Post Specification

Date	January 2025
PG Number	5842
Post Title	Highways Network Engineer
Job Family	Regulation and Technical
Job Family Role Profile	RT14
Final Grade	Grade 14

To be read in conjunction with the job family role profile

Service Area description
Highways & Transport

Purpose of this post
Lead a multi-disciplinary team of technical and operational staff delivering activities, to given standards, timescales, legal obligations and budgetary targets.   The responsibility for the design and construction of highway improvement and maintenance projects. Also programming, working methods and managing winter maintenance activities to given timescales, costs and specification.

Key job specific accountabilities

- Management of a diverse mix of technical and operational staff
- To take part in regular reviews of the reporting lines within the engineering structures in order to develop and build resilience within the function, as directed by management.
- Responsibility for the programming of works activities as directed by the Highway Network Manager
- Responsibility for the development of robust cost estimates for works carried out by third parties and the in house delivery teams.
- To ensure that physical resources within the service are managed effectively.
- To ensure compliance with the councils rules on procurement of goods and services.
- Planning and managing, in co-operation with colleagues, the out-of-hours emergency response service.
- Assisting the Highway Network Manager to develop projects and work programmes and deliver, monitor and report on progress.
- Issue work instructions to contractors and other suppliers and organise coordination of activities with own team including collection of appropriate inventory information and updating of records.
- Providing advice to other officers on the interpretation and application of policies, technical principles and regulations/legislation relative to area of responsibility.
- Ensure quality of service delivery through structured audits and checks.
- Drafting of and reviewing relevant operational and quality management procedures and checklists.
- Attend meetings and present reports in the Highway Network Manager's absence.
- Representing the Council's and Directorate's best interests at all times by ensuring effective communications within the Council, with external organisations and the general public.
- Take part in effective liaison with internal and external stakeholders as part of the delivery of projects and/or the relevant service. Liaise effectively and coordinate working with colleagues operating across the Highways and Transportation service.

- Taking responsibility for implementing Human Resources procedures in the team, including discipline, performance management and appraisal.
- Ensure full compliance with all relevant legislation including Health, Safety and Environmental Regulations; Risk Assessments and COSHH.
- Assist in other duties which may reasonably be expected within the role

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	- Financial / money – budget and project management.
Staff Management Responsibilities	- Direct line manager responsibility for up to 15 members of technical and operational staff
Other	- Financial / money – budget and project management. - Information – storage and use. - Equipment – standard IT.

Essential Criteria - Qualifications, knowledge, experience and expertise

- A relevant degree or NVQ Level 5 in appropriate discipline or equivalent.
- Considerable experience in a highway maintenance field
- Membership of appropriate professional body. **(Desirable)**
- Management qualification. **(Desirable)**
- Political processes and structures.
- Thorough knowledge of application of standards, specifications, systems, guidelines, regulations, policies, and legislation appropriate to relevant work areas or service.
- Contract Management.
- Knowledge of HR policies and procedures.
- Delivery of the winter service function.
- Managing operational staff to ensure high performance and high quality.
- Performance Management.
- Knowledge of cost estimating and building of budget estimates
- Project, programme and risk management.
- Asset management, project, programme and risk management.
- Experience of successful management of programmes and processes. **(Desirable)**
- Knowledge of the industry standard computer systems available to assist with the design and specification of highway schemes. **(Desirable)**
- Experience in dealing with customers and service providers.
- Managing a range of physical, financial and human resources in the context of highway maintenance
- Considerable management experience in programme management.
- Financial management experience and working with financial management systems.
- Experience of effective communication with councillors
- Considerable experience of managing complex projects and contracts to successful outcomes
- Experience of working with computer systems for the design and specification of highway schemes. **(Desirable)**
- Political awareness and sensitivity.
- Ability to direct staff and work as an effective team member.
- Able to work under pressure and achieve deadlines.
- Able to work innovatively to develop more effective service delivery.
- A flexible approach to work.
- Computer literate and ability to work with computer systems and Microsoft Office suite of programs.
- Project, programme and risk management skills.
- Ability to work outside of normal hours and attend evening meetings when required.
- Good communication skills.
- Self-motivating.
- Co-ordination and facilitation skills

Disclosure and Barring Service – DBS Checks	
• This post does not require a DBS check.	
Job working circumstances	
Emotional Demands	• Minimal exposure
Physical Demands	• Normal effort required.
Working Conditions	• Minimal number of site visits; some exposure to weather on site visits in intense conditions.
Other Factors	
• Able to travel	