

## Job Description

Job title	Engineer – Highway Adoptions
Directorate	Regeneration, Community and Culture
Division	Highways
Range	MPR 5
Reports to	Senior Engineer – Highway Adoption

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### Main purpose of the job:

Coordinate the Council's Highway Adoption workstreams, ensuring the efficient adoption of new highways and integration into the public network. Apply technical expertise to assess designs, secure legal agreements, manage financial risks, and monitor construction compliance to deliver safe, durable infrastructure. It also involves providing leadership and support to staff, fostering collaboration with internal and external stakeholders, and maintaining service excellence to uphold statutory requirements and Council objectives.

Liaise with stakeholders in a way that promotes the [vision and values](#) of the Council.

### Accountabilities and outcomes:

Lead the planning, coordination, and delivery of the Council's Highway Adoption workstreams to ensure efficient adoption of highways and to support safe and accessible infrastructure for the community. This will include providing clear direction, feedback, and support through appraisals, development advice, and coaching to staff so they can perform effectively in delivering workstreams and reach their potential.

Apply technical expertise to assess and approve technical drawings, documentation, and construction proposals ensuring compliance with design standards, reducing future maintenance issues and safeguarding public safety.

Calculate and negotiate quantities, financial bond figures, and secure fee payments that protect the Council's financial interests and ensures cost recovery, thereby minimising financial risk.

Prepare instructions and secure legal agreements for adoption and changes to the highway network in accordance with S38 and S278 of the Highways in order to provide legal certainty and enable smooth integration of new roads into the public network.

Monitor works progress, resolve technical queries, and ensure construction complies with legal agreements and required specifications to deliver high-quality construction that meets statutory requirements, reduces defects and ensures long-term durability.

Issue certificates at key stages and prepare reports for delegated approval to enter into legal agreements and adopt completed works to ensure compliance at milestones and provide clear governance for lawful adoption.

Liaise with and advise internal and external partners, including Planning Officers, on adoption issues and construction acceptability in order to facilitate collaboration, accelerate adoption processes, and support informed planning decisions.

Provide specialist advice and coordinate the day-to-day delivery of the Highway Adoption service area, supporting the Senior Engineer – Highway Adoption to maintain service continuity and operational excellence, ensuring stakeholder confidence and compliance.

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.

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

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

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

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

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

## Organisation:

This role reports to the Senior Engineer – Highway Adoptions.

The post holder will have line management 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 or mainly from home on a temporary or permanent basis.

## Person Specification

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

### Qualifications

#### Level A

- HNC in Civil Engineering / related discipline or equivalent level qualification.

#### Level B (in addition)

- AutoCAD Foundation certificate, formal CDM Regulations training, Site Supervisors course (SSSTS)

#### Level C (in addition)

- HND in Civil Engineering / related discipline or equivalent.
- Relevant project management qualification/accreditation to ILM 4

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## Knowledge

#### Level A

- Highway legislation relating to Highway Adoption processes.
- Highway engineering, including oversight of highway alterations and new highway construction.
- Highway design principles
- Highway engineering software packages e.g AutoCAD
- Familiarity with legal agreements related to highway adoption and public infrastructure.
- Understanding of financial bond calculations, fee structures, and cost recovery principles.
- Awareness of health and safety regulations and statutory compliance in highway works.

### Level B (in addition)

- Knowledge and understanding of financial processes and systems, including budget oversight, including spend accountability.
- Project management processes, supporting project delivery across a specialist area.
- Highway design and construction standards and guidance, such as, DMRB, Manual for Streets, TSRGD, CDM.
- Highway law in relation to public highway and private streets.
- Highway Development Control roles and responsibilities and the assessment of the highway and transport aspects of planning applications.

### Level C (in addition)

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

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## Experience

### Level A

- Relevant demonstrable experience (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.
- 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)

- Minimum of 7 years' experience in a role 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.

Experience in monitoring construction works, resolving technical queries, and issuing compliance certificates.

### Level C (in addition)

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

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## Skills

### Level A

- Competent user of standard ICT packages i.e. Word, Excel, Outlook, Teams and Powerpoint.
- Demonstrates the ability to manage individual projects and workstreams.
- Ability to supervise the work of Assistant Engineers, including technicians and junior staff.
- Ability to stay focused and alert for extended periods when checking documents or identifying risks.
- Good dexterity and coordination with high precision when required.
- Ability to work for long periods on detailed tasks such as calculations, report writing, or preparing presentations.
- Demonstrable ability to deal with high levels of work-related pressure, for example from deadlines, interruptions or conflicting demands.
- Strong organisational and communication skills, with ability to manage work programmes and present complex or sensitive information clearly to different audiences.
- Demonstrable ability to use analytical skills to interpret complex information and situations.
- Strong problem-solving and decision-making ability for technical and financial issues.
- Good negotiation and conflict resolution skills, with the ability to achieve positive outcomes and maintain effective working relationships.

### Level B (in addition)

- Ability to positively impact people's well-being by applying regulations, giving clear advice, or assessing needs and providing appropriate support.
- 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.
- Demonstrable ability to independently oversee relevant workstreams and provide advice on any areas of concern.

### Level C (in addition)

- Demonstrable ability to analyse and interpret varied and complex information or situations, develops solutions and/or strategies for service improvement

- Demonstrable ability to deputise for next level of line management, exhibiting appropriate skills, behaviours and corporate awareness.
- Ability to manage multiple activities independently within guidelines, making frequent decisions without close supervision.
- Ability to lead and support others through clear direction, empowerment, and accountability for team performance.