

Job Description



Job Title: Senior Engineer – Traffic Management & Road Safety	Service Area: Highways & Sustainable Transport	
Directorate: Environment & Sustainable Transport	Post Numbers: 10020139, 36675	Evaluation no: 6396
Grade: PO4	Date last updated: May 2022	

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 alongside the Senior Project Manager in 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 improvement.

This will involve working with both internal and external project team members, as well as end-to-end management of a range of projects being delivered by the Traffic Management and Road Safety team from project inception and securing funding through to delivery on site and project close-out.

Also, the Senior Engineer will be expected to deputise for the Senior Project Manager and perform their role temporarily, as required.

Job Context

1. The post-holder reports to the Senior Project Manager.
2. The post-holder is responsible for the end-to-end management of a number of projects within the Traffic Management and Road Safety portfolio, under the programme management of the Senior Project Manager, including regular

progress reporting

3. The post-holder is responsible for the initial project definition and scoping, and benefits mapping to ensure that projects can be resourced and that outcomes are in line with corporate and other priorities.
4. The post holder is responsible for establishing the pre and post scheme outcome monitoring requirements for the projects in their charge and to develop a specific monitoring plan for each.
5. The post-holder is responsible for all budget control, project administration and financial reporting, including forecasting, for the schemes for which they are lead engineer.
6. The post-holder is responsible for the preparation and presentation of a range of reports, including briefings to both senior officers and Lead and Ward Members, key and non-key decision reports, Cabinet papers and any other approvals or reports as required.
7. The post-holder is responsible for the preparation of all consultation or engagement materials, and to lead on the external communications strategy for their projects, in collaboration with the departmental consultation and engagement officer.
8. The post-holder is responsible for identifying potential project funding sources and for preparing the necessary approvals and bid submissions for these.
9. The post-holder will be expected to provide input to continuous improvement, process efficiency and value engineering opportunities, so that such improvements may be identified, investigated and evaluated and deployed as appropriate.
10. The post-holder is responsible for the development and management of scheme briefs for consultants and contractors on their projects, as well as acting as technical lead for projects being delivered in-house.
11. The post-holder may be required to work evenings, weekends and occasional public holidays, in order to meet service requirements
12. The post-holder will be required to manage a small team of graduate engineers and placement students (including to act as a mentor as appropriate), other project engineers/officers and communication officers at various stages through the delivery of their projects.
13. The post-holder will be expected to keep up to date with latest development and initiatives in their field of expertise, and to attend regular professional development sessions to expand their knowledge and capability.

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 develop an evidence base for proposed schemes in their programme and develop an appropriate set of outcomes to address the issues identified.
2. To arrange all the necessary site investigations data collection and other scheme evidence as appropriate in order to fully inform proposed design work.
3. To develop a range of options as appropriate that will achieve scheme outcomes with a view to the selection of a preferred option.
4. To project manage works funded by other Council teams (such as Schools, Regeneration or Housing) and external developers in relation to planning permissions, in association with other Council teams and departments.
5. To monitor, evaluate and challenge the work and invoices of consultants or contractors working on projects.
6. To maintain, monitor, report, forecast and review the project budgets allocated to the projects in their charge.
7. To liaise with other teams and groups both within Environmental Services and the wider Council.
8. To respond to inquiries from the public and/or Councillors and to prepare responses.
9. To design, manage and implement public consultations and arrange for the dissemination of information to the appropriate stakeholder groups. To record and note comments obtained from the consultations and make alterations as appropriate based on consultation responses.
10. To maintain records in a systematic, intuitive and accessible format.
11. To make regular site visits during implementation and, if the need arises be prepared to make amendments to the construction drawings and share these as appropriate, to ensure the successful completion of the scheme. The post-holder must take into account both legal and safety matters when making such decisions.
12. To assist the Senior Project Manager in the assessment of resources, tender submissions and cost estimates for the component elements of the project.
13. To be the technical lead for projects that are being delivered. The post holder is expected to be fully proficient in Computer Aided Design software for highways and civil engineering design, e.g. AutoCAD, Vehicle Tracking and Signs and Lines Design software.

Personal Specification



Job Title: Senior Engineer	Service Area: Highways & Sustainable Transport	
Directorate: Environment & Sustainable Transport	Post Number: 10020139, 36675	Evaluation Number: 6396
Grade: PO4	Date last updated: May 2022	

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
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.

KNOWLEDGE & ABILITY

All Levels

Knowledge of the requirements of relevant Health and Safety legislation.

Knowledge of contracts currently used by industry, data collection methods, scheme design and information technology

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

Comprehensive knowledge of the service area and an ability to assess the impact of legislative and / or administrative changes affecting the service.

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 £5m in value.

Knowledge of other relevant legislation relevant to the service area e.g. Highways Act (1980), Traffic Management Act (2004), Road Traffic Regulation Act (1984).

All criteria assessed by Application Form and Interview

<p>QUALIFICATIONS:</p> <p>Relevant academic qualifications at degree level or equivalent.</p>	<p>All criteria assed 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 organisations.</p> <p>High level of proficiency of the 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</p>	<p>Application Form and/or Interview</p>
<p>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>	

SKILLS AND ABILITIES:	
Proven project management skills	Application Form/Interview
Proven team management skills	Application Form/Interview
Strong analytical and numeracy skills	Application Form/Interview
Effective communication both in written and oral form	Application Form/Interview
Ability to manage budget lines, and skills to avoid budget under/overspends	Interview
Demonstrable project/contract management skills	Interview
Ability to assess the impact of legislative or administrative change affecting the service and the ability to lead, manage and develop a project team and the individuals within it	Interview
Ability to listen and respond sensitively to the needs of the community and to structure the service around the needs of customers	Interview
Ability to build effective and productive working relationships with colleagues	Interview

<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Committed to quality outputs</p> <p>Flexible, adaptable and accepts change, including an innovative approach to the management of change in service provision.</p> <p>Persuasive, persistent and determined to achieve outcomes</p> <p>Deals well with conflict resolution</p> <p>Probity and honesty</p> <p>Politically aware</p> <p>Ambitious and seeking professional development.</p> <p>Respectful of team members.</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>OTHER SPECIAL REQUIREMENTS</p> <p>Willingness/ability to work out of hours</p> <p>UK driving license is beneficial but not essential</p>	<p>Application Form/Interview</p>