

Job Description

Job title	Senior Engineer (Capital Projects)
Directorate	PLACE : Regeneration, Culture and Environment
Division	Highways (Capital Projects)
Range	MPR 6
Reports to	Principle Engineer of Highways Projects

Main purpose of the job:

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 programmes, 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.

Effectively manage the various projects to deliver an efficient, effective and safe service for highway users and public across Medway within agreed policies, programmes and resources.

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

Accountabilities and outcomes:

- Have excellent communication and interpersonal skills, both verbal and written, to convey technical information.
- Liaise with internal and external stakeholders such as Clients, Council staff, elected Members and members of the public to ensure efficient management of the programme of work.

Medway Council Job Profile

- A good and demonstrable level of knowledge of Highway construction methodology and of the relevant design standards to ensure that every project is designed and constructed to a high standard.
- Understanding of and ability to use design software such as AutoCAD.
- Manage projects and people both internally and externally through use of excellent leadership skills to ensure projects are completed safely, on time, to budget and meet the requirements of the project brief.
- Enforce regulations for the protection of the public, to uphold ethical standards and address issues.

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

Key Corporate Accountabilities:

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

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

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

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

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

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

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

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

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

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

Organisation:

This role reports to the Principal Engineer (Capital Projects).

The post holder may be required, from time to time, to line manage others and on occasion may be required to direct, coordinate or train other employees.

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

Working Style:

Medway Council Job Profile

HYBRID : definition: a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis. Job Specific Requirements: A minimum of 3 days per week in the office (Pender House – ME2 4EW) the remainder can be either in the office or remote. There may be occasions where attendance at the office 5 days a week is required.

Medway Council Job Profile

Person specification

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

Qualifications

Level A

- 4 GCSEs Grade 4 or above (including Maths and English)
- A Levels or equivalent
- HNC/HND, Degree or equivalent relevant experience in highway design

Level B (in addition to level A criteria)

- Working towards project management qualification, e.g. PRINCE2
- Working towards range appropriate Leadership and Management qualification e.g. ILM3 Diploma

Level C (in addition to levels A and B)

- Successful completion of range appropriate Leadership and Management Qualification
 - Success completion of Project management qualification
 - NEC Project Managers Qualification
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Knowledge

Level A

- Demonstrable knowledge in relation to highway design (DMRB, MCHW, Manual for Streets etc)
- A good understanding of health and safety legislation including CDM

Level B (in addition to level A criteria)

- Good understanding of the NEC Forms of Contract including the preparation of tenders

Level C (in addition to levels A and B)

- Demonstrate a firm understanding of contract management principles and specifically in relation to the NEC forms of Contract
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Experience

Level A

- 10 years' relevant experience, including suitable experience in design engineering
- Management of a small team of Engineers

Level B (in addition to level A criteria)

- Demonstrable experience of 3 years at level 6A

Level C (in addition to levels A and B)

- Experience in relevant Engineering discipline for minimum 15 years
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Skills

Medway Council Job Profile

Level A

- Demonstrable experience in the design of highway schemes
- Ability to use AutoCAD to produce design drawings to a guided by industry standards and good practices

Level B (in addition to level A criteria)

- Be able to problem solve and show attention to detail to complex issues relating to highway design

Level C (in addition to levels A and B)

- Good commercial awareness and the ability to negotiate complex issues to achieve required outcome in a fair and reasonable way.