

Post Specification

Post Specification - Key Information

- **Post Title: Highways Network Assistant Engineer**
- **Date: 07/07/2025**
- **Post Group Number: PG 6712**
- **Job Family: Regulation and Technical**
- **Job Family Role Profile: RT12**
- **Final Grade: 12**

Service Area Description

Highways Transport and Fleet Service

Purpose of this Post

- To assist the Highway Network Engineer to lead a multi-disciplinary team of technical and/or operational staff delivering activities to given standards, timescales, legal obligations and budgetary targets
- Assist in the identification, design and construction of highway improvement and maintenance projects. Also, programming, working methods and managing winter maintenance activities

Key Job Specific Accountabilities

- Assist in the management of a diverse mix of technical and/or operational staff
- Ensure the highest standard of health, safety and environmental management are met at all times and support a safety focussed culture within the highways, transport and fleet service.
- Assist in the delivery of a programme of works activities as directed by the Highway Network or Operations Manager including responsibility for the development of robust cost estimates for works carried out by 3rd parties, the in-house delivery teams and ensuring the quality of service delivery through structured audits and checks.
- To take part in stand-by, and out of hours duty rosters and decision making as required to support the effective management of the highways network (adverse weather, emergency scenarios etc).
- Assisting the Highway Network or Operations Manager/Engineers to develop projects and work programmes and deliver, monitor and report on progress including issuing work instructions to contractors and other suppliers or in-house delivery teams and organise coordination of activities within own team including collection of appropriate asset inventory information and updating of records.
- Responsible for the stock control of Salt stocks county wide.
- Line Manage Stores and Logistic staff

Key Facts and Figures of the Post

- **Budget Responsibilities:** Responsible for revenue and capital budgets up to £1m per annum
- **Staff Management Responsibilities:** Line management responsibility for approximately 15 technical and/or operational staff
- **Other:**

Essential Criteria

- A relevant degree or NVQ Level 5 in appropriate discipline or equivalent and Membership of appropriate professional body.
- Considerable experience in a highway maintenance or operational field. Ideally within a highways or wider civil engineering discipline.
- Substantial experience of leading a safety driven culture within an operational context.
- Political processes and structures of the Council and its key partners in a rapidly changing environment.
- Thorough knowledge of application of standards, specification, systems, guidelines, regulations, policies and legislation appropriate to relevant work area or service
- Knowledge of highways and transportation issues and services including Asset management, project, programme and risk management, Performance management and Contract / Partnership management.
- Knowledge of HR policies and procedures including performance management
- Delivery of the winter service function.
- Managing technical and/or operational staff to ensure high performance and high quality.
- Knowledge of cost estimating and building of budget estimates
- Programme, project and risk management
- Experience in dealing with customers, stakeholders and service providers

Disclosure and Barring Service (DBS) Checks

This post does not require a DBS check.

Job Working Circumstances

- **Emotional Demands:** Minimal
- **Physical Demands:** Normal
- **Working Conditions:** No Additional demands
- **Other Factors:** n/a