



**JOB DESCRIPTION (JD)
AND EMPLOYEE
SPECIFICATION (ES)**

JOB TITLE:	Senior Engineer		
GRADE: JOB CODE:	G9 S375b	SERVICE AREA:	Highways & Transport
REPORTS TO:	Major Projects, Minor Improvements Manager	LOCATION:	Civic Centre or elsewhere in the Borough
SPECIAL CONDITIONS:	<p>The post holder will be required to:</p> <ol style="list-style-type: none"> 1. Undertake duties based on the needs of the service outside normal working hours, as directed by the Manager in accordance with agreed working patterns and the Council's conditions of employment. 2. Work on site at any location in the Borough as necessary 3. Act on Senior Management's instructions to ensure Council's aims, objectives and policies are achieved 4. Hold a full driving licence and provide a car as necessary 5. This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers. 		

1. Main purpose of the job role:

To assist with the undertaking of the delivery of services provided by Major Projects and Minor Improvements Team, with particular responsibility for the activities listed below:-

- To undertake site investigation and preliminary design of highway schemes.
- To undertake detailed geometric design of highway schemes.
- To undertake the preparation of contract documentation for highway schemes.
- To undertake input into civil engineering project management.
- To supervise highway scheme construction and the delivery of highway schemes.
- To provide technical advice and support to other Groups and Service Areas.

2. Role specific duties and accountabilities:

To contribute to the effective performance of the Major projects and Minor Improvements Team in carrying out the following activities:

- Keep records of all orders and items of expenditure in connection with highway schemes by using computerised data handling systems and the Microsoft Office suite of programmes.
- Maintain highway and structures inventory asset databases and highway works record systems using GIS and other such software.
- Assist in the development and improvement of highway schemes.
- Assist in the prioritisation and programming of highway schemes.
- Undertake and control all aspects of preliminary and detailed design relating to highway and other civil engineering schemes in accordance with latest national, Council and Service Area Standards, codes and policies.
- Production of detailed working drawings and specifications for highway schemes and other civil engineering works using AutoCAD software.
- Undertake feasibility assessments and provide advice on highway schemes and highway drainage proposals, including providing such information to other groups and Service Areas.
- Undertake production of preliminary and detailed cost estimates for engineering projects.

- Preparation of Risk Assessments and Health and Safety Plans as required by the Construction (Design and Management) Regulations.
- Undertake the preparation of tender and contract documentation including drawings, bills of quantities and specifications.
- Undertake the project management of schemes, as necessary.
- Undertake measurement of civil engineering construction works and assist in determination of unit rates, agreed rates and claims.
- Liaise effectively with outside agencies and other Service Areas in connection with the activities of the group.
- Assist in the production of National and Local Performance Indicators.
- Provide financial information as necessary with respect to highway schemes and ancillary activities and works in progress.
- Deputise for the Principal Engineer in his/her absence.
- Assist in preparing technical reports and consultation exercises to establish levels of service within the Group.
- Prepare documents, reports, plans, calculations, and statistical data associated with the work of the Group for which the post holder is responsible.
- Maintain records and statistical information on the work undertaken by the Group, for which the post holder is responsible.
- Ensure compliance with the requirements of The Construction (Design And Management) Regulations and The Health and Safety at Work Act and any associated Regulations
- Deal with general correspondence and enquiries concerned with the work of the Group.
- Undertake such other duties appropriate to the grading and designation of the post as may be required from time to time.

3. Corporate duties and accountabilities:

GENERIC CORPORATE ACCOUNTABILITIES

1. Contribute to the management of staff and services of the Council in a manner that builds ownership and commitment and promotes a strong performance culture that connects strategies to action, provides accountability and delivers results. To lead projects as required.
2. Lead areas of activity and promote effective cross-directorate working so as to deliver integrated solutions that optimise the use of resources and achieve Best Value and continuous improvement.
3. Ensure that the services provided are fully compliant with Council strategy, vision, aims, objectives, and priorities and play their part in achieving these. This includes compliance with Standing Orders and Financial Regulations.
4. Develop and promote effective partnerships with government departments, professional bodies, and other organisations to promote the Council's interests and build its reputation.
5. Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
6. The postholder will promote the Council's Health and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.

GENERIC SERVICE DELIVERY ACCOUNTABILITIES

A. Services

1. To develop/support and promote a strong customer-focussed performance culture within the service team, ensuring the provision of cost effective, efficient, high quality services to the Council, its members and its departments in line with their identified needs.
2. Ensure services are provided to the highest possible standards within the resources available. To implement effective systems for setting targets, managing performance, reporting systems, identifying and overcoming weaknesses and delivering sustained improvements.
3. To ensure services proactively support internal and external partners in areas of their work which have a relevant dimension. Where applicable, to negotiate service level agreements

with client departments/project coordinators/partners to ensure roles and responsibilities are clearly understood and that the outcomes for the postholder's services are achievable. To provide analyses and reports as appropriate.

4. Provide clear, balanced and accurate advice and guidance to the senior management team on issues arising within the postholder's areas of responsibility.

B People

1. Provide leadership and a strong sense of direction and purpose within the team(s) for which the jobholder is accountable.
2. Manage the selection and deployment of people for whom the jobholder is responsible to maximise their contribution to corporate and team goals.
3. To manage the performance of the service team(s) for which the jobholder is responsible, and to respond and deal with weak/poor performance. To develop appropriate performance indicators as required.
4. To promote the development of a confident learning culture within all service areas for which the jobholder is responsible, including the requirement that all staff have and achieve personal/professional development plans that are integrated with the Service Plan. To manage the Council's personal development scheme for staff within the postholder's team.
5. The postholder is responsible for his/her own self development on a continuous basis and for developing and maintaining a substantial body of up-to-date knowledge of the specialist area and a detailed generalist knowledge across a wide spectrum of related fields, and as such will be expected to undertake suitable development and training.
6. To enhance own performance, working constructively with the line manager to identify personal strengths and agreeing action in relation to development needs.

C Quality

1. To develop a culture of continuous quality improvement within the services for which the jobholder is accountable, providing advice and encouragement for the implementation and monitoring of quality policies, standards and systems.
2. To promote the importance and benefits of quality and to lead the continued achievement of quality standards, including Investors in People and other relevant quality accreditations.
3. To ensure that output and quality of work is of the highest quality and accords where appropriate with current regulations/legislation/Council standards.
4. To promote/lead in the development and implementation of new ways of working and modernised service delivery, including the use of e-working.

D Resources

1. To negotiate and/or manage the financial resources required to support the Business Plan and to manage service provision within the allocated budget.
2. To manage the effective planning, deployment and control of the resources available so as to enable the achievement of agreed targets, objectives and standards. To restructure services as necessary to ensure resources are deployed to optimal effect.
3. To maximise opportunities for external funding in so far as these are compatible with agreed Business Plans and corporate objectives.
4. To manage and monitor all service budgets as appropriate and ensure probity and stringent financial control is implemented ensuring maximum cost efficiency in all aspects of management and administration.

E General

1. The postholder must also undertake other duties within his/her competence or otherwise appropriate to the grading of the post as required.
2. This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be reviewed periodically to ensure it remains appropriate for the role.
3. The areas for which the jobholder is responsible will be kept under review and may change over time in response to emerging priorities and organisational development.



JOB TITLE - Senior Engineer	GRADE G8	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: refer to corporate behaviours document		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	I	3
Abilities/Skills: (refer to JE guidance document)		
• Able to undertake site investigations and carry out preliminary design of highway schemes	A/I	3
• Able to carry out detailed geometric design and procurement of highway schemes and have experience of engineering contracts.	A/I	3
• Ability to produce detailed design drawings using AutoCAD software.	A/I	3
• Experience of site supervision and project management of highway construction work and highway contractors.	A/I	3
• Ability to manage and monitor financial expenditure against highway projects.	A/I	3
• Have knowledge and experience of the Manual of Contract Documents for Highway Works and the Design Manual for Roads and Bridges.	A/I	3
• Able to undertake the preparation of tender and contract documentation including drawings, bills of quantities and specifications.	A/I	3
• Able to prepare bills of quantities and works programmes for highway maintenance schemes.	A/I	3
• Full awareness of the requirements of Health & Safety at Work Act and CDM Regulations and ability to prepare risk assessments and CDM Health and Safety Plans.	A/I	3
• Have knowledge and experience of Highway Asset Management Systems for structures, including the use of GIS to maintain structures and highway asset inventories.	A/I	2
• Able to be a team player and meet personal and team deadlines.	A/I	3
• Ability to communicate effectively in writing.	A/I	3

• Ability to communicate effectively orally.	I	3
• An understanding of customer care initiatives and demonstration of a commitment to them.	A/I	2
• Awareness of National and Local Performance Indicators and their relevance and application to Highway works.	A/I	2
• Good IT skills and capable of using standard database and word processing software e.g. Word, Excel.	A/I	3
• Knowledge and understanding of Equal Opportunities principles and practice.	A/I	1
Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.		
Significant post qualification experience in a highway engineering environment.	A/I	3
Evidence of continuous professional development (where applicable)	A/I	3
Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
The minimum requirement will be HNC in Civil Engineering or equivalent.	A/I	3
Other Essential Requirements		
An awareness of, and commitment to, equality of opportunity	I	3
Awareness of, and commitment to, confidentiality and handling data	I	3
NOTE: The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post		
Prepared by:	Jag Raan	Date: March 2017 (updated June 2022)