

Post Specification

Post Specification - Key Information

- **Post Title: Highways Network Engineer**
- **Date: April 25**
- **Post Group Number: 5842**
- **Job Family: Highways and Transport**
- **Job Family Role Profile: RT14**
- **Final Grade: 14**

To be read in conjunction with the job family role profile.

Service Area Description

Highways and Transport

Purpose of this Post

Lead a multi-disciplinary team of technical 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 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 and Assistant 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.
- Take part in the provision of an Out of Hours service including winter maintenance activities as required.
- 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 for up to 15 staff
- **Other:** Equipment – standard IT

Essential Criteria

- **Qualifications:**
 - 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.
- **Knowledge:**
 - 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.
 - Knowledge of cost estimating and building of budget estimates project, programme and risk management
 - Knowledge of the industry standard computer systems available to assist with the design and specification of highway schemes. (Desirable)
- **Experience:**
 - Managing operational staff to ensure high performance and high quality.
 - Performance Management.
 - Experience of successful management of programmes and processes. (Desirable)
 - Managing a range of physical, financial and human resources in the context of highway maintenance
 - Experience of working with computer systems for the design and specification of highway schemes. Desirable
 - Considerable experience of managing complex projects and contracts to successful outcomes
 - Considerable management experience in programme management.
 - Financial management experience and working with financial management systems.

- Experience of effective communication with councillors
- **Expertise:**
- Demonstrate resilience and experience in dealing with customers and service providers.
- Asset management, project, programme and risk management.
- Political awareness and sensitivity.
- Ability to direct staff and work as an effective team member.
- Able to work under pressure, remaining calm whilst achieving deadlines.
- Able to work innovatively to develop more effective service delivery.
- A flexible approach to work, able to prioritise with competing demands.
- Computer literate and ability to work with computer systems and Microsoft Office suite of programs.
- Project, programme and risk management skills.
- Good communication skills.
- Ability to work outside of normal hours and attend evening meetings when required.
- 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, dealing with challenging customers and contractors
- **Physical Demands:** Normal effort required
- **Working Conditions:** Site visits, some exposure to adverse weather
- **Other Factors:** Able to travel extensively throughout the authority

