

Job Description



Job Title: Senior Highways Engineer – Planned Maintenance and Urban Design	Service Area: Highways & Sustainable Transport	
Directorate: Environment & Sustainable Transport	Post Numbers: 26905, 26901, 27407, 10025279	Evaluation no: 7158
Grade: PO4	Date last updated: December 2023	

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 Principal Highway Engineer for Planned Highway Maintenance, and Principal Highway Engineer for Urban Design in the delivery of a range of projects within the Planned Highway Maintenance and Urban Design 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 managing staff and elements of the projects at the various stages of their delivery.

Also, the Senior Highway Officer will be expected to deputise for the Principal Highway Engineer and perform their role temporarily, as required.

Job Context

1. The post-holder reports to the Principal Highway Engineer for the specific projects, managing the design and delivery of projects, depending on the project being delivered
2. The post holder will be responsible for taking on the role of Designer and Principal Designer (for smaller projects) under the Construction Design and

Management (CDM) Regulations 2015, liaising with other designers, managing internal team members and feeding information into the appointed Principal Designer if not acting in that role

3. The post-holder is responsible for the design and management of a number of projects within the team, under the programme management of the Principal Engineer, including regular progress reporting
4. 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 projects as well as acting as a technical lead on their individual projects.
5. 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.
6. 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.
7. 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. This will include preparation of notes and information for Members, and stakeholders during various stages of projects
8. 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.
9. The post-holder is responsible for identifying potential project funding sources and for preparing the necessary approvals and bid submissions for these.
10. Depending on the size of the project, the post holder will be responsible for the site supervision (as NEC Supervisor) of works on site, working alongside the NEC Project Manager, or working as NEC Project Manager.
11. The post holder will be responsible for the supervision of a Clerk of Works (or assistant NEC Supervisor) assigned, depending on the size of the projects being delivered.
12. The post-holder has responsibility for assisting in the monitoring and management of specific elements of the projects, including the project programmes and budgets, as allocated
13. 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.
14. 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.

15. The post-holder may be required to work evenings, weekends and occasional public holidays, in order to meet service requirements
16. 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.
17. 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.
18. The post-holder has specific Health and Safety and risk management responsibilities in respect of co-ordinating service delivery

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 and to manage the delivery of all site investigations and data collection for proposed schemes in their portfolio and develop this information so that projects and design can proceed.
2. To obtain all technical approvals required for the design and implementation including TMA Scheme and TMA Works from appropriate authority.
3. To be the key point of contact for all technical aspects of the projects and manage and monitor all work and accounts of consultants or contractors working on the projects.
4. To liaise with other teams and groups both within Environment and Sustainable Transport and the wider Council
5. To develop a range of options as appropriate that will achieve scheme outcomes with a view to the selection of a preferred option.
6. To project manage and deliver 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.
7. To monitor, evaluate and challenge the work and invoices of consultants or contractors working on projects.
8. To maintain, monitor, report, forecast and review the project budgets allocated to the projects in their charge.
9. To respond to inquiries from the public and/or Councillors and to prepare responses.

10. To be able to write technical specifications and design input statements and to provide complex professional and technical guidance and support to other officers within the department.
11. 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.
12. To maintain records in a systematic, intuitive and accessible format.
13. To make regular site visits during design and 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.
14. To assist the Principal Engineer in the assessment of resources, tender submissions and cost estimates for the component elements of the project.
15. To be NEC Supervisor/NEC Project Manager for the delivery of the projects, make regular site visits and, if the need arises, to change the design and inform the contractors, to ensure the smooth implementation of schemes. The post-holder must take into account both legal and safety matters when making such decisions.
16. 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, Civil3D, Vehicle Tracking and Signs and Lines Design software.
17. Act as Designer and Principal Designer under the CDM Regulations 2015 and be responsible for the preparation of all associated documentation and notifications to the Health and Safety Executive and liaison with other designers and contractors.
18. To be responsible for project budgets, as allocated.
19. To liaise with external organisations including other boroughs, TfL, departments and Councillors and to deal with enquiries of a specific and often contentious nature from members of the public.
20. To undertake research, design and evaluate the cost and value of alternative options and solutions to identified problems.
21. To organise own workload together with the supervision of other team members to achieve targets set in conjunction with management of projects.
22. Such other duties, within the competence of the post-holder which may be required, reasonably, from time to time.

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>	

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 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	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>