# Job Description

Job title Senior Engineer (Highway Operations)

Directorate PLACE: Regeneration, Community and Culture

Division Highways

Range MPR 6

Reports to Principal Engineer (Highway Operations)

Main purpose of the job:

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.

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.

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.

The post holder will represent the interests of the highways service area on various internal and external groups, including technical and working groups.

Responsible for assisting and contributing to Asset Management plans and polices, as well as projects dictated by the Principal Engineer (Highway Operations) and acting as a substitute, for that role, when required.

The post-holder will be expected to work independently and supervise work undertaken by Engineers, Technicians, Contractors and Subcontractors as well as liaise with stakeholders in a way that promotes the [vision and values](https://www.medway.gov.uk/info/200364/medway_council_strategy_2022_to_2023#values) of the Council.

## Accountabilities and outcomes:

* Oversee the planning, coordination and delivery of the Council’s Highway Operations workstreams.
* To apply technical expertise and make recommendations when assessing and approving technical drawings and associated documentation.
* Production of work orders using schedule of rates and associated audits of those raised by junior staff
* Provide specialist advice and coordinating the day-to-day delivery of the Highway Operations service area.
* 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.
* Collate information from a range of sources to determine highway improvement programme delivery including carrying out site assessments

## Key Corporate Accountabilities:

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

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

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

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

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

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

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

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

## Organisation:

This role reports to the Principal Engineer (Highway Operations)

The post holder will be required to line manage, supervise, mentor, or train Engineers and Technicians within their area of responsibility.

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

## Working Style:

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

# Person Specification

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

## Qualifications

### Level A

* HNC, HND in Civil Engineering / related discipline or equivalent
* Relevant project management qualification or skills
* Completion of Leadership and Management qualification such as ILM3 at Diploma level

### Level B (in addition)

* 5 years’ experience working in a highway operations environment at a senior level managing a team of staff
* Relevant AutoCAD or other GIS, Design software certificates or equivalent experience
* Working towards Leadership and Management qualification such as ILM5 Certificate

### Level C (in addition)

* Relevant leadership and management qualification or equivalent such as ILM5 Diploma or above
* Degree level further education or Certificates relating to formal training in the operation and design of the service area or relevant equivalent

## Knowledge

### Level A

* Knowledge of highway legislation relating to Highway Maintenance and Design.
* Oversight of highway engineering and alteration projects and new highway construction.
* Highway design principles
* Awareness of Project Management principles.
* Highway engineering software packages

### Level B (in addition)

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

### Level C (in addition)

* Demonstrable practical and procedural knowledge across service area to demonstrate service improvement
* Minimum of 10 years’ experience supervising a team with financial monitoring responsibility
* Extensive knowledge in relevant discipline across a highway operations environment

## Experience

### Level A

* 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.
* Managing individual highway related projects and or workstreams.
* Experience of applying project management principles, practices, and methods.
* Experience of undertaking direct responsibility for the supervision, co-ordination, or training of other employees.

### Level B (in addition)

* + Experience of applying relevant knowledge of highway design and construction standards, guidance, best practice, and regulations to scenarios.
  + Demonstrable experience of independently overseeing relevant workstreams and providing advice on any areas of concern.
  + Experience of interpreting design drawings, preparing cost estimates and scheduled bill of quantities.
  + Experience of budget management / financial accountability.
  + Demonstrable experience of supporting the training, development and mentoring of junior staff.

### Level C (in addition)

* Significant demonstrable experience in the highway operations in relevant discipline experience (15 years’ experience at equivalent level of responsibility).
* Experience of analysing and interpreting varied and complex information or situations and taking authoritative action within specialist service area.

## Skills

### Level A

* + Competent user of standard ICT packages i.e. Word, Excel, Outlook and Powerpoint.
  + Competent user of AutoCAD.
  + Demonstrates the ability to manage individual projects and workstreams.
  + Relevant project management qualification or skills.
  + Ability to line manage and oversee the work of Engineers, including technicians and junior staff.
  + Demonstrates the ability to work all or most of the working day being alert to risks or checking of documents or equivalent.
  + Can demonstrate dexterity, co-ordination or sensory skills, where there is high demand for precision in the use of these skills.
  + Demonstrates the ability to deal with periods of hours at a time (e.g. a morning or afternoon) undertaking repeated manual calculations or other work with figures, or report writing or preparing for a presentation.
  + Demonstrable ability to deal with high levels of work-related pressure, for example from deadlines, interruptions or conflicting demands
  + Developed organisational and communication skills with the ability to manage work programmes and present complex and/or sensitive information in an understandable way, using a variety of methods across a range of audiences
  + Demonstrable ability to use analytical skills to interpret complex information and situations
  + Develops solutions or plans which take several months up to a year to formulate.
  + Undertakes work that requires a range of imaginative solutions and responses and involves application of fresh and innovatory thinking

### Level B (in addition)

* + Demonstrable awareness around the direct impact on the well-being of individuals or groups of people because of proposed works
  + Demonstrable ability to have considerable direct responsibility for financial resources, being accountable for considerable expenditures from an agreed budget or equivalent income
  + Demonstrable ability to independently overseeing relevant workstreams and providing advice on any areas of concern.

### Level C (in addition)

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