

Job Description



Job Title: Senior Highways Engineer	Service Area: Highways & Sustainable Transport	
Directorate: Environment & Sustainable Transport	Post Number: 10020899	
Grade: PO3	Date last updated: December 2021	

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Overall Purpose of Job

To work for the Principal Officer managing the delivery of a range of projects within the Highways & Sustainable Transport team, in an effective and efficient manner to deliver best value and ensure continuous improvements.

The post-holder is expected to take overall responsibility of assigned highway projects from inception to delivery on-site and post-scheme monitoring process. This will involve managing day-to-day running and decision-making on key stages with internal and external stakeholders on various elements of the project.

Job Context

1. The post-holder takes responsibility for highway projects and reports to the Principal Officer on assigned projects of varied size and value. The reporting process is periodic on key stages.
2. The post-holder is responsible for the development and management of scheme briefs for consultants and contractors on various tasks to assist with delivery of the project, as well as being the technical lead for projects delivered in-house.
3. The post-holder is expected to manage a small team of internal staff members who will be assisting on the projects. This could include graduate trainees or

junior CAD technicians.

4. The post-holder is responsible for liaising with external organisations and contractors to bring the best quality and value for the delivery of projects. This will enable the Council to meet certain budgetary requirements and desirable outcomes for the public
5. The post holder will be required to communicate directly with Council members and key stakeholders during the various stages of projects
6. The post-holder has responsibility for the preparation and monitoring management of specific elements, including programmes and budgets for the assigned projects.
7. The post-holder may be required to work evenings, weekends and occasional public holidays, in order to meet service requirements
8. The post-holder will have to manage graduate engineers, junior engineers and communication officers at various stages through the delivery of their projects. This management will involve one-one meetings and personal development & half yearly reviews of performance.
9. The post holder will need to take financial control and financial management responsibility of capital budgets and report on these on a monthly basis. Responsibilities also include forecasting budgets and delivery of projects and tasks within budget. This forecasting will be done on a central online financial tool.

Key Tasks and Responsibilities

Key tasks and responsibilities are intended to be a guide to the range and level of work expected of the post-holder. This is not an exhaustive list of all tasks that may fall to the post-holder, and employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. To arrange the necessary site investigations and data collection in relation to obtaining information so that project can proceed. This will involve commissioning of third party companies from Councils approved suppliers list
2. To meet with developers to coordinate development schemes involving S106 and S278 agreements
3. To prepare briefs and manage consultants and contractors.
4. To maintain, monitor and review the project budgets as allocated. Report to senior management on a monthly basis.
5. To communicate by emails and verbally with other teams and groups both within Environmental Services and the wider Council related to individual projects and Major Projects team related matters
6. To respond to inquiries from the public and/or Councilors on issues that may arise on

projects or Major Projects team matters.

7. To work with appointed Consultation Officer in design & manage and implement public consultation documents and arrange distribution. Arrange for the analysis and summarisation of public responses either using the in-house consultation team or external consultants. To observe comments gained from the consultations and make proposed alterations as required to the original scheme.
8. To maintain records in a systematic and accessible format for all stages of a project.
9. To make regular site visits and, if the need arises, to change the design and inform the contractors in order to ensure the smooth implementation of the scheme. The post-holder must take into account both legal and safety matters when making such decisions.
10. To assist the Principal Officer in assessment of resources/tenders and cost estimates for elements of the project.
11. To be the technical lead for projects that are being delivered. The post holder is expected to be fully proficient in Autodesk Computer Aided Packages for Highways and Civil design, e.g. AutoCAD, Vehicle Tracking and Sign Design.
12. To be able to use MS Project to produce workable programs & Gantt charts with key milestones clearly defined.

Personal Specification



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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be short listed. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p>EQUALITY AND DIVERSITY</p> <p>We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.</p> <p>PROTECTING OUR STAFF AND SERVICES</p> <p>Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.</p>	

<p>KNOWLEDGE & ABILITY</p> <p>All Levels</p> <p>Knowledge of the requirements of relevant Health and Safety legislation</p> <p>Knowledge of contracts currently used by industry, data collection methods, scheme design and information technology</p> <p>A confident, clear and effective communicator with the ability to adjust their communication both orally and in writing to a variety of people including children</p> <p>Comprehensive knowledge of the service area and an ability to assess the impact of legislative and/or administrative changes affecting the service</p> <p>High level of knowledge and professional skills sufficient to undertake and/or oversee a range of Highway design, Traffic Management and general Civil Engineering schemes up to £1m in value</p> <p>Knowledge of legislation relevant to the service area</p>	<p>All criteria assessed by Application Form and Interview</p>

<p>QUALIFICATIONS:</p> <p>Relevant academic qualifications at degree level or equivalent</p>	<p>All criteria assessed by Application Form/Certificate</p>
<p>CRB</p> <p>This post is not subject to a CRB check</p>	
<p>EXPERIENCE:</p> <p>Experience of managing professional, technical and administrative staff within a local authority or other large organisation</p> <p>Experience of technical skills associated with the relevant service area</p> <p>Evidence of successful innovation, initiative and consistent achievement in either a public sector or private sector environment</p> <p>Experience of developing good working relationships with a wide range of internal and external bodies and customers as part of developing effective service delivery</p> <p>Experience of financial management including financial monitoring and budgetary control procedures of projects and budget lines</p> <p>Experience of the application and development of IT solutions in a relevant and changing environment</p> <p>Experience of site supervision</p>	<p>Application Form and/or Interview</p>

SKILLS AND ABILITIES:

Proven project management skills

Proven team management skills

Strong analytical and numeracy skills

Articulate both in written and oral form

Ability to manage budget lines, and skills to minimise budget under/overspends

Demonstrable project/contract management skills

Ability to assess the impact of legislative or administrative change affecting the service and the ability to lead, manage and develop a team and the individuals within it

Ability to listen and respond sensitively to the needs of the community and to structure the service around the needs of customers

Ability to build effective and productive working relationships with colleagues

Application Form/Interview

Interview

Interview

Interview

Interview

Interview

PERSONAL STYLE AND BEHAVIOUR: Committed to quality outputs Flexible, adaptable and accepts change, including an innovative approach to the management of change in service provision Persuasive, persistent and determined Deals well with conflict resolution Probity and honesty Politically aware	Application Form/Interview Application Form/Interview Interview Interview Interview Application Form/Interview
OTHER SPECIAL REQUIREMENTS Willingness/ability to work out of hours	Application Form/Interview