entail providing technical assistance in the delivery of work programmes in producing site specific engineering information, including drawings, letters, submitting Streetworks Permits and other functions in relation to the service provided to support Highway Operations.*

*The post holder will also be required to assist in the finance management of engineering area of expertise by processing invoices and raising orders and receiving payments for Highway services in order to contribute to efficient and effective provision of engineering services.*

Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Required for this level	In addition to level 3A	In addition to levels 3A and 3B
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>4 GCSEs Grade 4 or above (including Maths and English)</li> <li>Full UK Driving Licence</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>AutoCAD and GIS qualification (Level 2)</li> </ul> <p><b>Training</b></p> <ul style="list-style-type: none"> <li>Formal training in a highways/transport environment e.g. NRASWA</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Relevant Level 3 skills-based qualification in highway operations e.g. HNC, ILE</li> <li>Ongoing Continuing Professional Development</li> </ul> <p><b>Training</b></p> <ul style="list-style-type: none"> <li>Formal training in the operation and design of the service area or relevant equivalent, e.g. Design Manual for Road and Bridges (DRMB), Manual for Streets, Traffic Signs Regulations and General Directions (TSRGD)</li> </ul>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Knowledge of a variety of ICT Software packages, such as Microsoft, AutoCAD, Asset Management Software and Financial Management Systems</li> <li>Awareness of Highway legislation relating to highway maintenance and design, e.g. statutory duty to maintain the highway network</li> <li>Awareness of Highway policies and procedures</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Knowledge of streetworks permitting system</li> <li>Knowledge of highway contracts</li> <li>Good knowledge of statutory duties under the highways act</li> <li>Knowledge of financial management systems</li> <li>A good understanding of equality, diversity and inclusion</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Advance knowledge of Highway Software Packages, e.g. Confirm, Lagan, Jadu</li> <li>Excellent understanding of relevant legislation, design standards, guidance and policy across the Service, e.g. Highways Act 1980, Highways Asset Management Strategy</li> <li>A good understanding of GDPR legislation and best practice in relation to information sharing</li> </ul>

<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Working experience using literacy, numeracy and ICT skills such as writing letters, submitting permits, processing invoices</li> <li>Experience of managing own workstream and prioritising work to ensure deadlines are met</li> <li>Experience of dealing with emergencies and involvement in emergency practices</li> <li>Experience of updating records accurately using electronic or hard copy filing systems/databases</li> <li>Experience of providing an administrative and/or customer support service</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Minimum 2 years' experience working in a Highway Operations Environment and supporting small projects</li> <li>Experience of applying relevant knowledge of highway design and construction standards, guidance, best practice and regulations to scenarios relevant to Highway Operations e.g. DMRB, Manual for Streets, TSRGD</li> <li>Experience of preparing cost estimates from scheduled bill of quantities (BoQ) items</li> <li>Experience of undertaking full range of financial management processes</li> <li>Experience of preparing work plans and the submission and application of permits</li> <li>Experience of developing working partnerships between the service and internal / external partners</li> <li>Experience of coaching/supporting others in their role</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Experienced in relevant discipline for minimum 5 years, carrying out a number of small projects from design through to delivery, including all associated financial monitoring</li> <li>Experience of liaising with contractors and sub-contractors for small projects/workstreams</li> <li>Experience of contributing to Freedom of Information requests</li> <li>Experience of raising works orders and monitoring costs to ensure financial compliance</li> </ul>
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Competent user of standard ICT packages, e.g. Word, Excel, Outlook and PowerPoint</li> <li>Ability to assist in the delivery of specialist area workstreams, such as dealing with enquiries and other relevant engineering information</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Ability to manage own workload</li> <li>Competent user of AutoCAD to assist in the delivery of highway operation functions and plans, including other highway software packages, e.g. Confirm</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Ability to deal with low levels of work-related pressure, for example from deadlines, interruptions or conflicting demands</li> <li>Developed organisational and communication skills</li> <li>Ability to manage small work projects</li> </ul>
<ul style="list-style-type: none"> <li>Ability to communicate effectively with a wide audience</li> <li>Good organisational skills and attention to detail</li> <li>Ability to input data, where care, accuracy confidentiality and security are important</li> </ul>	<ul style="list-style-type: none"> <li>Competent user of the finance systems to process invoices</li> <li>Ability to deal with period of hours at a time undertaking repeated manual calculations and work with figures</li> <li>Project management skills</li> <li>Ability to, and experience of, working independently within defined procedures and time restraints, using initiative to find solutions to straight forward situations</li> <li>Good analytical skills</li> <li>Ability to, and experience of, communicating in a manner which is easily understood and tailored to meet the needs of the audience and able to respond appropriately to internal queries related to areas of responsibility</li> </ul>	<ul style="list-style-type: none"> <li>Ability to work all or most of the working day being alert to risks</li> <li>Ability to use own judgement and creativity to assess situations, solve problems and adapt to new ways of working</li> </ul>

### Assistant Engineer (Highways Operations) (PN: 16274) – MPR 4

See Job Profile for full duties.

Main duties include:

*The post holder will be required to assist in the management of engineering area of expertise in order to contribute to efficient and effective provision of engineering services.*

*The role will entail assistance in the delivery of work programmes in producing site specific engineering information, including drawings, letters and other functions in relation to the service provided to support Highway Operations.*

*The post holder will be expected to coordinate and manage small schemes / minor works within their area of expertise, supervise work undertaken by the contractors and subcontractors*

Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Required for this level	In addition to level 4A	In addition to levels 4A and 4B
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>4 GCSEs Grade 4 or above (including Maths and English) or equivalent</li> <li>Level 3 qualifications e.g. A Levels or equivalent in relevant subjects, HNC engineering qualification</li> <li>Full UK Driving Licence</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Relevant AutoCAD and GIS qualification (Level 3)</li> <li>Working towards NVQ4, HNC in relevant Engineering discipline</li> </ul> <p><b>Training</b></p> <ul style="list-style-type: none"> <li>Successful completion of relevant skills-based course(s) as identified for role, i.e. New Roads and Street Works Act (NRASWA), LANTRA and appropriate CSCS card attainment</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Relevant Level 4 qualification in an engineering discipline, e.g. HNC, ILE</li> <li>Membership of professional body, e.g. IHE</li> <li>Ongoing Continuing Professional Development</li> </ul>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Awareness of highway legislation relating to highway maintenance and design and lighting standards, i.e. Highways Act 1980</li> <li>Knowledge of ICT software packages such as Microsoft and other relevant packages including AutoCAD, Asset Management Software and financial management systems</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Good knowledge of the Streetworks permitting system</li> <li>Knowledge of Asset Management Principles</li> <li>Have an understanding of Highway design and construction standards and guidance, such as, DMRB, Manual for Streets, TSRGD, CDM.</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Demonstrable understanding of Lifecycle Planning and Asset Management principles</li> <li>Demonstrable knowledge and understanding of Highway software packages, e.g. Confirm, AutoCAD</li> <li>Demonstrable knowledge and understanding in relevant discipline of highway legislation, design standards, guidance and policy, e.g. Highways Act 1980, CDM Regs, TSRGD</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Experience of working in a highways environment</li> <li>Working experience using literacy, numeracy and ICT skills to complete a range of tasks e.g. writing letters, submitting permits, managing invoices</li> <li>Experience of managing own workstream and prioritising work to ensure deadlines are met</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>At least 2 years' experience working in a highway's environment</li> <li>Experience of managing small projects</li> <li>Experience of preparing cost estimates and scheduled bill of quantities for own workstreams</li> <li>Experience of supervising works and services via a highway infrastructure contract</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>At least 5 years experience in highway operations with relevant experience and level of responsibility</li> <li>Experience of budget management relating to small projects/workstreams</li> </ul>
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Competent user of Microsoft packages, e.g. Word, Excel, Outlook and PowerPoint</li> <li>Can demonstrate dexterity and co-ordination skills</li> <li>Ability to manage own workstreams</li> <li>Ability to assist in the delivery of specialist area workstreams e.g. dealing with enquiries and relevant engineering information</li> <li>Ability to communicate effectively with a wide audience</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Competent user of AutoCAD to assist in the delivery of specialist area workstreams, e.g. producing engineering plans or other highway software packages</li> <li>Competent user of financial management system, Integra and ability to process invoices</li> <li>Demonstrates the ability to deal with periods of hours at a time undertaking repeated manual calculations and other numerical work</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Demonstrable ability to deal work-related pressure, for example from deadlines, interruptions or conflicting demands</li> <li>Undertakes work that requires a range of imaginative solutions and responses and involves the application of fresh and innovative thinking</li> <li>Developed organisational and communication skills with the ability to manage small work projects</li> <li>Demonstrates the ability to work all of most of the working day being alert to risks and dangers</li> <li>Ability to apply financial judgement</li> </ul>

**Assistant Engineer (Street Lighting) (PN: 0363) – MPR 4**

See Job Profile for full duties.

Main duties include:

*The postholder will be required to assist in the day-to-day management, operation and maintenance of street lighting, illuminated signs and bollards to deliver an efficient, effective and safe service for highway users and the public across Medway, in line with agreed policies, programmes and resources through the Highway Infrastructure Contract.*

*Supporting the Senior Engineer (Street Lighting), the postholder will assist with the preparation of maintenance programmes, analyse and appraise projects as well as investigate faults, organise repairs and monitor performance.*

Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Required for this level	In addition to level 4A	In addition to levels 4A and 4B
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>4 GCSEs Grade 4 or above (including Maths and English) or equivalent</li> <li>Level 3 qualifications e.g. A Levels or equivalent in relevant subjects, HNC engineering qualification</li> <li>Full UK Driving Licence</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Relevant AutoCAD and GIS qualification (Level 3)</li> <li>Working towards NVQ4, HNC in relevant Engineering discipline</li> </ul> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li>Formal training in the operation and design of the service area or relevant equivalent, e.g. Asset Management System, PLANET</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Level 4 qualification in engineering or street lighting discipline, e.g. HNC, ILE</li> <li>Membership of professional body, e.g. ILE</li> <li>Ongoing Continuing Professional Development</li> </ul>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Awareness of highway legislation relating to highway maintenance and design and lighting standards, i.e. Highways Act 1980</li> <li>Knowledge of ICT software packages such as Microsoft and other relevant packages including CadCorp, AutoCAD and Asset Management Software</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Demonstrable knowledge of street lighting operation and maintenance</li> <li>Knowledge of highway contracts</li> <li>Knowledge of Asset Management Principles</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Demonstrable knowledge of highway street lighting software packages, e.g. PLANET</li> <li>Knowledge and understanding of Highway software packages e.g. Confirm, AutoCAD</li> </ul>
		<ul style="list-style-type: none"> <li>Demonstrable knowledge in relevant discipline including highway legislation, design standards, guidance and policy, e.g. Highways Act 1980, Highway Lighting Policy and Asset Management Strategy</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>2 years' experience working in a highways environment</li> <li>Working experience using literacy, numeracy and ICT skills to complete a range of tasks, such as writing letters and effective communications</li> <li>Experience of dealing with emergencies and involvement in emergency practices</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Experience of applying relevant knowledge of highway design and constructions standards, guidance and best practice e.g. regulations to scenarios relevant to street lighting</li> <li>Experience of working in a highways lighting environment for a minimum of 2 years managing small schemes and minor works</li> <li>Experience of preparing cost estimates and scheduled bill of quantities for own workstreams</li> <li>Experience of supervising works and services via a highway infrastructure contract</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Demonstrable experience working in highways street lighting of 5 years</li> <li>Experience of budget management relating to small projects/workstreams</li> </ul>

<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Competent user of standard ICT packages, e.g. Word, Excel, Outlook and PowerPoint</li> <li>• Can demonstrate dexterity and co-ordination skills</li> <li>• Ability to manage own workstreams</li> <li>• Ability to assist in the delivery of specialist area workstreams, dealing with enquiries and other relevant engineering information</li> <li>• Ability to communicate effectively with a wide audience</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrates the ability to manage individual highway lighting related projects and workstreams</li> <li>• Competent user of AutoCAD to assist in the delivery of specialist area workstreams, e.g. producing engineering/lighting plans</li> <li>• Demonstrates the ability to deal with periods of hours at a time undertaking repeated manual calculations and other numerical work</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrable ability to deal with low levels of work related pressure, e.g. from deadlines, interruptions or conflicting demands</li> <li>• Undertakes work that requires a range of imaginative solutions and responses and involves the application of fresh and innovative thinking</li> <li>• Developed organisational and communication skills with the ability to manage small work projects</li> <li>• Demonstrates the ability to work all or most of the working day being alert to risks and dangers</li> <li>• Ability to apply financial judgement</li> </ul>
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## Highway Inspector (PN: 8347) – Range 4

See Job Profile for full duties.  
Main duties include:

*Working as a front-line officer across Medway, you will be the first point of contact for members of the public when responding to enquiries regarding highway defects. As such a high level of public engagement is required for this post.*

*As a Highway Inspector you will be responsible for taking positive action regarding infringements on the highway and carrying out inspections of Medway's highway network and highway assets; recording defects and raising minor works orders for their repair. You will supervise repairs undertaken by the Highways Term Maintenance Contractor, as well as carry out quality assurance checks on those repairs*

Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Required for this level	In addition to level 4A	In addition to levels 4A and 4B
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• 4 GCSEs Grade 4 or above (including Maths and English) or equivalent</li> <li>• Level 3 qualifications e.g. A Levels or equivalent in relevant subjects, HNC engineering qualification, Highway Safety Inspections • Full UK Driving Licence</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Relevant AutoCAD and GIS qualification (Level 3)</li> </ul> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li>• Successful completion of relevant skills-based course, e.g. NRASWA, LANTRA</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Relevant Level 4 qualification in an engineering discipline, e.g. HNC or equivalent</li> <li>• Membership of professional body</li> <li>• Ongoing Continuing Professional Development</li> </ul>
	<ul style="list-style-type: none"> <li>• Formal training in a highways environment e.g. City &amp; Guilds Streetworks excavation</li> </ul>	

<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Awareness of highway legislation and relevant Codes of Practice relating to Highway Maintenance and Design</li> <li>• Understanding of Construction, Design, Management (CDM) Regulations</li> <li>• GIS knowledge</li> <li>• Knowledge of ICT software packages such as Microsoft and other relevant packages including AutoCAD, Asset Management Software and financial management systems</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge and practical understanding of relevant legislation and Codes of Practice relating to highways</li> <li>• Demonstrable knowledge of the Streetworks Permitting System</li> <li>• Materials knowledge across a wide range of items contained within the scheduled bill of quantities (BoQ) for the HIC</li> <li>• Knowledge of Highway Contracts and their practical application for highway maintenance</li> <li>• Understanding of Highway design and construction standards and guidance e.g. DMRB</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Demonstrable knowledge, experience and understanding of highway legislation, design standards, guidance and policy, e.g. Highways Act 1980, Well Managed Highway Infrastructure Assets</li> <li>• Understanding of Asset Management Principles and Lifecycle Planning</li> <li>• Good knowledge and understanding of Highway software packages e.g. Confirm, AutoCAD</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• 2 years' experience working in a highways environment</li> <li>• Working experience using literacy, numeracy and ICT skills to complete a range of task, e.g. writing letters, statements and other effective communication</li> <li>• Experience of managing own workstream and prioritising work to ensure deadlines are met</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of applying knowledge of highway maintenance, design and construction standards, guidance, best practice and regulations to scenarios e.g. through the raising of accurate works orders</li> <li>• 2 years' experience of project managing small schemes and minor works in a Highways environment</li> <li>• Experience of preparing cost estimates and scheduled bill of quantities (BoQ) for own workstreams</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Demonstrable experience in highways (5 years' experience at equivalent level of responsibility)</li> <li>• Experience of managing budgets for small projects/workstreams</li> </ul>
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Competent user of standard ICT packages e.g. Word, Excel, Outlook, GIS Systems and PowerPoint</li> <li>• Can demonstrate dexterity and co-ordination where there is demand for precision in the use of these skills, e.g. carrying out small repairs on the network</li> <li>• Assist in the delivery of specialist area workstreams, e.g. dealing with enquiries and other relevant maintenance/engineering information</li> <li>• Ability to identify risk and the impact actions have on others</li> <li>• Ability to manage own workstreams</li> <li>• Able to communicate effectively with a wide audience</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrate the ability to manage individual highway related projects and workstreams</li> <li>• Competent user of the highway asset management system and other highway related technology</li> <li>• Demonstrates the ability to deal with period of hours at a time (e.g. morning or afternoon) undertaking repeated manual tasks</li> <li>• Ability to identify non-compliance on the highway network and take the appropriate course of action to rectify</li> <li>• Ability to write reports</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrable ability to deal with work-related pressure, for example deadlines, interruptions or conflicting demands</li> <li>• Undertakes work that require a range of imaginative solutions and responses and involves application of fresh and innovatory thinking</li> <li>• Developed organisational and communication skills with the ability to manage small work projects</li> <li>• Demonstrates the ability to work all or most of the day being alert to risks and dangers</li> <li>• Ability to apply financial judgement</li> </ul>

## Engineer (Highway Operations) (PN: 9218 & 0337) – MPR 5

See Job Profile for full duties.

Main duties include:

*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 programs, 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.*

Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Required for this level	In addition to level 5A	In addition to levels 5A and 5B
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• 4 GCSEs (or equivalent) Grade 4 or above (including Maths and English)</li> <li>• A Levels or equivalent in relevant subjects</li> <li>• Relevant AutoCAD and GIS qualification (Level 3)</li> <li>• Level 4 HNC in Civil Engineering, related discipline or equivalent</li> <li>• Full UK Driving Licence</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Relevant Level 5 qualification in the operation and design of the service area, e.g. HND</li> <li>• Relevant Project Management Qualification/Accreditation e.g. PRINCE2, PMP or AgilePM</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Relevant Leadership and Management Diploma qualification e.g. ILM3</li> <li>• Ongoing Continuing Professional Development</li> </ul>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Highway legislation relating to highway maintenance and design e.g. Highways Act 1980, CDM Regulations</li> <li>• Highway engineering, including oversight of highway alteration projects and new highway construction</li> <li>• Knowledge of highway design principles</li> <li>• Knowledge or project management principles</li> <li>• Knowledge of highway engineering software packages</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge of financial processes and systems, including budget oversight, including spend accountability</li> <li>• Project management processes, supporting project delivery across the highways area</li> <li>• Highway design and construction standards and guidance, e.g. DMRB, Manual for Streets, TSRGD and CDM</li> <li>• Highway legislation in relation to public highway and private streets e.g. Highways Act 1980</li> <li>• Knowledge of Asset Management Principles</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Extensive knowledge in highways (10 years' experience) with the ability to demonstrate advanced theoretical, practical and procedural knowledge</li> <li>• Extensive knowledge in relevant discipline, including highway legislation, design standards, guidance and policy, commensurate with experience</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Demonstrable experience (minimum 5 years) working in a highway engineering role and applying engineering solutions, political awareness and partnership working aligning to best value principles</li> <li>• Ability to manage individual highway related projects and workstreams</li> <li>• Experience of undertaking direct responsibility for the supervision, coordination and training of other employees</li> <li>• Experience of applying project management principles, practices and methods across the team</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Applying knowledge of highway design and construction standards, guidance, best practice and regulations to a range of scenarios</li> <li>• Demonstrable experience of independently overseeing relevant workstreams and providing advice on any areas of concerns</li> <li>• Experience of interpreting design drawings, preparing cost estimates and scheduled bill of quantities (BoQ)</li> <li>• Experience of budget management/financial accountability</li> <li>• Demonstrable experience of supporting the training, development and mentoring of junior staff</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• 10 years' demonstrable experience working in highway operations</li> <li>• Experience of analysing and interpreting varied and complex information or situations and taking authoritative action within specialist service area</li> </ul>
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Competent user of ICT packages, e.g. Word, Excel, Outlook and PowerPoint</li> <li>• Competent user of AutoCAD</li> <li>• Demonstrates the ability to manage individual projects and workstreams</li> <li>• Able to supervise the work of Assistant Engineers, Technicians and junior staff</li> <li>• Demonstrates the ability to work all or most of the working day being alert to risks</li> <li>• Can demonstrate dexterity and co-ordination skills</li> <li>• Demonstrate the ability to deal with periods of hours at a time undertaking manual calculations or other numeracy work, or report writing/preparing presentations</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrable project management skills</li> <li>• 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</li> <li>• Demonstrable ability to use analytical skills to interpret complex information and situations</li> <li>• Develops solutions or plans which take several months up to a year to formulate</li> <li>• Undertakes work that requires a range of imaginative solutions and responses and involves application of fresh and innovatory thinking</li> <li>• Demonstrable ability to independently overseeing relevant workstreams and providing advice on any areas of concern</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to analyse and interpret varied and complex information or situations, develops solutions and/or strategies for service improvement</li> <li>• Ability to deputise for next level of line management, exhibiting appropriate skills, behaviours and corporate awareness</li> <li>• 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</li> <li>• Ability to 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</li> </ul>

<ul style="list-style-type: none"> <li>• Demonstrates the ability to deal with high levels of work-related pressure e.g. from deadlines, interruption or conflicting demands</li> </ul>		
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**Senior Engineer (Street Lighting) (PN: 5816) – MPR 6**

See Job Profile for full duties.  
 Main duties include:

*The postholder will be required to manage the day-to-day operation and maintenance of street lighting, illuminated signs and bollards to deliver an efficient, effective and safe service for highway users and the public across Medway, in line with agreed policies, programmes and resources through the Highway Infrastructure Contract.*

*The postholder will oversee the preparation and management of maintenance programmes, analysing and appraising projects, and be responsible for appropriate governance across the highway infrastructure contract for street lighting works, including the processing of all financial reports and payments for completed works*

Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Required for this level	In addition to level 6A	In addition to levels 6A and 6B
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Relevant Level 5 engineering qualification or similar, e.g. ILE, HND</li> <li>• Full UK Driving Licence</li> <li>• Relevant Project Management Qualification/Accreditation e.g. PRINCE2, PMP or AgilePM</li> <li>• Completion of Leadership and Management qualification e.g. ILM5 Diploma level</li> <li>• Relevant AutoCAD and GIS qualification (Level 3)</li> </ul>	<p><b>Training:</b></p> <ul style="list-style-type: none"> <li>• Formal training in the operation and design of street lighting e.g. Manual for Streets, Traffic Signs Regulations and General Directions (TSRGD)</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Ongoing Continuing Professional Development</li> </ul>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Good highway legislation relating to street lighting maintenance and design</li> <li>• ICT software packages, including Microsoft and other relevant packages such as AutoCAD, GIS and Asset Management</li> <li>• Knowledge of street lighting software and associated CMS software, e.g. PLANET</li> <li>• Oversight of highway engineering and alteration projects and new highway construction</li> <li>• Knowledge of highway design principles</li> <li>• Knowledge of and experience in applying project management principles, practices, and methods</li> <li>•</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Demonstrable knowledge of street lighting operation and maintenance</li> <li>• Demonstrable knowledge of contracts, e.g. NEC3/4 or other term maintenance contracts</li> <li>• Knowledge and understanding of financial processes and system, including budget oversight and spend accountability</li> <li>• Knowledge of project management processes, supporting project delivery across a specialist area</li> <li>• Knowledge and understanding of highway law</li> <li>• Knowledge of Asset Management Principles</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Extensive knowledge of highway street lighting software packages, e.g. CadCorp, PLANET, CONFIRM</li> <li>• Demonstrable knowledge of street lighting, including lighting design and associated standards, highway legislation, guidance and policy</li> <li>• Extensive knowledge of street lighting in relation to highway contracts</li> <li>• Demonstrable practical and procedural knowledge across service area to demonstrate service improvement</li> </ul>

<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Managing individual highway related projects and or workstreams</li> <li>Experience of undertaking direct responsibility for the supervision, co-ordination, or training of other employees</li> <li>Working experience of using literacy, numeracy and ICT skills to complete a range of tasks, such as writing letters and other effective communications</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Experience of applying relevant knowledge of street lighting design and construction standards, guidance, best practice and regulations to a range of scenarios</li> <li>5 years' working in a highway operations environment at a senior level managing large works programmes and implementing structural and electrical testing regimes</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>More than 15 years' experience in a street lighting environment</li> <li>Demonstrable experience of budget management across street lighting</li> <li>Demonstrable experience of delivering large street lighting projects, e.g. LED Conversion</li> <li>Experience of analysing and interpreting varied and complex</li> </ul>
<ul style="list-style-type: none"> <li>Relevant demonstrable experience (minimum 10 years) 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 best value principles</li> <li>Experience of dealing with emergencies and developing emergency practices</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrable experience of independently overseeing relevant workstreams and providing advice on any areas of concern</li> <li>Experience of interpreting design drawings, preparing cost estimates and scheduled bill of quantities for a range of workstreams</li> <li>Experience of budget management / financial accountability</li> <li>Demonstrable experience of supporting the training, development and mentoring of junior staff.</li> <li>Experience of supervising works and services via a highway infrastructure contract</li> </ul>	<p>information or situations and taking authoritative action within specialist service area.</p> <ul style="list-style-type: none"> <li>Minimum of 10 years' experience supervising a team with financial monitoring responsibility</li> </ul>
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Competent user of standard ICT packages i.e. Word, Excel, Outlook and PowerPoint</li> <li>Competent user of AutoCAD</li> <li>Demonstrates the ability to manage individual projects and workstreams</li> <li>Relevant project management skills</li> <li>Ability to line manage and oversee the work of Engineers, Technicians and junior staff</li> <li>Demonstrates the ability to work all or most of the working day being alert to risks or checking of documents or equivalent.</li> <li>Can demonstrate dexterity and co-ordination skills.</li> <li>Demonstrable ability to deal with high levels of work-related pressure, for example from deadlines, interruptions or conflicting demands.</li> <li>Developed organisational and communication skills with the ability to manage work programmes and present complex and sensitive information in an understandable way, using a variety of methods across a range of audiences in a timely manner.</li> <li>Demonstrable ability to use analytical skills to interpret complex information and situations.</li> <li>Develops solutions or plans which take several months up to a year to formulate.</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Demonstrable awareness around the direct impact on the wellbeing of individuals or groups of people because of proposed works</li> <li>Ability to monitor budget income and expenditure</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Demonstrable ability to undertake work that requires a range of imaginative solutions and involves the application of fresh and innovatory thinking</li> <li>Demonstrable ability to deputise for next level of line management, exhibiting appropriate skills, behaviours and corporate awareness</li> <li>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</li> <li>Demonstrates the ability to apply asset management principles to the day-to-day management of street lighting</li> </ul>

**Senior Engineer (Highway Operations) (PN: 14954) – MPR 6**

See Job Profile for full duties.

Main duties include:

*Reporting to the Principal Engineer the post holder will coordinate delivery of the functions of the Highway Operations team including the setting of priorities and monitoring of officer performance within the team.*

*The post holder will form part of the Highway Operations management team, to ensure team and service plans are met, which will reflect the needs of customers, the statutory functions delivered by the service and any contractual or auditable frameworks that may be placed upon the service.*

*The post holder will ensure that performance management systems are implemented which accurately reflect the work of the service and the results delivered to the customer.*

Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Required for this level	In addition to level 6A	In addition to levels 6A and 6B
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Relevant Level 5 civil engineering qualification or similar, e.g. ILE, HND</li> <li>• Full UK Driving Licence</li> <li>• Relevant Project Management Qualification/Accreditation e.g. PRINCE2, PMP or AgilePM</li> <li>• Completion of Leadership and Management qualification e.g. ILM5 Diploma level</li> <li>• Relevant AutoCAD and GIS qualification (Level 3)</li> </ul>	<p><b>Training:</b></p> <ul style="list-style-type: none"> <li>• Formal training in highway operations e.g. Manual for Streets, CDM, Traffic Signs Regulations and General Directions (TSRGD)</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Ongoing Continuing Professional Development</li> </ul>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Good knowledge of highway legislation, highway maintenance and design</li> <li>• ICT software packages, including Microsoft and other relevant packages such as AutoCAD, GIS and Asset Management</li> <li>• Oversight of highway engineering and alteration projects and new highway construction</li> <li>• Knowledge of highway design principles</li> <li>• Awareness of and experience in project management principles</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of financial processes and system, including budget oversight and spend accountability</li> <li>• Knowledge of project management processes, supporting project delivery across a specialist area</li> <li>• Demonstrable knowledge of contracts, e.g. NEC3/4 or other term maintenance contracts</li> <li>• Demonstrable knowledge of highway design and construction standards and guidance, e.g. DMRB, Manual for Streets, TSRGD and CDM</li> <li>• Knowledge and understanding of highway law in relation to public highway and private streets</li> <li>• Knowledge of Asset Management Principles</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Extensive knowledge of highway software packages, e.g. CadCorp, PLANET, CONFIRM</li> <li>• Extensive experience in a highways environment, including highway operations design and associated standards, highway legislation, guidance and policy</li> <li>• Extensive knowledge of highway contracts</li> <li>• Demonstrable practical and procedural knowledge across highway service area to demonstrate service improvement</li> </ul>

<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Managing individual highway related projects and or workstreams</li> <li>Experience of undertaking direct responsibility for the supervision, co-ordination, or training of other employees</li> <li>Working experience of using literacy, numeracy and ICT skills to complete a range of tasks, such as writing letters and other effective communications</li> <li>Relevant demonstrable experience (minimum 10 years) 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 best value principles</li> <li>Experience of dealing with emergencies and developing emergency practices</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Experience of applying relevant knowledge of highway design and construction standards, guidance, best practice, and regulations to scenarios</li> <li>5 years' working in a highway operations environment at a senior level managing large works programmes and implementing structural and electrical testing regimes</li> <li>Demonstrable experience of independently overseeing relevant workstreams and providing advice on any areas of concern</li> <li>Experience of interpreting design drawings, preparing cost estimates and scheduled bill of quantities for a range of workstreams</li> <li>Experience of budget management / financial accountability</li> <li>Demonstrable experience of supporting the training, development and mentoring of junior staff.</li> <li>Experience of supervising works and services via a highway infrastructure contract</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Significant demonstrable experience in the highway operations in relevant discipline experience (15 years' experience at equivalent level of responsibility).</li> <li>Experience of analysing and interpreting varied and complex information or situations and taking authoritative action within specialist service area.</li> <li>Demonstrable experience of delivering large highway operations projects,</li> <li>Minimum of 10 years' experience supervising a team with financial monitoring responsibility</li> <li>Demonstrable experience of budget management across street lighting</li> </ul>
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Competent user of standard ICT packages i.e. Word, Excel, Outlook and PowerPoint</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Demonstrable ability to independently overseeing relevant workstreams and providing advice on any areas of concern</li> </ul>	<p><b>Skills</b></p>

<ul style="list-style-type: none"> <li>Competent user of AutoCAD</li> <li>Demonstrates the ability to manage individual projects and workstreams</li> <li>Relevant project management skills</li> <li>Ability to line manage and oversee the work of Engineers, Technicians and junior staff</li> <li>Demonstrates the ability to work all or most of the working day being alert to risks or checking of documents</li> <li>Can demonstrate dexterity and co-ordination skills.</li> <li>Demonstrable ability to deal with high levels of work-related pressure, for example from deadlines, interruptions or conflicting demands.</li> <li>Developed organisational and communication skills with the ability to manage work programmes and present complex and sensitive information in an understandable way, using a variety of methods across a range of audiences in a timely manner.</li> <li>Demonstrable ability to use analytical skills to interpret complex information and situations.</li> <li>Develops solutions or plans which take several months up to a year to formulate.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrable awareness around the direct impact on the wellbeing of individuals or groups of people because of proposed works</li> <li>Ability to monitor budget income and expenditure</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrable ability to undertake work that requires a range of imaginative solutions and involves the application of fresh and innovative thinking</li> <li>Demonstrable ability to deputise for next level of line management, exhibiting appropriate skills, behaviours and corporate awareness</li> <li>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</li> <li>Demonstrates the ability to apply asset management principles to the day-to-day management of highways</li> </ul>
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**Senior Highway Inspector (PN: 6660) – Range 6**

See Job Profile for full duties.

Main duties include:

*Managing and co-ordinating the delivery of the functions of the Highway Inspectorate, including the setting of priorities and monitoring of officer performance within the team.*

*Ensuring inspection of the highway network is completed in accordance with the network hierarchy and associated regimes so that Medway Council meets its statutory duty under the Highways Act 1980.*

*The post-holder will be expected to work independently and supervise work undertaken by the Highway Inspectors, Contractors and Sub-contractors, as well as liaise with stakeholders, including Members, MPs, Senior Officers and other Services across the Council in a way that promotes the vision and values of the Council*

Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Required for this level	In addition to level 6A	In addition to levels 6A and 6B
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>HNC in Civil Engineering/highway maintenance related discipline or equivalent</li> <li>Relevant GIS qualification (Level 3)</li> <li>Relevant Leadership and Management Qualification, e.g. ILM5 Diploma</li> <li>Full UK Driving Licence</li> </ul>	<p><b>Qualifications</b></p>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Ongoing Continuing Professional Development</li> </ul>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Highway legislation relating to Highway Maintenance</li> <li>Project Management principles</li> </ul>	<p><b>Knowledge</b></p>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Demonstrable knowledge and understanding of the legislation, regulation and guidance that influence highway, street and</li> </ul>
<ul style="list-style-type: none"> <li>Technical knowledge and understanding of work practices, systems, processes and procedures relevant to Highway Inspections and maintenance and their application to other street and roadworks</li> <li>Knowledge and understanding of financial processes and systems, including spend accountability</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of and ability to interpret legislation, regulations, codes of practice and statutory guidance associated with highway and street/roadworks and identify emerging issues</li> <li>Knowledge of contracts and contract monitoring</li> <li>Knowledge and understanding of asset management principles</li> <li>Knowledge of financial management systems</li> </ul>	<ul style="list-style-type: none"> <li>roadworks e.g Highways Act, NRASWA</li> <li>Knowledge of performance monitoring of works undertaken by the Highway Contractor and reporting where standards have not been met</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Managing individual highway related workstreams.</li> <li>Experience of undertaking direct responsibility for the supervision, co-ordination, or training of other employees.</li> <li>Minimum 3 years' demonstrable experience in specific discipline, e.g. Highways</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Demonstrable 5 years experience, overseeing workstreams and providing advice on any areas of concern</li> <li>Demonstrable experience of supporting the training, development and mentoring of junior staff</li> <li>Experience of highway maintenance contracts and contract monitoring</li> <li>Experience of leading on engagement with a wide range of stakeholders, such as Members, MPs, Senior Officers, contractors and other Services across the Council</li> <li>Technical expertise when committing works orders to ensure the accurate use of materials across all schedule of rate items contained within the Highway Infrastructure Contract</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Significant demonstrable experience in highway maintenance or relevant discipline of 10 years or equivalent level of responsibility).</li> <li>Can deputise for next level of line management when required</li> <li>Experience of analysing and interpreting varied and complex information or situations and taking authoritative action within specialist service area</li> <li>Experience of keeping existing practices and policies under review and identifying where improvements can be made for betterment of the highway service</li> </ul>

<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Competent user of standard ICT packages i.e. Word, Excel, Outlook and PowerPoint.</li> <li>• Competent user of highway asset management system and other asset management technology</li> <li>• Demonstrates the ability to manage multiple projects and workstreams</li> <li>• Ability to line manage, motivate and oversee the work of Highway Inspectors, setting clear direction for their development</li> <li>• Demonstrates the ability to work all or most of the working day being alert to risks</li> <li>• Can demonstrate dexterity, co-ordination or sensory skills, where there is high demand for precision in the use of these skills</li> <li>• Demonstrable ability to use well developed communication skills to present information in an understandable way to a wide audience</li> <li>• Demonstrable ability to deal with high levels of work-related pressure, for example from deadlines, interruptions or conflicting demands</li> <li>• Demonstrable ability to use analytical skills to interpret complex information and situations</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrable awareness of the direct impact on the well-being of individuals or groups of people because of proposed works</li> <li>• Ability to have considerable direct responsibility for financial resources, being accountable for considerable expenditures from an agreed budget or equivalent income</li> <li>• Demonstrable ability to independently oversee relevant workstreams and providing advice on any areas of concern</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrable ability to undertake work that requires a range of imaginative solutions and involves the application of fresh and innovatory thinking</li> <li>• Demonstrable ability to deputise for next level of line management, exhibiting appropriate skills, behaviours and corporate awareness</li> <li>• 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</li> </ul>
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**Principal Engineer (Highway Operations) (PN: 0341) – MPR 7**

See Job Profile for full duties.  
Main duties include:

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

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

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

Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Required for this level	In addition to level 7A	In addition to levels 7A and 7B

<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Relevant Level 5 civil engineering qualification or similar, e.g. ILE, HND</li> <li>• Full UK Driving Licence</li> <li>• Relevant Project Management Qualification/Accreditation e.g. PRINCE2, PMP or AgilePM</li> <li>• Suitable leadership and management qualification, e.g. ILM 5 Diploma</li> <li>• Relevant AutoCAD and GIS qualification (Level 3)</li> </ul>	<p><b>Qualifications</b></p>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Ongoing Continuing Professional Development</li> </ul>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Project management and highway design principles</li> <li>• Working in or with a Local Government setting in a position involving exposure to the public and regular contact with Chief/senior Local Government Officers, Elected Members and Government Officials</li> <li>• Understanding of highway maintenance, both reactive and planned</li> <li>• Knowledge of statutory requirements in relation to the operation of Highways, e.g. NRASWA legislation, DMRB, Manual for Streets, CDM</li> <li>• Knowledge of the Streetworks Permitting System e.g. Street Manager/Confirm and NRASWA</li> <li>• Knowledge of TROs and TTROs and associated processes</li> <li>• Awareness of Asset Management Principles</li> <li>• Awareness of highway projects and highway construction</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Demonstrates the application of specialist knowledge and leadership across multiple service area disciplines, e.g. statutory responsibilities under the Highways Act 1980</li> <li>• Understanding of the external funding streams applicable to highway maintenance and relevant criteria for expenditure</li> <li>• Understanding of the network hierarchy in relation to winter maintenance and inspection, with the ability to make decisions regarding frequencies and/or regimes</li> <li>• Demonstrable knowledge of SAG and risk management</li> <li>• Demonstrable knowledge and understanding of financial processes and systems, including budget oversight, including spend accountability</li> <li>• Demonstrable Project management processes, supporting project delivery across a specialist area e.g. successful programme delivery</li> <li>• Highway design and construction standards and guidance, such as, DMRB, Manual for Streets, TSRGD, CDM</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Demonstrates the ability to manage term maintenance contracts, particularly NEC3 or 4, working in partnership to deliver the service</li> <li>• Understanding of key performance indicators and their application in a contract setting</li> <li>• Demonstrable knowledge in reviewing condition survey data,</li> <li>• Demonstrable knowledge of Asset Management Principles and Lifecycle Planning</li> <li>• Extensive knowledge in relevant discipline including Highway legislation, design standards and guidance and policy</li> <li>• Knowledge and understanding of statutory duties, compliance and appropriate governance across specialist area</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Relevant demonstrable experience (minimum 15 years) of working in a Highways/Engineering role in a local authority, public body or similar organisation, including applying highway engineering solutions, political awareness, partnership working and best value principles</li> <li>• Managing various highway related projects and or workstreams</li> <li>• Experience of applying project management principles, practices, and methods</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• 5 years' experience in a senior position supervising and managing a small team with budget/financial accountability</li> <li>• Experience in dealing with Members at a high level</li> <li>• Experience of applying relevant knowledge of highway design and construction standards, guidance, best practice, regulations and responsibilities to a range of scenarios</li> <li>• Demonstrable experience of independently overseeing relevant</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• 20 years' demonstrable experience working a Highways/Engineering role, including deputising for next level of management</li> <li>• Experience of analysing and interpreting varied and complex information or situations and taking authoritative action within specialist service area</li> <li>• Demonstrable experience in writing, tendering and awarding highway contracts</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of undertaking direct responsibility for the supervision, co-ordination, or training of other employees</li> </ul>	<ul style="list-style-type: none"> <li>workstreams and providing advice on any areas of concern</li> <li>• Experience of interpreting design drawings, preparing cost estimates and scheduled bill of quantities</li> <li>• Experience of budget build and budget management / financial accountability</li> </ul>	

<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Managing and supporting several teams of engineers and Inspectors</li> <li>Demonstrable highly developed oral and written communication skills, with an adaptable style and able to use a variety of information and tailor communication style to suit different needs</li> <li>Competent user of standard ICT packages i.e. Word, Excel, Outlook, PowerPoint and AutoCAD</li> <li>Demonstrates the ability to manage individual projects and workstreams</li> <li>Demonstrates the ability to work all or most of the working day being alert to risks</li> <li>Can demonstrate dexterity, co-ordination or sensory skills, where there is high demand for precision in the use of these skills – plan drawings</li> <li>Demonstrates the ability to deal with periods of hours at a time undertaking repeated manual calculations or other work with figures, or report writing or preparing for a presentation</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Ability to lead, supervise, persuade and influence others</li> <li>Ability to be innovative and develop solutions for service improvement</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Demonstrates ability to deputise for next level of line management</li> <li>Demonstrable experience of highly developed management skills • Demonstrable skills in budget monitoring and forecasting both OpEx and CapEx and responsibility for delivering budget spend to maximise service delivery</li> </ul>
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## ASSET & NETWORK MANGEMENT

### Technical Support Officer (Streetworks) (PN: 0362) – Range 3

See Job Profile for full duties.  
Main duties include

*Providing support to the Streetworks Team to facilitate the Council's statutory responsibility to manage the highway network in an effective manner in co-ordinating works to reduce congestion and provide safe and reliable journeys for network users*

*Managing the administration processes across the team, including the reconciliation and collection of any monies from fees and charges, managing a wide range of customer and stakeholder enquiries and requests for information.*

Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Required for this level	In addition to level 3A	In addition to levels 3A and 3B
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>4 GCSEs Grade 4 or above (including Maths and English) or equivalent</li> <li>Hold a current full UK Driving Licence</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>AutoCAD and GIS qualification (Level 2)</li> </ul> <p><b>Training</b></p>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Relevant Level 3 qualification in service discipline, e.g. NVQ3 in Customer Services/Business Administration</li> <li>Ongoing Continuing Professional Development</li> </ul>
	<ul style="list-style-type: none"> <li>Formal training in a highways/transport environment e.g. NRASWA</li> </ul>	

<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• ICT software packages such as Microsoft and other relevant packages including AutoCAD, Asset Management software and invoicing software</li> <li>• Awareness of relevant legislation, Codes of Practice relating to highways, streetworks and traffic</li> <li>• Knowledge of GIS systems</li> <li>• Knowledge of GDPR and its importance when handling data and information sharing</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Demonstrable knowledge of the Streetworks Permitting Scheme</li> <li>• Knowledge of applying relevant legislation to a wide variety of scenarios e.g. Highways Act 1980, NRASWA</li> <li>• A good understanding of equality, diversity and inclusion</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Demonstrable knowledge and understanding of legislation, regulations and guidance that influence both highway, street and roadworks</li> <li>• A good understanding of the Council's Record Retention Policy and freedom of information protocols</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Working experience of using literacy, numeracy and ICT skills to complete a range of tasks such as writing letters, submitting permits, managing invoices and be able to communicate effectively.</li> <li>• Experience of managing own workstreams</li> <li>• Experience of carrying out tasks and advising on processes which impact the health and wellbeing of people</li> <li>• Experience of updating records accurately using electronic or hard copy filing systems/databases</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• 2 years' experience of working in a Streetworks environment in a technical support role</li> <li>• Experience of providing project support and project managing small projects</li> <li>• Experience of coaching/supporting others in their role</li> <li>• Experience with the reconciliation and collection of any monies from fees and charges such as permit fees, fixed penalty charges and other fees associated within the service to support timely financial monitoring</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Demonstrable experience in a highway environment with relevant discipline experience (5 years' experience at equivalent level of responsibility)</li> <li>• Experience of supporting the Streetworks Inspectors, including issuing of Improvement Notices or sanctions to ensure compliance</li> <li>• Experience of reporting any identified issues within the National Street Gazetteer and its associated street data</li> </ul>
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Competent user of standard ICT packages i.e. Word, Excel, Outlook and PowerPoint.</li> <li>• Can demonstrate dexterity, co-ordination or sensory skills, where there is demand for precision in the use of these skills</li> <li>• Able to assist in the delivery of specialist area workstreams across the Team</li> <li>• Ability to demonstrate effective organisational and planning skills.</li> <li>• Good interpersonal and communication skills</li> <li>• Ability to analyse and interpret complex information and situations and developing innovative solutions</li> <li>• Ability to co-ordinate or train other officers where required</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Competent in applying relevant legislation to a wide variety of scenarios</li> <li>• Competent user of the finance system to process invoices.</li> <li>• Demonstrates the ability to undertake repeated manual calculations</li> <li>• Ability to communicate in a manner which is easily understood and tailored to meet the needs of the audience</li> <li>• Good project management skills</li> <li>• Good analytical skills</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrable ability to deal with work-related pressure, for example from deadlines, interruptions or conflicting demands.</li> <li>• Developed organisational and communication skills</li> <li>• Ability to manage small work projects</li> <li>• Demonstrates the ability to work all or most of the working day being alert to risks</li> </ul>

### Technical Support Officer (Traffic) (PN: 14951) – Range 3

See Job Profile for full duties.

Main duties include

*Providing support to the Traffic Management Team to facilitate the Council's statutory responsibility to manage the highway network in an effective manner, working alongside the Streetworks Team, monitoring cameras and observing works and congestion on the highway network.*

Responsibility for administration processes across the team, including the recording and processing of Traffic Regulation Orders and associated correspondence, fees and charges as well as proactively assisting with a wide range of customer and stakeholder enquiries and requests for information.

Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Required for this level	In addition to level 3A	In addition to levels 3A and 3B
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>4 GCSEs Grade 4 or above (including Maths and English) or equivalent</li> <li>Full UK Driving Licence</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>AutoCAD and GIS qualification (Level 2)</li> </ul> <p><b>Training</b></p> <ul style="list-style-type: none"> <li>Formal training in a highways/transport environment e.g. NRASWA</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Relevant Level 3 qualification in service discipline, e.g. NVQ3 in Customer Services/Business Administration</li> <li>Ongoing Continuing Professional Development</li> </ul>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>ICT software packages such as Microsoft and other relevant packages including AutoCAD, Asset Management software and invoicing software</li> <li>Awareness of relevant legislation, Codes of Practice relating to highways, streetworks and traffic</li> <li>Knowledge of GIS systems</li> <li>Knowledge of GDPR and its importance when handling data and information sharing</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Demonstrable knowledge of the Traffic Regulation Orders and the Streetworks Permitting Scheme</li> <li>Knowledge of applying relevant legislation to a wide variety of scenarios e.g. Highways Act 1980, NRASWA</li> <li>A good understanding of equality, diversity and inclusion</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Demonstrable knowledge and understanding of legislation, regulations and guidance that influence both highway, traffic, street and roadworks</li> <li>A good understanding of the Council's Record Retention Policy and freedom of Information protocols</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Working experience of using literacy, numeracy and ICT skills to complete a range of tasks such as writing letters, submitting permits, managing invoices and be able to communicate effectively.</li> <li>Experience of managing own workstreams</li> <li>Experience of carrying out tasks and advising on processes which impact the health and wellbeing of people</li> <li>Experience of updating records accurately using electronic or hard copy filing systems/databases</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>2 years' experience of working in a traffic environment in a technical support role</li> <li>Experience of providing project support and project managing small projects</li> <li>Experience of coaching/supporting others in their role</li> <li>Experience with the reconciliation and collection of any monies from fees and charges such as permit fees, fixed penalty charges and other fees associated within the service to support timely financial monitoring</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Demonstrable experience in a highway environment with relevant discipline experience (5 years' experience at equivalent level of responsibility)</li> <li>Experience of supporting the Traffic Management Team in carrying out their statutory responsibilities, including provision of information for any subsequent enforcement</li> <li>Experience of reporting any identified issues on the highway network to a wide range of stakeholders in a timely manner to ensure appropriate intervention measures being undertaken</li> </ul>
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Competent user of standard ICT packages i.e. Word, Excel, Outlook and PowerPoint.</li> <li>Can demonstrate dexterity, co-ordination or sensory skills, where there is demand for precision in the use of these skills</li> <li>Able to assist in the delivery of specialist area workstreams across the Team</li> <li>Ability to demonstrate effective organisational and planning skills</li> <li>Good interpersonal and communication skills</li> <li>Ability to analyse and interpret complex information and situations and developing innovative solutions</li> <li>Ability to co-ordinate or train other officers where required</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Competent in applying relevant legislation to a wide variety of scenarios</li> <li>Competent user of the finance system to process invoices.</li> <li>Demonstrates the ability to undertake repeated manual calculations</li> <li>Ability to communicate in a manner which is easily understood and tailored to meet the needs of the audience</li> <li>Good project management skills</li> <li>Good analytical skills</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Demonstrable ability to deal with low levels of work-related pressure, for example from deadlines, interruptions or conflicting demands.</li> <li>Developed organisational and communication skills</li> <li>Ability to manage small work projects</li> <li>Demonstrates the ability to work all or most of the working day being alert to risks or checking of documents or equivalent</li> </ul>

**Assistant Engineer (Tunnel) (PN: 0369) – MPR 4**

See Job Profile for full duties.

Main duties include:

*The post holder will be required to assist in the day-to-day management of Medway Tunnel, the holder will also work with Highways Structures and Drainage team when needed.*

*The role will entail assistance in the delivery of work programmes in producing site specific engineering information, including drawings, letters and other functions in relation to the service provided to support Highway Tunnel, Structures and Drainage.*

*The post holder will maintain and further develop the working partnerships between the service and internal / external partners such as the highways maintenance term contractor, other contractors, National Highways, Kent County Council Highways services and the Department for Transport.*

*Responsible for assisting with Asset Management plans and policies, as well as projects dictated by the Senior Engineer (Tunnel, Structures and Drainage) and acting as a substitute, for that role, when required.*

Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Required for this level	In addition to level 4A	In addition to levels 4A and 4B
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>4 GCSEs Grade 4 or above (including Maths and English) or equivalent</li> <li>Level 3 qualifications e.g. A Levels or equivalent in relevant subjects, HNC engineering qualification</li> <li>Full UK Driving Licence</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Relevant AutoCAD and GIS qualification (Level 3)</li> <li>Working towards NVQ4, HNC in relevant Engineering discipline</li> </ul> <p><b>Training</b></p> <ul style="list-style-type: none"> <li>Successful completion of relevant skills-based course(s) as identified for role, i.e. New Roads and Street Works Act (NRASWA), LANTRA and appropriate CSCS card attainment</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Relevant Level 4 qualification in an engineering discipline, e.g. HNC, ILE</li> <li>Membership of professional body, e.g. Road Tunnel Association (RTA)</li> <li>Ongoing Continuing Professional Development</li> </ul>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Awareness of legislation relating to highway maintenance and design, e.g. Highways Act 1980, TSRGD</li> <li>Knowledge of ICT software packages such as Microsoft and other relevant packages including AutoCAD and asset management software</li> <li>Mechanical and Electrical engineering knowledge</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Understanding of highway design and construction standards and guidance, e.g. DMRB, Manual for Streets, TSRGD and CDM</li> <li>Demonstrable knowledge of the Streetworks Permitting System</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Demonstrable knowledge of highway engineering software packages, e.g. AutoCAD with ability to produce plans</li> <li>Demonstrable knowledge of highway legislation, design standards, guidance and policy e.g. Highways Act 1980, Road Traffic Act 1988, Asset Management Strategy</li> <li>Understanding of Lifecycle Planning and Asset Management Principles, e.g. can identify how lifecycle planning is calculated</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>2 years experience working in a highways environment</li> <li>Working experience using literacy, numeracy and ICT skills to complete a range of tasks, e.g. writing letters and effective communication</li> <li>Experience of managing own workstreams and prioritising work to ensure deadlines are met</li> <li>Experience of planning and supervising contractors to contribute to efficient and effective provision of Tunnel maintenance</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Application of relevant knowledge of highway design and construction standards, guidance, best practice and regulations across a range of scenarios</li> <li>2 years' experience working in a highway structures/tunnel environment managing small schemes and minor works</li> <li>Experience in preparing cost estimates and schedule bill of quantities for own workstreams</li> <li>Experience of developing working partnerships between the service and internal / external partners</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Demonstrable experience of 5 years working in a highway structures/tunnel environment</li> <li>Experience of budget management relating to small projects and workstreams</li> </ul>

<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Competent user of standard ICT packages e.g. Word, Excel, Outlook and PowerPoint</li> <li>• Can demonstrate dexterity and co-ordination skills i.e. site drawings</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrates the ability to manage individual highway projects and workstreams</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrates the ability to deal with work related pressure, e.g. deadlines, interruptions or conflicting demands</li> </ul>
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<ul style="list-style-type: none"> <li>• Ability to manage own workstream</li> <li>• Ability to assist in the delivery of specialist area workstreams and deal with enquiries and producing relevant engineering information</li> <li>• Ability to communicate effectively with a wide audience</li> </ul>	<ul style="list-style-type: none"> <li>• Competent user of AutoCAD to assist in the delivery of specialist area workstreams, e.g. producing engineering plans</li> <li>• Competent user of financial management systems, Integra and ability to process invoices</li> <li>• Demonstrates the ability to deal with periods of hours at a time undertaking repeated manual calculations or complex drawings</li> </ul>	<ul style="list-style-type: none"> <li>• Undertakes work that requires a range of imaginative solutions and responses and involves the application of fresh and innovative thinking</li> <li>• Developed organisational and communication skills with the ability to manage small work projects</li> <li>• Demonstrates the ability to work all or most of the working day being alert to risks or dangers</li> <li>• Ability to apply financial judgement</li> </ul>
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**NRSWA (Streetworks) Inspector (PN: 0360) – Range 4**

See Job Profile for full duties.  
Main duties include:

*The postholder will form part of the team delivering the Council's statutory responsibility for network management. Alongside Streetworks and in conjunction with the Traffic Management Team, you will actively support the development, implementation, improvement and operation of the highway network by minimising disruptions, ensuring availability and maintaining reliability within available resources.*

*The role involves monitoring and control of all regulatory licences and notifications received by the team, carrying out inspections of works on the highway network to ensure compliance and taking appropriate action where there are failures.*

Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Required for this level	In addition to level 4A	In addition to levels 4A and 4B
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• 4 GCSEs Grade 4 or above (including Maths and English) or equivalent</li> <li>• Level 3 qualifications e.g. A Levels or equivalent in relevant subjects, HNC engineering qualification, NRASWA</li> <li>• Full UK Driving Licence</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Relevant GIS qualification (Level 3)</li> <li>• Working towards NVQ4, HNC in relevant Engineering discipline</li> </ul> <p><b>Training</b></p> <ul style="list-style-type: none"> <li>• Successful completion of relevant skills-based course(s) as identified for role, i.e. LANTRA</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Relevant qualification in Engineering discipline, e.g. NRASWA Supervisors, HNC or equivalent</li> <li>• Membership of professional body, e.g. IHE</li> <li>• Ongoing Continuing Professional Development</li> </ul>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Awareness of Highway legislation, relevant Codes of Practice and Health &amp; Safety relating to Streetworks and Highway maintenance/operations, e.g. Highways Act 1980</li> <li>• Good understanding of NRASWA</li> <li>• GIS knowledge</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of relevant legislation and Codes of Practice relating to Highways, Streetworks and Traffic e.g. Highways Act 1980, New Roads and Streetworks Act</li> <li>• Demonstrable knowledge of the Streetworks permitting system and NRASWA requirements</li> <li>• Knowledge of and experience in analysing and interpreting information to produce reports, develop solutions and taking action</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Demonstrable knowledge, experience and understanding of Streetworks, together with guidance and policy</li> <li>• Knowledge of Highway Contracts and their practical application for highway works</li> </ul>

<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Working experience of using literacy, numeracy and ICT skills to complete a range of tasks such as writing letters, statements and effective communication.</li> <li>Experience of managing own workstreams and work independently</li> <li>Experience of using well developed communication skills to present complex/sensitive information in an understandable way.</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>2 years' experience working in a Streetworks environment</li> <li>Experience of applying relevant knowledge of highway maintenance, design and construction standards, guidance, best practice, and regulations to scenarios.</li> <li>Experience of co-ordinating works on the highway.</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Demonstrable experience in relevant discipline experience (5 years' experience at equivalent level of responsibility)</li> <li>Experience of budget management of small projects/workstreams</li> <li>Experience of supervising works on the highway network</li> <li>Experience of reporting issues within the National Street Gazetteer and Associated Street Data</li> </ul>
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<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Competent user of standard ICT packages i.e. Word, Excel, Outlook, GIS systems and PowerPoint.</li> <li>Can demonstrate dexterity and co-ordination skills</li> <li>Ability to assist in the delivery of specialist area workstreams such as enquiries, and other relevant maintenance/engineering information</li> <li>Ability to identify risk and the impact actions have on others</li> <li>Ability to communication effectively with a wide audience</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Demonstrates the ability to manage individual highway related projects and workstreams</li> <li>Competent user of highway Asset Management System and other highway related technology</li> <li>Demonstrates the ability to deal with periods of hours at a time undertaking repeated manual task</li> <li>Ability to identify non-compliance on the highway network and take the appropriate course of action to rectify</li> <li>Good negotiation skills</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Demonstrable ability to deal with some levels of work-related pressure, for example from deadlines, interruptions or conflicting demands</li> <li>Undertakes work that requires a range of imaginative solutions and responses and involves application of fresh and innovatory thinking</li> <li>Developed organisational and communication skills with the ability to manage small work projects</li> <li>Demonstrates the ability to work all or most of the working day being alert to risks or checking of documents or equivalent</li> <li>Ability to apply financial judgment</li> </ul>
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**Network Officer (PN: 13117) – Range 4**

See Job Profile for full duties.  
Main duties include:

*The postholder will form part of the team delivering the Council's statutory responsibility for network management. Alongside Streetworks and in conjunction with the Traffic Management Team, you will actively support the development, implementation, improvement and operation of the highway network by minimising disruptions, ensuring availability and maintaining reliability within available resources.*

*The role involves monitoring and control of all regulatory licences and notifications received by the team, to co-ordinate highway activities, including streetworks and roadworks through a designated area, including the processing of applications for a permit and any associated variations for registerable activities.*

Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Required for this level	In addition to level 4A	In addition to levels 4A and 4B

<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• 4 GCSEs Grade 4 or above (including Maths and English) or equivalent</li> <li>• Level 3 qualifications e.g. A Levels or equivalent in relevant subjects, HNC engineering qualification, NRASWA</li> <li>• Full UK Driving Licence</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Relevant GIS qualification (Level 3)</li> <li>• Working towards appropriate Level 4 qualification in a highway environment e.g. NVQ4, HNC in relevant Engineering discipline (NRASWA, LANTRA)</li> </ul> <p><b>Training</b></p> <ul style="list-style-type: none"> <li>• Successful completion of relevant skills-based course(s) as identified for role, i.e. e.g. Street Management, Asset Management (Confirm)</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Relevant Level 4 qualification in an Engineering discipline e.g. HNC NRASWA, LANTRA</li> <li>• Membership of professional body, e.g. IHE</li> <li>• Ongoing Continuing Professional Development</li> </ul>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• GIS knowledge</li> <li>• Knowledge of the Highways Act and New Roads and Street Works Act, together with relevant Codes of Practice (CofP), CDM Regs and H&amp;S</li> <li>• Understanding of NRASWA process and Inspection protocols</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Application of relevant legislation and codes of practice (Highways Act, Traffic Management Act, Well Maintained Highway Infrastructure CoP and permitting of works)</li> <li>• Knowledge of and experience in analysing and interpreting information to produce reports, develop solutions and taking action</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge, experience and understanding of applying relevant legislation and codes of practise (Highways Act, TMA, Well Managed Highway Infrastructure CofP, NRASWA Act 1991) together with the identification of non-compliance</li> <li>• Knowledge of Highway contracts and their practical application for highway maintenance</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Ability to demonstrate the use of literacy, numeracy and ICT skills to complete a range of tasks such as writing letters, statements and affective communication.</li> <li>• Ability to manage own workstreams and work independently</li> <li>• Ability to use well developed communication skills to present complex/sensitive information in an understandable way.</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• 2 years' experience working in a Streetworks environment</li> <li>• Experience of applying relevant knowledge of highway maintenance, design and construction standards, guidance, best practice, and regulations to scenarios.</li> <li>• Experience of co-ordinating works on the highway</li> <li>• Experience of coaching and supporting the Technical Support Officers in the reconciliation and collection of any monies to ensure financial accountability</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Demonstrable experience in relevant discipline experience (5 years' experience at equivalent level of responsibility)</li> <li>• Experience of budget management of small projects/workstreams</li> <li>• Supervision of works on the highway network</li> </ul>
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Competent user of standard ICT packages i.e. Word, Excel, Outlook, GIS systems and PowerPoint.</li> <li>• Can demonstrate dexterity and co-ordination skills</li> <li>• Assist in the delivery of specialist area workstreams such as enquiries, and other relevant maintenance/engineering information</li> <li>• Ability to identify risk and the impact actions have on others • Ability to communicate effectively with a wide audience</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrates the ability to manage individual highway related projects and workstreams.</li> <li>• Competent user of highway Asset Management System and other highway related technology</li> <li>• Demonstrates the ability to deal with periods of hours at a time undertaking repeated manual task</li> <li>• Ability to identify non-compliance on the highway network and take the appropriate course of action to rectify</li> <li>• Good analytical skills to interpret network data, including any statutory or regulatory reporting requirement</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrable ability to deal with some work-related pressure, for example from deadlines, interruptions or conflicting demands.</li> <li>• Undertakes work that requires a range of imaginative solutions and responses and involves application of fresh and innovatory thinking.</li> <li>• Developed organisational and communication skills with the ability to manage small work projects</li> <li>• Demonstrates the ability to work all or most of the working day being alert to risks or checking of documents or equivalent</li> <li>• Ability to apply financial judgment</li> </ul>

**Traffic Management Officer (formerly) Engineer (Traffic) (PN: 14945) – MPR 5**

See Job Profile for full duties.

Main duties include:

*Assist with the day-to-day service delivery of traffic management activities, ensuring they do not impact on efficient and reliable journey times for users of the highway network.*

*Assist with the delivery of temporary traffic management for events and emergencies, including the writing of both temporary and permanent Traffic Regulation Orders, ensuring these are effectively managed and delivered.*

*Work independently to deliver work programmes, financial reports and project reports, analyse, develop and appraise projects and monitor the performance of schemes to ensure services are provided at the highest level*

Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Required for this level	In addition to level 5A	In addition to levels 5A and 5B
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• 4 GCSEs (or equivalent) Grade 4 or above (including Maths and English)</li> <li>• A Levels or equivalent in relevant subjects</li> <li>• Relevant AutoCAD and GIS qualification (Level 3)</li> <li>• Level 4 HNC in Civil Engineering, related discipline</li> <li>• Full UK Driving Licence</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Relevant Level 5 qualification in the operation and design of the service area e.g. HND</li> <li>• Enrolment onto a leadership and management course, e.g. ILM5 Diploma</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Relevant Leadership and Management Qualification, e.g. ILM5 Diploma</li> <li>• Membership of Professional Body, e.g. Association for Road Traffic Safety and Management (ARTSM)</li> <li>• Ongoing Continuing Professional Development</li> </ul>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge of practical and procedural administrative and technical/project support duties including use of ICT software packages</li> <li>• Detailed knowledge of GDPR requirements</li> <li>• Detailed knowledge of FOI and SAR process requirements</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Demonstrable knowledge of the planning, development and implementation of Traffic Schemes</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><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Full autonomy, able to manage team and large scale traffic management projects without referring to Line Manager</li> <li>• Ability to detail the roles and responsibilities of the service in relation to Traffic schemes, including statutory and non-statutory services</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• 2 years suitable experience working in a Traffic Management discipline, including working on network improvement schemes</li> <li>• Experience of dealing with some exposure to disagreeable, unpleasant or hazardous environmental working conditions, such as working outside in all weathers or people related behaviours such as verbal abuse</li> <li>• Supporting a small team</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Ability to observe, assess and take authoritative action in respect of Traffic Management</li> <li>• Experience of co-ordinating and compiling data from others into template documents for business continuity plans, risk assessments, event planning and traffic schemes</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of providing support for traffic management and associated schemes and events, including contributions towards project planning, procurement, delivery, budget management and governance</li> <li>• Experience in relevant engineering discipline for a minimum 15 years</li> <li>• Experience of supporting the preparation of tender specifications and working with the Council's Category Management team to implement and maintain cost effective strategies and systems</li> </ul>

<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Competent user of standard ICT packages, i.e. Word, Excel, Outlook, PowerPoint</li> <li>• Ability to progress a series of activities and provide general information, advice and guidance on established procedures, making frequent decision without ready access to more senior officers, except for advice on policy or resource issues</li> <li>• Ability to work all or most of the working day being alert to risk</li> <li>• Ability to process works orders, purchase orders and invoices where care and accuracy are important</li> <li>• Ability to deal with periods of hours at a time undertaking repeated manual calculation</li> <li>• Ability to deal with high levels of work-related pressure, for example from deadlines, interruptions or conflicting demands</li> <li>• Developed organisational and communication skills with the ability to manage work programmes</li> <li>• Ability to present complex and/or sensitive information in an understandable way to a range of audiences</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to analyse and interpret varied and complex information or situations and develop solutions and/or strategies</li> <li>• Demonstrable ability to support and manage processes, performance monitoring and evaluation, including procurement activities</li> <li>• Ability to form strong partnership and stakeholder working</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrating ability to deputise for next level of line management</li> <li>• Ability to write and produce detailed reports and support the production of procurement documentation without ready access to more senior officers, except for advice on policy or resource issues</li> <li>• Well developed communication skills to present complex and sensitive information in an understandable way</li> </ul>
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## Engineer (Drainage) (PN: 15005) – MPR 5

See Job Profile for full duties.

Main duties include:

*The post-holder will be required to lead on the day-to-day development and design of drainage engineering schemes within the Asset & Network Management Team, producing 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.*

*Deliver work programs, 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.*

Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Required for this level	In addition to level 5A	In addition to levels 5A and 5B
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• 4 GCSEs (or equivalent) Grade 4 or above (including Maths and English)</li> <li>• A Levels or equivalent in relevant subjects</li> <li>• Relevant AutoCAD and GIS qualification (Level 3)</li> <li>• Level 4 HNC in Civil Engineering, related discipline</li> <li>• Full UK Driving Licence</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Relevant Level 5 qualification in the operation and design of the service area e.g. HND</li> <li>• Project Management Qualification, e.g. PRINCE2, PMP or AgilePM</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Relevant Leadership and Management Qualification, e.g. ILM3 Diploma</li> <li>• Ongoing Continuing Professional Development</li> </ul>

<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge of Highway legislation relating to Highway Maintenance and Design e.g. Highways Act 1980, CDM Regulations</li> <li>• Highway engineering, including oversight of highway alteration projects and new highway construction</li> <li>• Highway design principles</li> <li>• Project Management principles</li> <li>• Highway engineering software packages</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of financial processes and systems, including budget oversight, including spend accountability</li> <li>• Project management processes, supporting project delivery across a specialist area</li> <li>• Highway design and construction standards and guidance, such as, DMRB, Manual for Streets, TSRGD, CDM</li> <li>• Knowledge of Asset Management Principles</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Extensive knowledge in highways (10 years' experience) with the ability to demonstrate advanced theoretical, practical and procedural knowledge.</li> <li>• Extensive knowledge in relevant discipline including Highway legislation, design standards, guidance and policy, commensurate with experience, e.g. Highways Act 1980, DMRB</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Relevant demonstrable experience (minimum 5 years) 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 best value principles</li> <li>• Managing individual highway related projects and or workstreams</li> <li>• Experience of applying project management principles, practices, and methods</li> <li>• Experience of undertaking direct responsibility for the supervision, co-ordination, or training of other employees</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of applying relevant knowledge of highway design and construction standards, guidance, best practice, and regulations to scenarios</li> <li>• Demonstrable experience of independently overseeing relevant workstreams and providing advice on any areas of concern</li> <li>• Experience of interpreting design drawings, preparing cost estimates and scheduled bill of quantities</li> <li>• Experience of budget management / financial accountability</li> <li>• Demonstrable experience of supporting the training, development and mentoring of junior staff</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• 10 years demonstrable experience working in highway operations</li> <li>• Experience of analysing and interpreting varied and complex information or situations and taking authoritative action within specialist service area.</li> </ul>
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Competent user of standard ICT packages i.e. Word, Excel, Outlook, PowerPoint</li> <li>• Competent user of AutoCAD</li> <li>• Demonstrates the ability to manage individual projects and workstreams</li> <li>• Able to supervise the work of Assistant Engineers, Technicians and junior staff</li> <li>• Demonstrates the ability to work all or most of the working day being alert to risks or dangers</li> <li>• Can demonstrate dexterity and co-ordination skills</li> <li>• Demonstrates the ability to deal with periods of hours at a time undertaking repeated manual calculations or other work with</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrable project management skills</li> <li>• 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</li> <li>• Demonstrable ability to use analytical skills to interpret complex information and situations</li> <li>• Develops solutions or plans which take several months up to a year to formulate</li> <li>• Undertakes work that requires a range of imaginative solutions and responses and involves application of fresh and innovatory thinking</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrable ability to analyse and interpret varied and complex information or situations, developing solutions and/or strategies</li> <li>• Demonstrable ability to deputise for next level of line management, exhibiting appropriate skills, behaviours and corporate awareness</li> <li>• 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</li> <li>• 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</li> </ul>
<p>figures, or report writing or preparing for a presentation</p> <ul style="list-style-type: none"> <li>• Demonstrable ability to deal with high levels of work-related pressure, for example from deadlines, interruptions or conflicting demands</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable ability to independently overseeing relevant workstreams and providing advice on any areas of concern</li> </ul>	<p>team members' actions</p>

**Engineer (Structures) (PN: 8106) – MPR 5**

See Job Profile for full duties.

Main duties include:

*The post-holder will be required to lead on the day-to-day development, maintenance and design of Structures within the Asset & Network Management Team in order to produce efficient, effective and safe scheme designs throughout Medway and supervise construction.*

*The role will entail site specific investigations and analysis 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 to contribute to efficient and effective provision of engineering services.*

*Highway structure 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*

Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Required for this level	In addition to level 5A	In addition to levels 5A and 5B
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• 4 GCSEs (or equivalent) Grade 4 or above (including Maths and English)</li> <li>• A Levels or equivalent in relevant subjects</li> <li>• Relevant AutoCAD and GIS qualification (Level 3)</li> <li>• Level 4 HNC in Civil Engineering, related discipline</li> <li>• Full UK Driving Licence</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Relevant Level 5 qualification in the operation and design of the service area, e.g. HND</li> <li>• Relevant project management qualification/accreditation, e.g. PRINCE2</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Relevant leadership and management diploma qualification, e.g. ILM3 (Diploma)</li> <li>• Ongoing Continuing Professional Development</li> </ul>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Highway legislation relating to Highway Maintenance and Design, e.g. Highways Act 1980, CDM Regulations</li> <li>• Highway engineering, including oversight of highway alteration projects and new highway construction, e.g. Manual for Streets</li> <li>• Highway design principles</li> <li>• Project Management principles</li> <li>• Highway engineering software packages, e.g. AutoCAD</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of financial processes and systems, including budget oversight, including spend accountability</li> <li>• Project management processes, supporting project delivery across a specialist area</li> <li>• Highway design and construction standards and guidance, e.g. DMRB, Manual for Streets, TSRGD, CDM</li> <li>• Knowledge of Asset Management Principles</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Extensive knowledge in highways (10 years experience) with the ability to demonstrate advanced theoretical, practical and procedural knowledge.</li> <li>• Extensive knowledge in relevant discipline including Highway legislation, design standards, guidance and policy, commensurate with experience, e.g. Highways Act 1980, DMRB</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Relevant demonstrable experience (minimum 5 years) 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</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of applying relevant knowledge of highway design and construction standards, guidance, best practice, and regulations to a range of scenarios, e.g. DMRB, CDM</li> <li>• Demonstrable experience of independently overseeing relevant workstreams and providing advice on any areas of concern</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum of 5 years' experience working with Highway Structures</li> <li>• Experience of analysing and interpreting varied and complex information or situations and taking authoritative action within specialist service area</li> </ul>

<ul style="list-style-type: none"> <li>Managing individual highway related projects and or workstreams</li> <li>Experience of applying project management principles, practices, and methods</li> <li>Experience of undertaking direct responsibility for the supervision, co-ordination, or training of other employees</li> </ul>	<ul style="list-style-type: none"> <li>Experience of interpreting design drawings, preparing cost estimates and scheduled bill of quantities</li> <li>Experience of budget management / financial accountability</li> <li>Demonstrable experience of supporting the training, development and mentoring of junior staff.</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>10 years demonstrable experience working in highway operations</li> <li>Experience of analysing and interpreting varied and complex information or situations and taking authoritative action within specialist service area.</li> </ul>
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Competent user of standard ICT packages i.e. Word, Excel, Outlook, PowerPoint</li> <li>Competent user of AutoCAD</li> <li>Demonstrates the ability to manage individual projects and workstreams</li> <li>Able to supervise the work of Assistant Engineers, Technicians and junior staff</li> <li>Demonstrates the ability to work all or most of the working day being alert to risks or dangers</li> <li>Can demonstrate dexterity and co-ordination skills</li> <li>Demonstrates the ability to deal with periods of hours at a time undertaking repeated manual calculations or other work with figures, or report writing or preparing for a presentation</li> <li>Demonstrable ability to deal with high levels of work-related pressure, for example from deadlines, interruptions or conflicting demands</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Demonstrable project management skills</li> <li>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</li> <li>Demonstrable ability to use analytical skills to interpret complex information and situations</li> <li>Develops solutions or plans which take several months up to a year to formulate</li> <li>Undertakes work that requires a range of imaginative solutions and responses and involves application of fresh and innovatory thinking</li> <li>Demonstrable ability to independently overseeing relevant workstreams and providing advice on any areas of concern</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Demonstrable ability to analyse and interpret varied and complex information or situations, developing solutions and/or strategies for service improvement</li> <li>Demonstrable ability to deputise for next level of line management, exhibiting appropriate skills, behaviours and corporate awareness</li> <li>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</li> <li>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</li> </ul>

### Senior Engineer (Traffic Management) (PN: 11646) – MPR 6

See Job Profile for full duties. Main duties include:

*Leading on the day to day service delivery of the Traffic Management Team t*

*o ensure such work is undertaken to achieve the most efficient and reliable journey times for users of the highway network.*

Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Required for this level	In addition to level 6A	In addition to levels 6A and 6B
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Relevant Level 5 civil engineering qualification or similar, e.g. ILE, HND</li> <li>Full UK Driving Licence</li> <li>Relevant Project Management Qualification/Accreditation e.g. PRINCE2, PMP or AgilePM</li> <li>Completion of Leadership and Management qualification e.g. ILM5 Diploma level</li> <li>Relevant AutoCAD and GIS qualification (Level 3)</li> </ul>	<p><b>Training:</b></p> <ul style="list-style-type: none"> <li>Formal training in the operation and design of traffic Management e.g. Manual for Streets, Traffic Signs Regulations and General Directions (TSRGD)</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Ongoing Continuing Professional Development</li> </ul>

<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Good highway legislation relating to Traffic Management and design</li> <li>• ICT software packages, including Microsoft and other relevant packages such as AutoCAD, GIS and Asset Management</li> <li>• Oversight of highway engineering and traffic management projects</li> <li>• Knowledge of highway design principles</li> <li>• Awareness of project management principles</li> <li>• Knowledge of Traffic Regulation Orders (TROs) and Temporary Traffic Regulation Order (TTROs)</li> <li>• Knowledge of how to develop and manage changes to Traffic Regulation Orders</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Demonstrable knowledge of traffic management and maintenance</li> <li>• Knowledge of SAG and risk management</li> <li>• Demonstrable knowledge of contracts, e.g NEC3/4 or other term maintenance contracts</li> <li>• Knowledge and understanding of financial processes and system, including budget oversight and spend accountability</li> <li>• Knowledge of project management processes, supporting project delivery across a specialist area</li> <li>• Knowledge and understanding of highway law</li> <li>• Knowledge of Asset Management Principles</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Extensive knowledge of highway traffic management software packages, e.g. CadCorp, PLANET, CONFIRM</li> <li>• Demonstrable knowledge of traffic management, including associated standards, highway legislation, guidance and policy</li> <li>• Extensive knowledge of traffic management in relation to highway contracts</li> <li>• Demonstrable practical and procedural knowledge across service area to demonstrate service improvement</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of partnership working and leading on engagement with local communities and other stakeholders to build sound and productive working relationships</li> <li>• Experience of providing advice on a range of traffic management capital projects to ensure compliance</li> <li>• Managing individual highway related projects and or workstreams</li> <li>• Experience of undertaking direct responsibility for the supervision, co-ordination, or training of other employees</li> <li>• Working experience of using literacy, numeracy and ICT skills to complete a range of tasks, such as writing letters and other effective communications</li> <li>• Relevant demonstrable experience (minimum 10 years) 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 best value principles</li> <li>• Experience of dealing with emergencies and developing emergency practices</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of observing, assessing and taking authoritative action in respect of Traffic Management</li> <li>• Experience in the management of traffic networks across Medway</li> <li>• The responsive operation of the Traffic Operations Room to monitor incidents to minimise disruption on the highway network</li> <li>• Experience of providing advice on temporary traffic management scenarios and events, to support the delivery of various activities in Medway, including advisory support to the Streetworks Manager</li> <li>• Experience of preparing and presenting reports for Council and Public Meetings to support relevant policies and procedures.</li> <li>• Experience of applying relevant traffic management standards, guidance, best practice and regulations to a range of scenarios</li> <li>• 5 years' working in a traffic management environment at a senior level managing large works programmes</li> <li>• Experience of budget management / financial accountability</li> <li>• Demonstrable experience of supporting the training, development and mentoring of junior staff.</li> <li>• Experience of supervising works and services via a traffic management contract</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• More than 15 years' experience in a relevant engineering discipline</li> <li>• Demonstrable experience of budget management</li> <li>• Experience of delivering sustainable solutions for major and complex traffic management projects</li> <li>• Experience of analysing and interpreting varied and complex information or situations and taking authoritative action within specialist service area.</li> <li>• Minimum of 10 years' experience supervising a team with financial monitoring responsibility</li> </ul>
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Competent user of standard ICT packages i.e. Word, Excel, Outlook and PowerPoint</li> <li>• Competent user of AutoCAD</li> <li>• Demonstrates the ability to manage individual projects and workstreams</li> <li>• Relevant project management skills</li> <li>• Ability to line manage and oversee the work of Engineers, Technicians and junior staff</li> <li>• Demonstrates the ability to work all or most of the working day being alert to risks or checking of documents or equivalent.</li> <li>• Can demonstrate dexterity and co-ordination skills.</li> <li>• Demonstrates the ability to deal with periods of hours at a time undertaking repeated manual calculations or other work with figures, or report writing or preparing for a presentation.</li> <li>• Demonstrable ability to deal with high levels of work-related</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrable awareness around the direct impact on the wellbeing of individuals or groups of people because of proposed works</li> <li>• Ability to monitor budget income and expenditure</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrable ability to undertake work that requires a range of imaginative solutions and involves the application of fresh and innovative thinking</li> <li>• Demonstrable ability to deputise for next level of line management, exhibiting appropriate skills, behaviours and corporate awareness</li> <li>• 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</li> <li>• Demonstrates the ability to apply asset management principles to the day-to-day management of street lighting</li> </ul>

<p>pressure, for example from deadlines, interruptions or conflicting demands.</p> <ul style="list-style-type: none"> <li>• Developed organisational and communication skills with the ability to manage work programmes and present complex and sensitive information in an understandable way, using a variety of methods across a range of audiences in a timely manner.</li> <li>• Demonstrable ability to use analytical skills to interpret complex information and situations.</li> <li>• Develops solutions or plans which take several months up to a year to formulate.</li> </ul>		
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**Streetworks Manager (PN: 11647) - Range 6**

See Job Profile for full duties. Main duties include:

*Managing the co-ordination of street works throughout Medway’s highway network by managing a team of Network Co-ordinators and Streetworks Inspectors, where necessary liaising with Statutory Undertakers, County Divisions and Agents, together with the Emergency Services and facilitating solutions to network occupancy conflicts, making unilateral decisions where necessary.*

*Managing the streetworks permitting service to ensure all works are carried out in accordance with the National Conditions for Permit Schemes, Codes of Practice of the New Roads and Street Works Act 1991 and the network management requirements of the Traffic Management Act 20014, to ensure minimal disruption to network users and taking appropriate enforcement action where required*

Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Required for this level	In addition to level 6A	In addition to levels 6A and 6B
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Relevant Level 5 qualification in Civil Engineering / Highway maintenance e.g. HND</li> <li>• Full UK Driving Licence</li> <li>• Leadership or management qualification e.g. ILM 3</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• NRASWA Supervisors Accreditation</li> <li>• Relevant leadership and management qualification or equivalent, e.g. ILM5 Diploma</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Project Management qualification, e.g. PRINCE2</li> <li>• Ongoing Continuing Professional Development</li> </ul>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Understanding legislation relating to Streetworks, Highways and Traffic</li> <li>• Project Management principles</li> <li>• Technical knowledge and understanding of work practices, systems, processes and procedures relevant to Highway Inspections and maintenance and their application to other street and roadworks</li> <li>• Knowledge and understanding of financial processes and systems, including spend accountability</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Ability to interpret legislation, regulations, codes of practice and statutory guidance associated with highway and street/roadworks and identify emerging issues</li> <li>• Knowledge of contracts and contract monitoring, including Key Performance Indicators (KPIs)</li> <li>• Working knowledge and application of relevant legislation, e.g. NRASWA Act, Highways Act</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Demonstrable knowledge and understanding of the legislation, regulation and guidance that influence highway, street and roadworks, e.g. NRASWA</li> <li>• Understanding of traffic management and associated Traffic Regulation Orders</li> </ul>

<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Demonstrable experience in specific Streetworks discipline for 3 years</li> <li>• Experience of undertaking direct responsibility for the supervision, co-ordination, and training of other employees in leading a small team of people</li> <li>• Experience of managing large engineering workstreams/projects</li> <li>• Experience of monitoring expenditure and income</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Demonstrable experience of 5 years at Level 6A, overseeing workstreams and providing advice on any areas of concern</li> <li>• Experience of budget monitoring</li> <li>• Demonstrable experience of supporting the training, development and mentoring of team members</li> <li>• Experience of working with stakeholders to both promote the</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience in relevant discipline of 15 years or equivalent level of responsibility</li> <li>• Can deputise for next level of line management when required</li> <li>• Experience of analysing and interpreting varied and complex information or situations and taking authoritative action within specialist service area.</li> </ul>
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	<p>Streetworks and Permitting Service and deal with enquiries and complaints</p>	<ul style="list-style-type: none"> <li>• Experience of developing new and continuing application of policies, systems, processes, standard and quality assurance mechanisms relating to Streetworks</li> <li>• Experience of advising on the future strategy of the Permit Scheme to safeguard its integrity</li> </ul>
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<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Competent user of standard ICT packages i.e. Word, Excel, Outlook and PowerPoint</li> <li>• Competent user of highway asset management system and other systems and technology related to specific discipline e.g. Confirm, Street Manager</li> <li>• Demonstrates the ability to manage multiple projects and workstreams.</li> <li>• Ability to line manage and oversee the work of the team, setting clear direction for their development</li> <li>• Can demonstrate dexterity and co-ordination skills</li> <li>• Ability to use well developed communication skills to present information in an understandable way to a wide audience</li> <li>• Demonstrable ability to deal with high levels of work-related pressure, for example from deadlines, interruptions or conflicting demands</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Undertakes work that requires a range of imaginative solutions and responses and involves application of fresh and innovatory thinking</li> <li>• Ability to work all or most of the working day being alert to risks</li> <li>• Awareness of the direct impact on the well-being of individuals or groups of people, because of proposed works</li> <li>• Ability to have considerable direct responsibility for financial resources and being accountable for considerable expenditures from an agreed budget or equivalent income</li> <li>• Demonstrable ability to independently oversee relevant workstreams and providing advice on any areas of concern.</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to observe, assess and take authoritative action in respect of service area discipline</li> <li>• 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.</li> <li>• Excellent analytical abilities and high level of skill in using analytical techniques to break down and understand issues and business operations</li> <li>• Full autonomy to manage large-scale Streetworks engineering projects without referring to the line manager</li> </ul>
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**Senior Engineer (Tunnel, Structures & Drainage) (PN: 10759) – MPR 6**

See Job Profile for full duties.  
Main duties include:

*Reporting to the Principal Engineer the post holder will coordinate delivery of the functions of the Highway Structures, Medway Tunnel service and Highway Drainage including the setting of priorities and monitoring of officer performance within the team.*

*The post holder will form part of the Asset and Network Management Team, and is expected to ensure team and service plans are met.*

*These plans will need to reflect the needs of customers, the statutory functions delivered by the service and any contractual or auditable frameworks that may be placed upon the service.*

*Directed by the Principal Engineer, the post holder will ensure that performance management systems are implemented which accurately reflect the work of the service and the results delivered to the customer.*

<p><b>Level A (Developing)</b></p>	<p><b>Level B (Practising)</b></p>	<p><b>Level C (Accomplished)</b></p>
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Required for this level	In addition to level 6A	In addition to levels 6A and 6B
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Relevant Level 5 civil engineering qualification or similar, e.g. ILE, HND</li> <li>• Full UK Driving Licence</li> <li>• Relevant Project Management Qualification/Accreditation e.g. PRINCE2, PMP or AgilePM</li> <li>• Completion of Leadership and Management qualification e.g. ILM5 Diploma level</li> <li>• Relevant AutoCAD and GIS qualification (Level 3)</li> </ul>	<p><b>Training:</b></p> <ul style="list-style-type: none"> <li>• Formal training in the operation and design of the service area e.g. DMRB, Manual for Streets, NRASWA</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Ongoing Continuing Professional Development</li> </ul>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Highway legislation relating to Highway Maintenance and Design</li> <li>• Highway engineering, including oversight of highway alteration projects and new highway construction</li> <li>• ICT software packages, including Microsoft and other relevant packages such as AutoCAD, GIS and Asset Management</li> <li>• Knowledge of highway engineering software packages and associated CMS software, e.g. PLANET</li> <li>• Highway design principles</li> <li>• Project Management principles</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of financial processes and systems, including budget oversight, including spend accountability</li> <li>• Project management processes, supporting project delivery across a specialist area</li> <li>• Highway design and construction standards and guidance, such as, DMRB, Manual for Streets, TSRGD, CDM</li> <li>• Highway law in relation to public highway and private streets</li> <li>• Knowledge of SAG and risk management</li> <li>• Demonstrable knowledge of contracts, e.g. NEC3/4 or other term maintenance contracts</li> <li>• Knowledge of Asset Management Principles</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Extensive knowledge of highway software packages, e.g. CadCorp, PLANET, CONFIRM</li> <li>• Demonstrable knowledge of highway associated standards, highway legislation, guidance and policy</li> <li>• Extensive knowledge of highway contracts</li> <li>• Demonstrable practical and procedural knowledge across service area to demonstrate service improvement</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of partnership working and leading on engagement with local communities and other stakeholders to build sound and productive working relationships</li> <li>• Experience of providing advice on a range of traffic management capital projects to ensure compliance</li> <li>• Managing individual highway related projects and or workstreams</li> <li>• Experience of applying project management principles, practices, and methods</li> <li>• Experience of undertaking direct responsibility for the supervision, co-ordination, or training of other employees</li> <li>• Working experience of using literacy, numeracy and ICT skills to complete a range of tasks, such as writing letters and other effective communications</li> <li>• Relevant demonstrable experience (minimum 10 years) 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 best value principles</li> <li>• Experience of dealing with emergencies and developing emergency practices</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of applying relevant knowledge of highway design and construction standards, guidance, best practice, and regulations to scenarios</li> <li>• 5 years' working in a highways environment at a senior level managing large works programmes</li> <li>• Demonstrable experience of independently overseeing relevant workstreams and providing advice on any areas of concern</li> <li>• Experience of interpreting design drawings, preparing cost estimates and scheduled bill of quantities</li> <li>• Experience of budget management / financial accountability</li> <li>• Demonstrable experience of supporting the training, development and mentoring of junior staff</li> <li>• Experience of preparing and presenting reports for Council and Public Meetings to support relevant policies and procedures.</li> <li>• Experience of supervising works and services via a highways contract</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• More than 15 years' experience in a Highways Tunnel, Structures and Drainage environment with the ability to apply practical and procedural knowledge to demonstrate service improvement</li> <li>• Demonstrable experience of budget management</li> <li>• Experience of delivering sustainable solutions for major and complex highway management projects</li> <li>• Experience of analysing and interpreting varied and complex information or situations and taking authoritative action within specialist service area.</li> <li>• Minimum of 10 years' experience supervising and leading a team with financial monitoring responsibility</li> </ul>

<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Competent user of standard ICT packages i.e. Word, Excel, Outlook and PowerPoint</li> <li>• Competent user of AutoCAD</li> <li>• Demonstrates the ability to manage individual projects and workstreams</li> <li>• Relevant project management skills</li> <li>• Ability to line manage and oversee the work of Engineers, Technicians and junior staff</li> <li>• Demonstrates the ability to work all or most of the working day being alert to risks or checking of documents or equivalent.</li> <li>• Can demonstrate dexterity and co-ordination skills.</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrable awareness around the direct impact on the wellbeing of individuals or groups of people because of proposed works</li> <li>• Ability to monitor budget income and expenditure</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrable ability to undertake work that requires a range of imaginative solutions and involves the application of fresh and innovative thinking</li> <li>• Demonstrable ability to deputise for next level of line management, exhibiting appropriate skills, behaviours and corporate awareness</li> <li>• 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</li> <li>• Demonstrates the ability to apply asset management principles to the day-to-day management of street lighting</li> </ul>
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<ul style="list-style-type: none"> <li>• Demonstrable ability to deal with high levels of work-related pressure, for example from deadlines, interruptions or conflicting demands.</li> <li>• Developed organisational and communication skills with the ability to manage work programmes and present complex and sensitive information in an understandable way, using a variety of methods across a range of audiences in a timely manner.</li> <li>• Demonstrable ability to use analytical skills to interpret complex information and situations.</li> <li>• Develops solutions or plans which take several months up to a year to formulate.</li> </ul>		
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**Principal Engineer (Asset & Network Management) (PN: 0358 and 14953) - MPR 7**

See Job Profile for full duties.  
Main duties include:

*Manage the day-to-day activities and priorities of the Asset & Network Management Team, providing advice on a range of projects and works programmes across the team, ensuring compliance with quality standards and procedures.*

*With responsibility for Assets, you will embed Asset Management Principles across the Service, contribute to Lifecycle Planning and alignment with the Council's adopted Highway Asset Management Strategy. You will be responsible for ensuring strategic, tactical and operational processes are put in place to form an evidence base to support the allocation and usage of grant funding.*

*As Principal Engineer, the role will lead the Senior Engineer (Tunnel, Structures & Drainage) on all aspects relating to the Medway Tunnel, Highway Structures and drainage, ensuring appropriate maintenance regimes are in place to ensure both safety and compliance with our statutory duties*

Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Required for this level	In addition to level 7A	In addition to levels 7A and 7B

<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Relevant Level 5 civil engineering qualification or similar, e.g. ILE, HND</li> <li>• Full UK Driving Licence</li> <li>• Relevant Project Management Qualification/Accreditation e.g. PRINCE2, PMP or AgilePM</li> <li>• Relevant AutoCAD and GIS qualification (Level 3)</li> <li>• Suitable leadership and management qualification, e.g. ILM 5 Diploma</li> </ul>	<p><b>Qualifications</b></p>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Ongoing Continuing Professional Development</li> </ul>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Project management and highway design principles</li> <li>• Working in or with a Local Government setting in a position involving exposure to the public and regular contact with Chief/senior Local Government Officers, Elected Members and Government Officials</li> <li>• Knowledge of highway legislation and statutory requirements in relation to the operation of Traffic Management and Streetworks</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Demonstrates the application of specialist knowledge and leadership across multiple service area disciplines, e.g. statutory responsibilities under the Highways Act 1980</li> <li>• Understanding of the external funding streams applicable to highway maintenance and relevant criteria for expenditure</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Demonstrates the ability to manage term maintenance contracts, particularly NEC3 or 4, working in partnership to deliver the service</li> <li>• Understanding of key performance indicators and their application in a contract setting</li> <li>• Demonstrable knowledge in reviewing condition survey data</li> </ul>
<p>functions and highway maintenance, e.g. NRASWA legislation. DMRB, Manual for Streets, CDM</p> <ul style="list-style-type: none"> <li>• Knowledge of the Streetworks Permitting System e.g. Street Manager/Confirm and NRASWA</li> <li>• Knowledge of TROs and TTROs and associated processes</li> <li>• Awareness of Asset Management Principles</li> <li>• Highway engineering, including oversight of highway projects and highway construction</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the network hierarchy in relation to winter maintenance and inspection, with the ability to make decisions regarding frequencies and/or regimes</li> <li>• Demonstrable knowledge of SAG and risk management</li> <li>• Demonstrable knowledge and understanding of financial processes and systems, including budget oversight, including spend accountability</li> <li>• Demonstrable Project management processes, supporting project delivery across a specialist area e.g. successful programme delivery</li> <li>• Highway design and construction standards and guidance, such as, DMRB, Manual for Streets, TSRGD, CDM</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable knowledge of Asset Management Principles and Lifecycle Planning</li> <li>• Extensive knowledge in relevant discipline including Highway legislation, design standards and guidance and policy</li> <li>• Demonstrable knowledge and understanding of statutory duties, compliance and appropriate governance across specialist area</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Relevant demonstrable experience (minimum 15 years) of working in a Highways/Engineering role in a local authority, public body or similar organisation, including applying highway engineering solutions, political awareness, partnership working and best value principles</li> <li>• Managing various highway related projects and or workstreams</li> <li>• Experience of applying project management principles, practices, and methods</li> <li>• Experience of undertaking direct responsibility for the supervision, co-ordination, or training of other employees</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• 5 years' experience in a senior position supervising and managing a small team with budget/financial accountability</li> <li>• Experience in dealing with Members at a high level</li> <li>• Experience of applying relevant knowledge of highway design and construction standards, guidance, best practice, regulations and responsibilities to a range of scenarios</li> <li>• Demonstrable experience of independently overseeing relevant workstreams and providing advice on any areas of concern</li> <li>• Experience of interpreting design drawings, preparing cost estimates and scheduled bill of quantities</li> <li>• Experience of budget build and budget management / financial accountability</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• 20 years' demonstrable experience working a Highways/Engineering role, including deputising for next level of management</li> <li>• Experience of analysing and interpreting varied and complex information or situations and taking authoritative action within specialist service area</li> <li>• Demonstrable experience in writing, tendering and awarding highway contracts</li> </ul>

<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Managing and supporting several teams of engineers and Inspectors</li> <li>Demonstrable highly developed oral and written communication skills, with an adaptable style and able to use a variety of information and tailor communication style to suit different needs</li> <li>Competent user of standard ICT packages i.e. Word, Excel, Outlook, PowerPoint and AutoCAD</li> <li>Demonstrates the ability to manage individual projects and workstreams</li> <li>Demonstrates the ability to work all or most of the working day being alert to risks</li> <li>Can demonstrate dexterity, co-ordination or sensory skills, where there is high demand for precision in the use of these skills – plan drawings</li> <li>Demonstrates the ability to deal with periods of hours at a time undertaking repeated manual calculations or other work with figures, or report writing or preparing for a presentation</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Ability to lead, supervise, persuade and influence others</li> <li>Ability to be innovative and develop solutions for service improvement</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Demonstrates ability to deputise for next level of line management</li> <li>Demonstrable experience of highly developed management skills • Demonstrable skills in budget monitoring and forecasting both OpEx and CapEx and responsibility for delivering budget spend to maximise service delivery</li> </ul>
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## CAPITAL PROJECTS

### Technical Officer (PN: 10936) – Range 3

See Job Profile for full duties.

Main duties include:

*To provide administrative and project support, including technical, procurement, finance, and service monitoring functions that contribute to the efficient, effective, and safe operation of the Capital Projects Team within agreed policies, programmes and resources across the Highways Service*

Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Required for this level	In addition to level 3A	In addition to levels 3A and 3B
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>4 GCSEs Grade 4 or above (including Maths and English) or equivalent</li> <li>Willingness to work towards Level 3 qualification in Project Management</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>AutoCAD and GIS qualification (Level 2)</li> </ul> <p><b>Training</b></p> <ul style="list-style-type: none"> <li>Formal training in a highways/transport environment e.g. CSCS, NVQ, CDM, NRASWA</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Relevant Level 3 qualification in Project Management e.g. ONC</li> <li>Ongoing Continuing Professional Development</li> </ul>

<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• ICT software packages such as Microsoft and other relevant packages including AutoCAD, Asset Management software and invoicing software</li> <li>• Knowledge of practical and procedural administrative duties required for project and service support activities</li> <li>• Knowledge of GDPR and its importance when handling data and information sharing</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Demonstrable knowledge of systems, including financial transactions, e.g. INTEGRA</li> <li>• Understanding of service specific legislation, e.g. Highways Act 1980, Traffic Management Act, NRASWA</li> <li>• A good understanding of equality, diversity and inclusion</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Demonstrable practical and procedural knowledge across whole service area</li> <li>• A good understanding of GDPR legislation and best practise in relation to information sharing</li> <li>• A good understanding of the Council's Record Retention Policy and freedom of information protocols</li> <li>• Good knowledge of highway software packages, e.g. Confirm and PLANET</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Working experience of using literacy, numeracy and ICT skills to complete a range of tasks such as writing letters, submitting permits, managing invoices, databases, permits and being able to communicate effectively</li> <li>• Ability to manage own workstreams</li> <li>• Experience of updating records accurately using electronic or hard copy filing systems/databases</li> <li>• Experience of undertaking complex minutes and taking a proactive approach to tracking actions</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• 2 years' experience working in a Capital Projects environment</li> <li>• Experience of providing project support and managing small projects</li> <li>• Experience of dealing with confidential and sensitive data</li> <li>• Experience of coaching/supporting others in their role</li> <li>• Experience in the co-ordination and requisition of Topographical Surveys and the production of plans using AutoCAD, mapping etc</li> <li>• Carrying out site surveys, taking 3D measurements, levels and providing suitable drawings for incorporation within the work job files</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Demonstrable experience in a Capital Project Team with relevant discipline experience (5 years' experience at equivalent level of responsibility)</li> <li>• Experience of confidently using specialist IT packages</li> <li>• Experience of providing general information, advice and guidance on internal procedures relating to finance</li> <li>• Experience of contributing to Freedom of Information requests</li> </ul>
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Competent user of standard ICT packages i.e. Word, Excel, Outlook and PowerPoint</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrates the ability to manage small individual highway related projects and workstreams.</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to deal with some levels of work-related pressure, for example from deadlines, interruptions or conflicting demands.</li> </ul>
<ul style="list-style-type: none"> <li>• Can demonstrate dexterity and co-ordination skills</li> <li>• To assist in the delivery of specialist area workstreams such as enquiries, and other relevant Engineering information</li> <li>• Administrative skills such as organising meetings, travel warrants, team meetings, Performance Appraisals, one to one meeting and minuting the same where required</li> <li>• Ability to input data where care, accuracy, confidentiality and security are important</li> <li>• Attention to detail with the ability to proofread</li> <li>• Ability to maintain confidentiality at all times</li> <li>• Good time management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Competent user of AutoCAD to assist in the delivery of specialist area workstreams such as Engineering plans or other highway software packages</li> <li>• Competent user of the finance system to process invoices.</li> <li>• Demonstrates the ability to deal with periods of hours at a time undertaking repeated manual calculations</li> <li>• Ability to communicate in a manner which is easily understood and tailored to meet the needs of the audience and able to explain straightforward asks to others</li> </ul>	<ul style="list-style-type: none"> <li>• Developed organisational and communication skills with the ability to manage small work projects</li> <li>• Ability to manage small work projects</li> <li>• Demonstrates the ability to work all of most of the working day being alert to risks and dangers</li> </ul>

**Senior Technical Officer (PN: 0342) – Range 5**

See Job Profile for full duties. Main duties include:

*To manage all administrative and technical support functions for the Capital Project Team, including technical appraisals, site surveys, site measurements and streetworks permitting.*

*Lead on the co-ordination of the Annual Capital Projects Works Programme, including dashboard reporting, project engagement briefs and associated reporting.*

*Lead officer for budgetary control for revenue and capital funded projects, including contract certification payments, project spend profiles and income recharges*

Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Required for this level	In addition to level 5A	In addition to levels 5A and 5B
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>4 GCSEs Grade 4 or above (including Maths and English)</li> <li>Level 3 qualifications e.g. A Levels, HNC</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Successful award of Leadership and Management qualification, e.g. ILM5 diploma</li> <li>Relevant Project Management Qualification/Accreditation e.g. PRINCE2, PMP or AgilePM</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Ongoing Continuing Professional Development</li> </ul>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Ability to demonstrate the practical and/or procedural knowledge required to support projects and undertake a wide range of service wide support and monitoring activities</li> <li>Detailed knowledge of GDPR requirements</li> <li>Detailed knowledge of FOI and SAR process requirements</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Knowledge of financial and procurement processes and systems, and performance monitoring and evaluation</li> <li>Detailed knowledge of the service and the wider organisational context and how these interface with Council and Member activities</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Knowledge of fundamental principles of Capital Works projects, demonstrating knowledge and understanding of engineering standards, codes of practice and regulations.</li> <li>Good knowledge of procurement activities</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Experience of working in a Highways discipline</li> <li>Demonstrable experience of supporting the delivery of projects and providing appropriate technical advice</li> <li>Experience of providing information, advice and guidance on established internal procedures</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>3 years experience of working in a Highways Capital Projects environment</li> <li>Demonstrable experience of internal financial systems and processes</li> <li>Experience of undertaking direct responsibility for the supervision, co-ordination or training of other employees</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Experience of providing project and technical support for schemes managed by the team and service, including project management/planning, procurement, delivery, budget management and governance</li> <li>10 years' experience in a Highways team</li> </ul>
<ul style="list-style-type: none"> <li>Experience of undertaking complex minute taking and taking a proactive approach to tracking actions</li> </ul>	<ul style="list-style-type: none"> <li>Experience of preparing financial reports and their analysis to ensure the efficient financial operation of the service.</li> <li>Experience of independently monitoring and processing of formal complaints, FOI and SAR requests</li> <li>Experience of providing support to Engineers, in the carrying out of independent site visits, taking measurements and using AutoCAD to create designs for minor works briefs</li> </ul>	<ul style="list-style-type: none"> <li>Experience of supporting the preparation of tender specifications and working with the Council's Category Management team to implement and maintain cost effective strategies and systems</li> </ul>

<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Competent user of standard ICT packages, i.e. Word, Excel, Outlook, PowerPoint</li> <li>• Ability to progress a series of activities and provide general information, advice and guidance on established procedures, making frequent decision without ready access to more senior officers, except for advice on policy or resource issues</li> <li>• Ability to work all or most of the working day being alert to risk</li> <li>• Ability to process works orders, purchase orders and invoices where care and accuracy are important</li> <li>• Ability to deal with periods of hours at a time undertaking repeated manual calculation</li> <li>• Ability to deal with high levels of work-related pressure, for example from deadlines, interruptions or conflicting demands</li> <li>• Developed organisational and communication skills with the ability to manage work programmes</li> <li>• Ability to present complex and/or sensitive information in an understandable way to a range of audiences</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to analyse and interpret varied and complex information or situations and develop solutions and/or strategies</li> <li>• Demonstrable ability to support and manage processes, performance monitoring and evaluation, including procurement activities</li> <li>• Ability to form strong partnership and stakeholder working</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to write and produce detailed reports and support the production of procurement documentation without ready access to more senior officers, except for advice on policy or resource issues</li> <li>• Well-developed communication skills to present complex and sensitive information in an understandable way</li> </ul>
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### Senior Engineer (Capital Projects) (PNs: 0343, 11948 & 15747) – MPR 6

See Job Profile for full duties.

Main duties include:

*To prepare highway designs that comply with the various national standards for the Councils' Local Transport Plan (LTP), Section 106 and highway and infrastructure schemes.*

*Prepare works orders using the Councils Term Maintenance Contract (TMC) for each project and on occasion prepare bespoke contracts based on the NEC Form of Contracts for works that are beyond the scope of the TMC.*

*Prepare programs, analyse and appraise projects, investigate innovative solutions to design issues and maintain good programme and financial control for all projects.*

*Supervise the construction and undertake the contract administration including the assessment, verification and processing of contractual payments to the Contractor*

Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Required for this level	In addition to level 6A	In addition to levels 6A and 6B
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Relevant Level 5 civil engineering qualification or similar, e.g. ILE, HND</li> <li>• Full UK Driving Licence</li> </ul>	<p><b>Training:</b></p> <ul style="list-style-type: none"> <li>• Formal training in the operation and design of the service area e.g. DMRB, Manual for Streets, NRASWA</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• NEC Project Managers Qualification</li> <li>• Ongoing Continuing Professional Development</li> </ul>

<ul style="list-style-type: none"> <li>• Relevant Project Management Qualification/Accreditation e.g. PRINCE2, PMP or AgilePM</li> <li>• Completion of Leadership and Management qualification e.g. ILM5 Diploma level</li> <li>• Relevant AutoCAD and GIS qualification (Level 3)</li> </ul>		
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<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Highway legislation relating to highway design (DMRB, MCHW, Manual for Streets etc)</li> <li>A good understanding of health and safety legislation including CDM</li> <li>ICT software packages, including Microsoft and other relevant packages such as AutoCAD, GIS and Asset Management</li> <li>Knowledge of highway engineering software packages and associated CMS software, e.g. PLANET</li> <li>Highway design principles</li> <li>Project Management principles</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Good understanding of the NEC Forms of Contract including the preparation of tenders</li> <li>Knowledge and understanding of financial processes and systems, including budget oversight, including spend accountability</li> <li>Project management processes, supporting project delivery across a specialist area</li> <li>Highway design and construction standards and guidance, such as, DMRB, Manual for Streets, TSRGD, CDM</li> <li>Highway law in relation to public highway and private streets</li> <li>Knowledge of SAG and risk management</li> <li>Demonstrable knowledge of contracts, e.g NEC3/4 or other term maintenance contracts</li> <li>Knowledge of Asset Management Principles</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Demonstrate a firm understanding of contract management principles and specifically in relation to the NEC forms of Contract</li> <li>Extensive knowledge in relevant discipline including Highway legislation, design standards, guidance and policy, commensurate with experience</li> <li>Extensive knowledge of highway software packages, e.g. CadCorp, PLANET, CONFIRM</li> <li>Extensive knowledge of highway contracts</li> <li>Demonstrable practical and procedural knowledge across service area to demonstrate service improvement</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Experience of partnership working and leading on engagement with local communities and other stakeholders to build sound and productive working relationships</li> <li>10 years' relevant experience, including suitable experience in design engineering</li> <li>Managing individual highway related projects and or workstreams</li> <li>Experience of applying project management principles, practices, and methods</li> <li>Experience of undertaking direct responsibility for the supervision, co-ordination, or training of other employees</li> <li>Working experience of using literacy, numeracy and ICT skills to complete a range of tasks, such as writing letters and other effective communications</li> <li>Relevant demonstrable experience (minimum 10 years) 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 best value principles</li> <li>Experience of dealing with emergencies and developing emergency practices</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Experience of applying relevant knowledge of highway design and construction standards, guidance, best practice, and regulations to scenarios</li> <li>5 years' working in a highways environment at a senior level managing large works programmes</li> <li>Demonstrable experience of independently overseeing relevant workstreams and providing advice on any areas of concern</li> <li>Experience of interpreting design drawings, preparing cost estimates and scheduled bill of quantities</li> <li>Experience of budget management / financial accountability</li> <li>Demonstrable experience of supporting the training, development and mentoring of junior staff</li> <li>Experience of preparing and presenting reports for Council and Public Meetings to support relevant policies and procedures.</li> <li>Experience of supervising works and services via a highways contract</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>More than 15 years' experience in a relevant engineering discipline with the ability to apply practical and procedural knowledge to demonstrate service improvement</li> <li>Delivering large scale capital project schemes</li> <li>Demonstrable experience of budget management</li> <li>Experience of delivering sustainable solutions for major and complex highway management projects</li> <li>Experience of analysing and interpreting varied and complex information or situations and taking authoritative action within specialist service area.</li> <li>Minimum of 10 years' experience supervising and leading a team with financial monitoring responsibility</li> </ul>
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Competent user of standard ICT packages i.e. Word, Excel, Outlook and PowerPoint</li> <li>Competent user of AutoCAD to produce design drawings to a guided by industry standards and good practices</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Be able to problem solve and show attention to detail to complex issues relating to highway design</li> <li>Demonstrable awareness around the direct impact on the well-being of individuals or groups of people because of proposed works</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Good commercial awareness and the ability to negotiate complex issues to achieve required outcome in a fair and reasonable way</li> </ul>

<ul style="list-style-type: none"> <li>• Demonstrates the ability to manage individual projects and workstreams</li> <li>• Relevant project management skills</li> <li>• Ability to line manage and oversee the work of Engineers, Technicians and junior staff</li> <li>• Demonstrates the ability to work all or most of the working day being alert to risks or checking of documents or equivalent.</li> <li>• Can demonstrate dexterity and co-ordination skills.</li> <li>• Demonstrable ability to deal with high levels of work-related pressure, for example from deadlines, interruptions or conflicting demands.</li> <li>• Developed organisational and communication skills with the ability to manage work programmes and present complex and sensitive information in an understandable way, using a variety of methods across a range of audiences in a timely manner.</li> <li>• Demonstrable ability to use analytical skills to interpret complex information and situations.</li> <li>• Develops solutions or plans which take several months up to a year to formulate.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to monitor budget income and expenditure</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable ability to undertake work that requires a range of imaginative solutions and involves the application of fresh and innovatory thinking</li> <li>• Demonstrable ability to deputise for next level of line management, exhibiting appropriate skills, behaviours and corporate awareness</li> <li>• 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</li> <li>• Demonstrates the ability to apply asset management principles to the day-to-day management within highways</li> </ul>
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**Principal Engineer (Capital Projects) (PN: 7543) – MPR 7**

See Job Profile for full duties.  
 Main duties include:

*Manage the day-to-day activities and priorities of the Capital Projects Team, and provide engineering advice on large and major projects, ensuring compliance with quality standards and procedures.*

*Deliver Capital and other projects, taking responsibility for their management and delivery, including detailed design and recommending changes, to ensure works can be built safely and efficiently and ensuring conformity with several different specifications and forms of contract*

Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Required for this level	In addition to level 7A	In addition to levels 7A and 7B
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Relevant Level 5 civil engineering qualification or similar, e.g. ILE, HND</li> <li>• Full UK Driving Licence</li> <li>• Relevant Project Management Qualification/Accreditation e.g. PRINCE2, PMP or AgilePM</li> <li>• Suitable leadership and management qualification e.g. ILM5 Diploma</li> <li>• Relevant AutoCAD and GIS qualification (Level 3)</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Ongoing Continuing Professional Development</li> </ul>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Project management and highway design principles</li> <li>• Working in or with a Local Government setting in a position involving exposure to the public and regular contact with Chief/senior Local Government Officers, Elected Members and Government Officials</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Demonstrates the application of specialist knowledge and leadership across multiple service area disciplines, e.g. statutory responsibilities under the Highways Act 1980</li> <li>• Understanding of the external funding streams applicable to highway maintenance and relevant criteria for expenditure</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Demonstrates the ability to manage term maintenance contracts, particularly NEC3 or 4, working in partnership to deliver the service</li> <li>• Understanding of key performance indicators and their application in a contract setting</li> </ul>

<ul style="list-style-type: none"> <li>• Knowledge of legislation and statutory requirements in relation to the operation of Traffic Management and Streetworks and Highway Maintenance and Design functions, e.g. NRASWA legislation. DMRB, Manual for Streets, CDM</li> <li>• Knowledge of the Streetworks Permitting System e.g. Street Manager/Confirm and NRASWA</li> <li>• Knowledge of TROs and TTROs and associated processes</li> <li>• Awareness of Asset Management Principles</li> <li>• Highway engineering, including oversight of highway projects and highway construction</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the network hierarchy in relation to winter maintenance and inspection, with the ability to make decisions regarding frequencies and/or regimes</li> <li>• Demonstrable knowledge of SAG and risk management</li> <li>• Demonstrable knowledge and understanding of financial processes and systems, including budget oversight, including spend accountability</li> <li>• Demonstrable Project management processes, supporting project delivery across a specialist area e.g. successful programme delivery</li> <li>• Highway design and construction standards and guidance, such as, DMRB, Manual for Streets, TSRGD, CDM</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable knowledge in reviewing condition survey data</li> <li>• Demonstrable knowledge of Asset Management Principles and Lifecycle Planning</li> <li>• Extensive knowledge in relevant discipline including Highway legislation, design standards and guidance and policy</li> <li>• Demonstrable knowledge and understanding of statutory duties, compliance and appropriate governance across specialist area</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Relevant demonstrable experience (minimum 15 years) of working in a Highways/Engineering role in a local authority, public body or similar organisation, including applying highway engineering solutions, political awareness, partnership working and best value principles</li> <li>• Managing various highway related projects and or workstreams</li> <li>• Experience of applying project management principles, practices, and methods</li> <li>• Experience of undertaking direct responsibility for the supervision, co-ordination, or training of other employees</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• 5 years' experience in a senior position supervising and managing a small team with budget/financial accountability</li> <li>• Experience in dealing with Members at a high level</li> <li>• Experience of applying relevant knowledge of highway design and construction standards, guidance, best practice, regulations and responsibilities to a range of scenarios</li> <li>• Demonstrable experience of independently overseeing relevant workstreams and providing advice on any areas of concern</li> <li>• Experience of interpreting design drawings, preparing cost estimates and scheduled bill of quantities</li> <li>• Experience of budget build and budget management / financial accountability</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• 20 years' demonstrable experience working a Highways/Engineering role, including deputising for next level of management</li> <li>• Experience of analysing and interpreting varied and complex information or situations and taking authoritative action within specialist service area</li> <li>• Demonstrable experience in writing, tendering and awarding highway contracts</li> </ul>
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to lead, manage and support several teams of engineers across a varied discipline</li> <li>• Demonstrates highly developed oral and written communication skills, with an adaptable style and able to use a variety of information and tailor communication style to suit different needs</li> <li>• Managing and supporting several teams of engineers and Inspectors</li> <li>• Demonstrable highly developed oral and written communication skills, with an adaptable style and able to use a variety of information and tailor communication style to suit different needs</li> <li>• Competent user of standard ICT packages i.e. Word, Excel, Outlook, PowerPoint and AutoCAD</li> <li>• Demonstrates the ability to manage individual projects and workstreams</li> <li>• Demonstrates the ability to work all or most of the working day being alert to risks</li> <li>• Can demonstrate dexterity, co-ordination or sensory skills, where there is high demand for precision in the use of these skills – plan drawings</li> <li>• Demonstrates the ability to deal with periods of hours at a time undertaking repeated manual calculations or other work with figures, or report writing or preparing for a presentation</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to lead, supervise, persuade and influence others</li> <li>• Ability to be innovative and develop solutions for service improvement</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrates ability to deputise for next level of line management</li> <li>• Demonstrable experience of highly developed management skills</li> <li>• Demonstrable skills in budget monitoring and forecasting both OpEx and CapEx and responsibility for delivering budget spend to maximise service deliver</li> </ul>

## Engineer (Adoptions) (PN: 15914) – MPR 5

See Job Profile for full duties.

Main duties include:

*Lead and coordinate the Council's Highway Adoption workstreams to ensure efficient adoption of new highways and their integration into the public network.*

*Apply technical, legal and financial expertise to assess designs, secure S38/S278 agreements, and manage construction compliance to deliver safe, durable, and accessible infrastructure.*

*Monitor construction progress, resolve technical issues, issue certificates, and ensure works meet statutory requirements and long-term quality standards.*

*Calculate and negotiate quantities, bond figures, and fees to protect the Council's financial interests and ensure full cost recovery.*

*Provide leadership, guidance, coaching, and development support to staff to help them deliver workstreams effectively and reach their potential.*

*Liase with internal and external stakeholders—including Planning Officers, developers, and contractors—to support collaboration, informed decision-making, and timely adoption processes.*

Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Required for this level	In addition to level 5A	In addition to levels 5A and 5B
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>HNC in Civil Engineering / related discipline or equivalent level qualification.</li> <li>4 GCSEs (or equivalent) Grade 4 or above (including Maths and English)</li> <li>A Levels or equivalent in relevant subjects</li> <li>Full UK Driving Licence</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>AutoCAD Foundation certificate</li> <li>Formal CDM Regulations training</li> <li>Site Supervisors course (SSSTS)</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Ongoing Continuing Professional Development</li> <li>HND in Civil Engineering / related discipline or equivalent.</li> <li>Relevant project management qualification/accreditation to ILM 4</li> </ul>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Highway legislation relating to Highway Adoption processes.</li> <li>Highway engineering, including oversight of highway alterations and new highway construction.</li> <li>Highway design principles</li> <li>Highway engineering software packages e.g AutoCAD</li> <li>Familiarity with legal agreements related to highway adoption and public infrastructure.</li> <li>Understanding of financial bond calculations, fee structures, and cost recovery principles.</li> <li>Awareness of health and safety regulations and statutory compliance in highway works.</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Knowledge and understanding of financial processes and systems, including budget oversight, including spend accountability.</li> <li>Project management processes, supporting project delivery across a specialist area.</li> <li>Highway design and construction standards and guidance, such as, DMRB, Manual for Streets, TSRGD, CDM.</li> <li>Highway law in relation to public highway and private streets.</li> <li>Highway Development Control roles and responsibilities and the assessment of the highway and transport aspects of planning applications.</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Ability to demonstrate the advanced theoretical, practical and procedural knowledge in relation to highway link design, highway retaining structures and other highway structures such as culverts, headwalls and other drainage structures</li> <li>Extensive knowledge in relevant discipline including Highway legislation, design standards, guidance and policy, commensurate with experience.</li> </ul>

<p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• Relevant demonstrable experience (minimum 5 years) of working in a Highway Engineering role in a local authority, public body or similar organisation, including applying transport engineering solutions, political awareness, partnership working and best value principles.</li> <li>• Managing individual highway related projects and or workstreams.</li> <li>• Experience of applying project management principles, practices, and methods.</li> <li>• Experience of undertaking direct responsibility for the supervision, co-ordination, or training of other employees.</li> </ul>	<p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• Minimum of 7 years' experience in a role applying relevant knowledge of highway design and construction standards, guidance, best practice, and regulations to scenarios.</li> <li>• Demonstrable experience of independently overseeing relevant workstreams and providing advice on any areas of concern.</li> <li>• Experience of interpreting design drawings, preparing cost estimates and scheduled bill of quantities.</li> <li>• Experience of budget management / financial accountability.</li> <li>• Demonstrable experience of supporting the training, development and mentoring of junior staff.</li> <li>• Experience in monitoring construction works, resolving technical queries, and issuing compliance certificates.</li> </ul>	<p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• Significant demonstrable experience in the highway adoption / highway engineering field. relevant discipline experience (10 years' experience at equivalent level of responsibility).</li> <li>• Experience of analysing and interpreting varied and complex information or situations and taking authoritative action within specialist service area.</li> </ul>
<p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Competent user of standard ICT packages i.e. Word, Excel, Outlook, Teams and Powerpoint.</li> <li>• Demonstrates the ability to manage individual projects and workstreams.</li> <li>• Ability to supervise the work of Assistant Engineers, including technicians and junior staff.</li> <li>• Ability to stay focused and alert for extended periods when checking documents or identifying risks.</li> <li>• Good dexterity and coordination with high precision when required.</li> <li>• Ability to work for long periods on detailed tasks such as calculations, report writing, or preparing presentations.</li> <li>• Demonstrable ability to deal with high levels of work-related pressure, for example from deadlines, interruptions or conflicting demands.</li> <li>• Strong organisational and communication skills, with ability to manage work programmes and present complex or sensitive information clearly to different audiences.</li> <li>• Demonstrable ability to use analytical skills to interpret complex information and situations.</li> <li>• Strong problem-solving and decision-making ability for technical and financial issues.</li> <li>• Good negotiation and conflict resolution skills, with the ability to achieve positive outcomes and maintain effective working relationships.</li> </ul>	<p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Ability to positively impact people's well-being by applying regulations, giving clear advice, or assessing needs and providing appropriate support.</li> <li>• Ability to manage and account for significant financial resources, including handling large sums and overseeing budgets to ensure accurate, secure, and effective use of funds.</li> <li>• Demonstrable ability to independently oversee relevant workstreams and provide advice on any areas of concern.</li> </ul>	<p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrable ability to analyse and interpret varied and complex information or situations, develops solutions and/or strategies for service improvement</li> <li>• Demonstrable ability to deputise for next level of line management, exhibiting appropriate skills, behaviours and corporate awareness.</li> <li>• Ability to manage multiple activities independently within guidelines, making frequent decisions without close supervision.</li> <li>• Ability to lead and support others through clear direction, empowerment, and accountability for team performance.</li> </ul>

## HIGHWAYS PROJECT TEAM

Technician (Vehicle Crossover) (PN: 9220 & 15744) – Range 3

See Job Profile for full duties.

Main duties include:

*The post holder will be required to support the effective delivery of technical services or functions of engineering expertise by providing a high-quality technical service to Highway Operations, customers and/or other teams.*

*The role will entail providing technical assistance in the receipt, processing and assessment of vehicle crossing applications, carrying out site visits to assess applications based on specific engineering information, including drawings, letters, submitting Streetworks Permits, producing stat maps and other functions in relation to the service provided to support Highway Operations.*

*The role involves stakeholder engagement across a range of internal departments; Planning, Legal, Housing, Greenspaces as well as external bodies such as Housing Associations and Approved Contractors*

Level A (Developing)	Level A (Developing)	Level A (Developing)
Required for this level	In addition to level 3A	In addition to levels 3A and 3B
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>4 GCSEs Grade 4 or above (including Maths and English)</li> <li>Full UK Driving Licence</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>AutoCAD and GIS qualification (Level 2)</li> </ul> <p><b>Training</b></p> <ul style="list-style-type: none"> <li>Formal training in a highways/transport environment e.g. NRASWA</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Relevant Level 3 qualification in engineering discipline or equivalent, e.g. HNC, ILE</li> <li>Ongoing Continuing Professional Development</li> </ul> <p><b>Training</b></p> <ul style="list-style-type: none"> <li>Formal training in the operation and design of the service area or relevant equivalent, e.g. Manual for Streets, Traffic Signs Regulations and General Directions (TSRGD)</li> </ul>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Knowledge of ICT software packages such as Microsoft Word, Outlook, Excel and PowerPoint and Asset Management and invoicing software</li> <li>Awareness of Highway legislation relating to vehicle crossings</li> <li>Awareness of Highway policies and procedures</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Knowledge of streetworks permitting system</li> <li>Knowledge of highway contracts</li> <li>Good knowledge of statutory duties under the highways act</li> <li>Knowledge of financial management systems</li> <li>A good understanding of equality, diversity and inclusion</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Advance knowledge of Highway Software Packages, e.g. Confirm, Lagan, Jadu</li> <li>Excellent understanding of relevant legislation, design standards, guidance and policy across the Service, e.g. Highways Act 1980, Highways Asset Management Strategy</li> <li>A good understanding of GDPR legislation and best practice in relation to information sharing</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Working experience using literacy, numeracy and ICT skills to complete a range of tasks, such as writing letters, submitting permits, processing payments and invoices</li> <li>Experience of managing own workstream and prioritising work to ensure deadlines are met</li> <li>Experience of dealing with emergencies and involvement in emergency practices</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Minimum 2 years' experience working in a Highway Operations Environment and supporting small projects</li> <li>Experience of applying relevant knowledge of highway design and construction standards, guidance, best practice and regulations to scenarios relevant to Highway Operations e.g. DMRB, Manual for Streets, TSRGD</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Experienced in relevant discipline for minimum 5 years, carrying out a number of small projects from design through to delivery, including all associated financial monitoring</li> <li>Experience of liaising with contractors and sub-contractors for small projects/workstreams</li> <li>Experience of contributing to Freedom of Information requests</li> </ul>

<ul style="list-style-type: none"> <li>• Experience of updating records accurately using electronic or hard copy filing systems/databases</li> <li>• Experience of providing an administrative and/or customer support service</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of preparing cost estimates from scheduled bill of quantities items</li> <li>• Experience of undertaking full range of financial management processes</li> <li>• Experience of preparing work plans and the submission and application of permits</li> <li>• Experience of developing working partnerships between the service and internal / external partners</li> <li>• Experience of coaching/supporting others in their role</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of raising works orders and monitoring costs to ensure financial compliance</li> <li>• Experience in carrying out site visits to assess applications</li> <li>• Experience of supervising work undertaken by contractors and subcontractors</li> </ul>
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Competent user of standard ICT packages, e.g. Word, Excel, Outlook and PowerPoint</li> <li>• To assist in the delivery of specialist area workstreams such as enquiries and other relevant engineering information</li> <li>• Ability to communicate effectively with a wide audience</li> <li>• Good organisational skills and attention to detail</li> <li>• Ability to input data, where care, accuracy confidentiality and security are important</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to manage own workload</li> <li>• Competent user of AutoCAD to assist in the delivery of highway operation functions and plans, including other highway software packages, e.g. Confirm</li> <li>• Competent user of the finance systems to process invoices</li> <li>• Ability to deal with period of hours at a time undertaking repeated manual calculations and work with figures</li> <li>• Project management skills</li> <li>• Ability to, and experience of, working independently within defined procedures and time restraints, using initiative to find solutions to straight forward situations</li> <li>• Good analytical skills</li> <li>• Ability to, and experience of, communicating in a manner which is easily understood and tailored to meet the needs of the audience and able to respond appropriately to internal queries related to areas of responsibility</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to deal with work-related pressure, for example from deadlines, interruptions or conflicting demands</li> <li>• Developed organisational and communication skills</li> <li>• Ability to manage small work projects</li> <li>• Ability to work all or most of the working day being alert to risks</li> <li>• Ability to use own judgement and creativity to assess situations, solve problems and adapt to new ways of working</li> </ul>

### EV Project Support Officer (PN: 16506) – Range 3

See Job Profile for full duties.

Main duties include:

*You will be part of a small team assisting with the delivery of an on-street EV Charging infrastructure in Medway using Local Electric Vehicle Infrastructure (LEVI) Funding, supporting the EV Project Officer.*

*The role is primarily taking responsibility for the promotion of the on-street EV infrastructure programme using various platforms which will involve preparing and distributing all marketing communications at each stage of the project and organising and participating in public and Member consultations. You will also assist with the production of an EV Fleet Vehicle business case for Front Line Services and undertake research to inform business case development; looking at Innovation relating to EV charging challenges and solutions to tackle EV inequalities and promoting destination charging and charge and shop to support economic delivery*

Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Required for this level	In addition to level 3A	In addition to levels 3A and 3B
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• A minimum of 5 GCSEs including English and Maths (grades 4-9) or equivalent.</li> <li>• Willingness to work towards Level 3 in Marketing and Communications or equivalent.</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Enrolment on and working towards Level 3 in Marketing and Communications e.g. CIM or equivalent.</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Relevant Level 3 qualification in Marketing and Communications e.g. CIM</li> <li>• Ongoing Continuing Professional Development</li> </ul>

<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge and use of standard Microsoft packages, e.g. Word, Outlook, Excel and PowerPoint</li> <li>• Knowledge of GDPR and its importance when handling data and information sharing.</li> <li>• Awareness and understanding of Highways policies and procedures</li> <li>• Awareness of GIS and other Highway systems</li> <li>• Awareness of EV charging technology</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge of wider marketing resources, e.g. social media platforms</li> <li>• A good understanding of equality, diversity and inclusion.</li> <li>• A detailed working knowledge of the broader activities of the service</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Good knowledge of EV technology and infrastructure</li> <li>• A good understanding of GDPR legislation and best practice in relation to information sharing.</li> <li>• A good understanding of the Council's Record Retention Policy and freedom of information protocols.</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of participating in the delivery of projects</li> <li>• Experience of providing an administrative and/or customer support service.</li> <li>• Experience of updating records accurately using electronic or hard copy filing systems/databases.</li> <li>• Experience of undertaking complex minutes and taking a proactive approach to tracking actions</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• 2 years experience of working in a Highways, Transport and Parking Environment</li> <li>• Marketing and communications experience</li> <li>• Experience of dealing with confidential and sensitive data.</li> <li>• Experience of coaching/supporting others in their role.</li> <li>• Experience of providing project support</li> <li>• Experience in assisting with procurement activities</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience in wider stakeholder engagement activities, e.g. Climate Change Working Groups, Supplier Engagement</li> <li>• Experience of confidently using specialist IT packages relevant to the service area in which you are working.</li> <li>• Experience of providing general information, advice and guidance on internal procedures relating to finance.</li> <li>• Experience of contributing to Freedom of Information requests</li> <li>• Experience of assisting with business cases, utilising all data and undertaking research to develop innovative ideas</li> <li>• Experience of assisting and researching funding opportunities and developing bids</li> </ul>
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Proficient in the use of Microsoft Word, Excel and Outlook</li> <li>• Ability to demonstrate effective organisational and planning skills.</li> <li>• Good interpersonal skills with a confident telephone manner, and the ability to create a welcoming environment for members of the public, staff and stakeholders.</li> <li>• Ability to work within defined procedures and to work independently, using initiative to deal with situations, referring to supervisor/line manager for unusual or difficult problems.</li> <li>• Ability to input data, where care, accuracy, confidentiality and security are important.</li> <li>• Attention to detail with the ability to proof read.</li> <li>• Ability to maintain confidentiality at all times.</li> <li>• Good time management skills.</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to deal with high levels of work-related pressure, for example from deadlines, interruptions, or conflicting demands</li> <li>• Ability to communicate in a manner which is easily understood and tailored to meet the needs of the audience.</li> <li>• Good research skills</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrable communication skills with the ability to present complex and/or sensitive information in an understandable way, using a variety of methods across a range of audiences</li> <li>• Ability to use own judgement and creativity to assess situations, solve problems and adapt to new ways of working.</li> </ul>

**Contract Support Officer (PN: 8907) – Range 4**

See Job Profile for full duties.

Main duties include:

*To provide a high quality effective and efficient administrative and financial support service, liaising with the Head of Service to ensure work is allocated and prioritised effectively and the needs of the business are fully met.*

*To administer processes and recover costs in relation to rechargeable works because of third-party damage.*

*To assist with the processing of legal and licensing matters, including requests for Stopping up of the Highway, land charge searches and issuing of notices where contravention of the Highways Act 1980 are noted*

Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Required for this level	In addition to level 4A	In addition to levels 4A and 4B
<b>Qualifications</b> <ul style="list-style-type: none"> <li>4 GCSE's Grade 4 or above (including English and Maths) or equivalent</li> <li>Level 3 qualifications, e.g. A levels, NVQ3 in Business Administration or equivalent.</li> </ul>	<b>Qualifications</b> <ul style="list-style-type: none"> <li>Working towards a management and leadership qualification, e.g. ILM3 Diploma</li> </ul>	<b>Qualifications</b> <ul style="list-style-type: none"> <li>Completion of leadership and management qualification e.g. ILM3 Diploma</li> <li>Ongoing Continuing Professional Development</li> </ul>
<b>Knowledge</b> <ul style="list-style-type: none"> <li>A good understanding of GDPR legislation and best practice in relation to information sharing</li> <li>A good understanding of policies and procedures in own area of work</li> <li>A good understanding of the need for Record Retention Policies</li> </ul>	<b>Knowledge</b> <ul style="list-style-type: none"> <li>Comprehensive knowledge of administrative or operational processes across Highway Services.</li> <li>An in-depth knowledge of relevant policy and legislation in own work area.</li> <li>A good understanding of the Council's Induction process for new staff.</li> <li>Knowledge of the Council's financial procedures.</li> </ul>	<b>Knowledge</b> <ul style="list-style-type: none"> <li>In depth working knowledge of the broader activities of the service.</li> <li>Demonstrable knowledge and ability to interpret legislation, regulations, codes of practice and statutory guidance associated with highway works</li> <li>Knowledge of third party recharges and processes to recover costs</li> <li>Knowledge of highway contracts, e.g. Term Maintenance, NEC</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>Significant experience of providing a comprehensive administrative and/or customer support service.</li> <li>Experience of coaching/supporting others in their role.</li> <li>Experience of providing general information, advice and guidance on internal procedures relating to finance.</li> <li>Experience of analysing data and considering alternative solutions, adapting to new ways of working where necessary.</li> <li>Experience of dealing with confidential and sensitive data</li> </ul>	<b>Experience</b> <ul style="list-style-type: none"> <li>Proven experience in promoting quality and continuous improvement.</li> <li>Experience of managing/resolving complex situations.</li> <li>Experience of carrying out land charge searches to identify ownership of land ensuring resources are appropriately targeted</li> <li>Experience of investigating and collating information in relation to third party damage, liaising with insurers and the police to identify liability and recover costs</li> </ul>	<b>Experience</b> <ul style="list-style-type: none"> <li>Experience of contributing to proposals for achieving savings and/or increasing income</li> </ul>

<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to use Microsoft Word, Excel, Teams and Outlook.</li> <li>• Ability to use own judgement and creativity to assess situations, solve problems and adapt to new ways of working</li> <li>• Excellent organisational skills</li> <li>• Excellent interpersonal skills with a confident telephone manner, and the ability to create a welcoming environment for members of the public, staff and stakeholders</li> <li>• Demonstrable ability to work within defined procedures and to work independently, using initiative to deal with situations, referring to line manager for unusual or difficult problems</li> <li>• Ability to demonstrate commitment to equality, diversity and inclusion.</li> <li>• Ability to always maintain confidentiality</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Skilled in the use of specialist IT packages relevant to the service area in which you are working.</li> <li>• Ability to interpret data and prepare reports as required, demonstrating precision and speed</li> <li>• Ability to communicate in a manner which is easily understood and tailored to meet the needs of the audience</li> <li>• Ability to confidently challenge and effectively manage conflicting priorities in the workplace</li> <li>• Ability to plan ahead with some consideration for the medium term</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrable ability to use well developed communication skills to present complex/sensitive information in an understandable way, to a range of audiences.</li> <li>• Ability to undertake work that requires a range of imaginative solutions and responses and/or involves application of fresh and innovatory thinking.</li> </ul>
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## EV Project Officer (PN: 16049) – Range 5

See Job Profile for full duties.  
Main duties include:

*To lead on the delivery of an on-street EV charging infrastructure across Medway.*

*The role will involve developing bids and funding opportunities for the implementation of a charging infrastructure, with planning for future expansion.*

*The postholder will be expected to attend regional and best practice meetings with other Local Authorities, actively contributing and representing Medway Council where required.*

Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Required for this level	In addition to level 5A	In addition to levels 5A and 5B
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• 5 GCSEs, or equivalent, Grade 4 or above (including Maths and English)</li> <li>• Full UK Driving Licence</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Level 3 Electrical Qualification/Accreditation</li> <li>• Enrolment onto relevant skills-based EV course, e.g. EVI</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Completion of Energy Savings Trust dedicated EV Course, e.g. EVI</li> <li>• Qualification relevant to the supervision of highway works, e.g. NRASWA Supervisors</li> <li>• Ongoing Continuing Professional Development</li> </ul>

<p><b><u>Knowledge</u></b></p> <ul style="list-style-type: none"> <li>Working knowledge and use of standard ICT packages i.e. Word, Excel, Outlook and PowerPoint</li> <li>Knowledge of varying EV infrastructure, e.g. Charging speeds, types of units</li> </ul>	<p><b><u>Knowledge</u></b></p> <ul style="list-style-type: none"> <li>Good knowledge of EV technology</li> <li>Demonstrable knowledge of highway legislation and statutory guidance, e.g. Highways Act 1980, NRASWA</li> <li>Awareness of EV technical literature</li> <li>Awareness of various business models focusing on EV procurement</li> <li>Demonstrable knowledge of EV technology, e.g. equipment, accessibility, power vended</li> </ul>	<p><b><u>Knowledge</u></b></p> <ul style="list-style-type: none"> <li>Practical and procedural knowledge across an EV environment with an awareness of appropriate Codes of Practice, e.g. PAS1899</li> <li>Good knowledge regarding climate change e.g. climate change Act 2008</li> <li>Good Knowledge of highway procurement activities and contracts</li> </ul>
<p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>Demonstrable experience of managing and delivering successful projects</li> <li>Demonstrable experience of carrying out feasibility studies on EV sites</li> <li>Demonstrable experience of working and successfully engaging with Charge Point Operators</li> </ul>	<p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>3 years' working in a highway's environment</li> <li>Experience of communicating effectively with a range of stakeholders</li> <li>Experience of developing business cases for external funding opportunities</li> <li>Experience of developing and maintaining systems which monitor, evaluate and review project outcomes, e.g. Confirm,</li> </ul>	<p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>Experience of analysing data and interpreting varied and complex information and situations to develop solutions and strategies, e.g. potential charging locations and network capacity</li> <li>Experience of supervising highway works on site</li> <li>Experience of leading on the challenges in addressing climate change to reduce emissions</li> <li>Experience of writing EV business cases, utilising all data and undertaking research to develop innovative ideas</li> <li>Experience of attending regional and national best practise meetings representing the Council</li> <li>Experience of exploring funding opportunities and developing and submitting bids, for future expansion outside of the current LEVI Capital Funding</li> </ul>
<p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>Project/Programme Management skills</li> </ul>	<p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>Ability to analyse and interpret varied and complex information, developing solutions and strategies</li> </ul>	<p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>Commitment to equality and diversity, seeking to remove barriers that may prevent people accessing services</li> </ul>
<ul style="list-style-type: none"> <li>Developed communication skills with the ability to present complex and sensitive information in an understandable way, using a variety of methods across a range of audiences</li> <li>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 Can</li> <li>demonstrate dexterity and co-ordination skills</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates the ability to deal with high levels of work-related pressure, e.g. from deadlines, interruptions or conflicting demands</li> <li>Good report writing skills</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrable ability to undertake tasks which are to the direct benefit of individuals or groups of people</li> <li>Demonstrates the ability to lead project conception from start to finish</li> </ul>