

## Job Description

<b>JOB TITLE:</b>	Engineer
<b>GRADE:</b>	I to J
<b>POST NUMBER:</b>	
<b>DIRECTORATE:</b>	Communities
<b>SERVICE:</b>	Highways & Transportation Group: Design and Delivery
<b>RESPONSIBLE TO :</b>	Principal Engineer, Design and Delivery
<b>RESPONSIBLE FOR:</b>	Officers listed below:  Supervision of fixed term, and/or agency Engineers, and works or professional service providers staff as required to manage workload levels and deliver Capital Programme Financial: Up to £5m capital and up to £2m Revenue (/annum) Contracts: Client responsibility of a range of high value contracts
	DBS Required?: No Is the post politically restricted?: No Is a Travel Allowance Payable? Yes Does this post attract an Essential Car User Allowance? Yes
<b>JOB SUMMARY:</b>	To provide operational delivery of a range of specialist professional and technical services for the Design & Delivery Group ensuring that they are high quality services in compliance with all relevant legislation, codes of practice and guidance, delivered within a performance management regime functions, listed below:  Undertaking commissions from the Transportation Group and designing and delivering of a range of Capital and Revenue funded highways infrastructure, traffic management, sustainable transport, road safety, parking and public realm improvement projects, schemes and programmes, including commissioning, administering, supervising and performance managing works to highways

	<p>works contractors (and street lighting contractors via the Highways Group) and professional services providers. As an Engineer within the Design &amp; Delivery Group, the main aim of the role is to operationally design and deliver or commission, a comprehensive range of specialist professional engineering, highways, traffic and transportation related services for projects, schemes and programmes through the various design stages/gateways, outlined, below:</p> <ol style="list-style-type: none"> <li>1. Strategic Definition: <ul style="list-style-type: none"> <li>• Assist the Transportation Team (Client Team) with identifying the Business Case Contribute to the development of the Strategic Brief</li> </ul> </li> <li>2. Preparation and Brief: <ul style="list-style-type: none"> <li>• Assist the Client Team to develop, and respond to, the Initial Project/Scheme Brief</li> <li>• Commission/undertake early engagement and establish key issues</li> <li>• Commission/undertake Feasibility Studies and present to Client Team</li> <li>• Commission various surveys and review Site Information and present to Client Team</li> </ul> </li> <li>3. Concept Design: <ul style="list-style-type: none"> <li>• Prepare Concept Design, including outline proposals, specifications, Risk Assessments and Cost Information and Project Strategies</li> <li>• Agree Design Programme with Client Team</li> <li>• Agree alterations to the brief and respond to Final Project Brief with the Client Team</li> </ul> </li> <li>4. Preliminary Design: <ul style="list-style-type: none"> <li>• Prepare Preliminary Design, including outline layout, specifications, Risk Assessments and preliminary Cost Information along with Project Strategies in accordance with the Design Programme.</li> </ul> </li> <li>5. Detailed Design: <ul style="list-style-type: none"> <li>• Prepare technical Detailed Design, including detailed contract drawings with layouts, cross sections, specifications, Risk Assessments and detailed priced Bills of Quantities using tendered Schedules of Rates Commission, or undertake, Statutory Traffic</li> </ul> </li> </ol>
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	<p>Management Order (TMO) Consultation as per requirements of Road Traffic Regulation Act 1984</p> <p>6. Construction:</p> <ul style="list-style-type: none"> <li>• Instruct highways works contractor to undertake Construction of project/scheme and supervise Delivery in accordance with Construction Programme, administer contract, including regular site inspections and review of progress, and in liaison with Client Team resolve any Design Queries from site as they arise</li> <li>• Liaise with the Parking Service to jointly implement any waiting, loading and parking restrictions (subject to there being no unresolvable formal objections to the outcome of TMO consultation)</li> </ul> <p>7. Post Implementation Monitoring:</p> <ul style="list-style-type: none"> <li>• Assisting with the development of the development of the strategic definition</li> </ul> <p>8. Handover for Maintenance:</p> <ul style="list-style-type: none"> <li>• Prepare As-Built Drawings of project/scheme</li> <li>• Handover scheme/project and As-Built Drawings to the Highways Group to update asset inventories and maintain new/modified infrastructure</li> <li>• Manage and administer highways &amp; street lighting term service works contracts (for highway improvement works) and relevant professional services contracts ensuring that continuous improvement, performance measures and KPIs, value for money and best value are achieved</li> </ul>
<p><b>MAIN PURPOSE OF THE JOB</b></p>	
<p>1.</p>	<p>To undertake and operationally deliver specialist engineering, professional and technical services ensuring that they are fully integrated with the work of other business units in the service so that the team is operating efficiently and effectively, provides value for money and is compliant with the appropriate performance indicators.</p>
<p>2.</p>	<p>To establish and maintain excellent relationships with key internal and external stakeholders that facilitates the work of the services provided and enhances the Council's</p>

	reputation, including representing the Council at national and regional forums.
3.	To maintain accurate financial records of projects and schemes responsible for and contribute to the delivery of balanced team budgets via regular monitoring and forecasting of assigned budgets.
4.	To contribute to the preparation of bid documents that secures funding from both internal and external sources as and when appropriate opportunities arise to support delivery of assigned work programmes.
<b>DUTIES &amp; RESPONSIBILITIES</b>	
<b>Customer Focus</b>	
1.	To positively engage with, listen to and communicate effectively with all our customers and stakeholders.
2.	To ensure that projects and schemes responsible for maintain a focus on customer needs/demands and expectations providing a high quality of service.
3.	To work with colleagues to deal effectively and tactfully with customer complaints and reports about issues concerning the public highway environment ensuring that all matters are investigated and dealt with in an appropriate manner.
<b>Leadership and Management</b>	
4.	To promote a customer-centric culture through exemplar behaviour in accordance the Council's TOWER values and behaviours.
5.	To work together with colleagues across the Service and Group to develop strong working relationships and to jointly develop integrated systems, processes and procedures in order to achieve service/group/team goals and objectives.
6.	To promote the Council's Equal Opportunities Policy and the principles of equality and valuing diversity and ensure that all forms of discrimination in employment and service provision are eliminated.

<b>Communications</b>	
7.	To promote and raise the profile of the Highways & Transportation Service and the Design and Delivery Group and the range of services it provides.
8.	To contribute to the effective liaison, communication and the sharing of data between external and internal partners, organisations and networks to create opportunities and monitor cross-cutting projects and programmes so appropriate adjustments can be made to keep projects and programmes on track.
<b>Technical &amp; Operational (T&amp;O)</b>	
9.	To undertake preliminary site surveys/investigations, measuring various dimensions/quantities, logging infrastructure/street furniture, road layout, signs & lines etc to allow feasibility, design (concept, draft and final), consultation, bills of quantities and estimates, and 'as built' drawings to be prepared.
10.	To assess the feasibility of projects, prepare and carry out design solutions (concept, preliminary and final) using computer aided design methods where appropriate, consult/inform as appropriate, prepare cost estimates, procure/commission and/or obtain competitively tendered quotations in line with the Councils Standing Orders, procurement and financial regulations, monitor, supervise and implement works to ensure required quality standards are achieved in any of the specialist professional and technical areas of the Group.
11.	To assess the feasibility of projects, prepare and carry out design solutions (concept, preliminary and final) using computer aided design methods where appropriate, consult/inform as appropriate, prepare cost estimates, procure/commission and/or obtain competitively tendered quotations in line with the Councils Standing Orders, procurement and financial regulations, monitor, supervise and implement works to ensure required quality standards are achieved in any of the specialist professional and technical areas of the Group.
12.	To liaise with emergency services, statutory undertakers, TfL, public transport operators, officers of this and other local

	authorities, members of the public and elected members for development of proposed schemes and works.
13.	To investigate complaints regarding any of the specialist professional and technical areas of the Group and resolve as appropriate.
14.	To write reports and deal with correspondence relating to schemes.
15.	To prepares preliminary and detailed estimates for works to be undertaken
16.	To undertake measurement of works, check contractors/consultants applications for payment and keep appropriate records.
17.	To inform residents, businesses and elected Members of forthcoming works that may affect them, and maintains close liaison throughout the duration of the works in order to minimise delay, local disruption and disturbance.
18.	To provide and draft technical input into legal agreements for highway and development works and deliver works in compliance with planning agreements during the applicable period.
19.	To provide supporting information to enable the preparation and provision of programme and project/scheme updates, cost estimates, and expenditure profiles monitored against targets.
20.	To raise Task Requests and Task Orders to works contractors in accordance with NECx contract procedures, agree programme and method of works, administer contract documentation, monitor, supervise and measure works undertaken and certify payment applications to initiate payment that complies with corporate and contractual requirements/targets.
21.	To assist in identifying future budget requirements using asset management principles to support the relevant budget/funding bid submission process.
22.	To assist in monitoring allocated budgets and contribute to the end of financial year process, e.g. reporting liabilities, and reporting any anticipated variances.

23.	To seek, actively listen to and consider the views and ideas of others.																						
24.	To assist in the preparation of the annual programme of works.																						
25.	To liaise with the Highways Group to ensure that all relevant asset inventories/records are comprehensive and updated as part of the handover process for service planning and budgetary provision.																						
<b>Legislation</b>																							
26.	<p>To manage activities and work streams responsible for, ensuring compliance with, applicable and relevant legislation, technical guidance and Approved Codes of Practice (ACoPs) etc., including complying with the following:</p> <table border="1"> <tr> <td>Traffic Management Act 2004</td> <td>Road Traffic Regulation Act 1984</td> </tr> <tr> <td>Highways Act 1980</td> <td>Environmental Protection Act 1990</td> </tr> <tr> <td>New Roads and Street Works Act 1991</td> <td></td> </tr> <tr> <td>Town &amp; Country Planning Act 1990</td> <td>Flood &amp; Water Management Act 2010</td> </tr> <tr> <td>Equality Act 2010</td> <td>Crime and Disorder Act 2006</td> </tr> <tr> <td>Construction, Design and Management (CDM) regulations</td> <td>Well Managed Highway Infrastructure ACoP Oct 2016</td> </tr> <tr> <td>The Traffic Signs Regulations and General Directions guidance</td> <td>Traffic Signs Manual (all chapters)</td> </tr> <tr> <td>Manual for Streets 1&amp;2</td> <td>Design Manual for Roads &amp; Bridges</td> </tr> <tr> <td>Manual of Contract Documents for Highway Works</td> <td>London Cycle Design Standards (latest version)</td> </tr> <tr> <td>TH Street Design Guide</td> <td></td> </tr> <tr> <td colspan="2">Government and CIHT design guidance, (e.g. Local Transport Notes, Traffic Advisory Leaflets etc.)</td> </tr> </table>	Traffic Management Act 2004	Road Traffic Regulation Act 1984	Highways Act 1980	Environmental Protection Act 1990	New Roads and Street Works Act 1991		Town & Country Planning Act 1990	Flood & Water Management Act 2010	Equality Act 2010	Crime and Disorder Act 2006	Construction, Design and Management (CDM) regulations	Well Managed Highway Infrastructure ACoP Oct 2016	The Traffic Signs Regulations and General Directions guidance	Traffic Signs Manual (all chapters)	Manual for Streets 1&2	Design Manual for Roads & Bridges	Manual of Contract Documents for Highway Works	London Cycle Design Standards (latest version)	TH Street Design Guide		Government and CIHT design guidance, (e.g. Local Transport Notes, Traffic Advisory Leaflets etc.)	
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<b>FINANCE &amp; CONTRACT MANAGEMENT</b>																							
27.	To assist in the management of allocated budgets (both Capital and Revenue), preparation of budget estimates, management of expenditure, income to ensure that financial targets are achieved, whilst complying with the Council's financial and procurement regulations (including with the scheme of delegation of financial responsibility, up to £5k incl.) and standing orders to achieve specified outcomes.																						
28.	To contribute to the procurement and strategic management of service contracts (both professional service and works) and effectively manage and administer these contracts, ensuring that service levels, Key Performance Indicators (KPIs), value for money and targets are met.																						
29.	To develop and maintain effective working relationships with partner works contractors and professional service providers																						

	as part of the strategic management of these contracts
<b>Innovation and Creativity:</b>	
30.	To be able to use imagination and generate new ideas to look at a problem in a fresh way, develop a variety of approaches through analysis of existing information and come up with new and improved solutions.
<b>Health and Safety:</b>	
31.	To assist with developing and maintaining systems, processes and procedures to implement and promote health and safety requirements and policies in service operations, including complying with the requirements of the latest Construction Design and Management (CDM) regulations, health and safety legislation and to take positive action to ensure the health, safety and welfare of staff and other persons who may be affected by service operations ensuring safe working conditions, and a work environment that is healthy and safe.
32.	To assist with regular reviews and monitoring of services within the Group, controlled with particular reference to Risk Assessment, Safe Systems of Work and COSHH Regulations. Develop, prepare and implement emergency plans and responses to events which affect the highway network.
<b>Commissioning and Commercial Approach</b>	
33.	To design, specify, and commission highways assets infrastructure projects, schemes, programmes (both Capital and Revenue funded), feasibility studies and options appraisals to achieve effective, clearly defined and measurable outcomes for service users, residents and businesses.
34.	To demonstrate an interest and understanding of and implementing the principles of a business approach and commissioning by assessing and deciding what service provision is needed, how it should be delivered and which delivery body/organisation across all sectors should deliver it,

	within the effective use of available resources.
35.	To take into account whole life costing of new infrastructure when analysing commissioning intentions.
36.	To be able to properly assess the likelihood of occurrence and impact of risk within the Team's work activities, and manage its mitigation, including its potential impact on Health & Safety and Business Continuity.
<b>CORPORATE RESPONSIBILITIES</b>	
37.	Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach.
38.	Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented.
39.	Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.
40.	Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role.
41.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
<b>PEOPLE</b>	
42.	<p>Important Internal relationships:</p> <ul style="list-style-type: none"> <li>• Elected Members relevant to the service</li> <li>• Key managers and staff across service and related service areas and directorates</li> <li>• Fellow colleagues, support staff, relationship managers etc in HR, Finance, ICT, Business Support, Legal, Procurement, FM, PMO, SPP, Communications, Town</li> <li>• Centres &amp; High Streets, Health, Public Health, AQ, THEOs, CCTV etc</li> <li>• Customer Contact Centre</li> </ul>

43.	<p>Important external relationships:</p> <ul style="list-style-type: none"> <li>• Customers and their representative groups (including residents and businesses)</li> <li>• All relevant partner organisations for whom and with whom the Council does business with, including other Local Authorities, Government departments, housing associations &amp; registered social landlords, health authorities, emergency services (Police, LFB and Ambulance), external planning authorities (i.e. LLDC), works and professional service providers etc.</li> <li>• Transport for London (TfL) and TAG network</li> <li>• Statutory Undertakers and their contractors</li> </ul>
<b>PERFORMANCE</b>	
44.	<p>To contribute to the development of organisational capability through motivated performance against agreed performance expectations that are clear, measurable SMART objectives/targets and continually monitoring own performance against these, ensuring continuous improvement, - this includes seeking and undertaking training, regular appraisal, development, mentoring and coaching, as required.</p>
<b>General Terms</b>	
45.	<p>To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the Council's performance, development and review scheme.</p>
46.	<p>To ensure that all duties and responsibilities are discharged in accordance with the Council's policies and procedures, Code of Conduct and relevant regulations and legislation.</p>
47.	<p>To comply with the Council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.</p>
48.	<p>To handle all individuals personal information in a sensitive and professional manner and comply with the requirements of the General Data Protection Regulations.</p>
49.	<p>To undertake additional duties that may arise from time to time commensurate with the grade of the post; This job description is a guide to the level and range of responsibilities</p>

	post holder will be expected to undertake, and it may be changed from time to time to reflect changing circumstances and demands.
<b>Special Terms and Conditions</b>	
50.	To be able to work evenings and weekends with appropriate notice.
<b>Additional Duties &amp; Responsibilities for Career Progression Grade J</b>	
51.	To supervise development of less experienced staff and support the resolution of individual and/or team staffing matters.
52.	To assist the Principal Engineer/s in the Design and Delivery Group in scoping, procurement, organisation and delivery of project/scheme/programme based activities, which contribute to improved service delivery and/or service improvement.
53.	To prepare specialist impartial advice to the Mayor, Cabinet Members, elected Councillors, Local MP's, Chief Officers, Committees and Boards etc., on key service issues
54.	To deputise for the Principal Engineer/s in the Design and Delivery Group, as and when required, and in conjunction with other members of the Service Management Team contribute to the strategic management of the Group and Service as a whole.
55.	To supervise staff within the Design and Delivery Group and/or appointed contractors/ consultants staff, at any one time, on any number of projects, schemes or programmes in relation to Design and Delivery Group work.
56.	To successfully lead and manage delivery of more complex projects, schemes or programmes

**OTHER CONDITIONS:**

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's 'My Annual Review' scheme.

Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

To undertake additional duties that may arise from time to time commensurate with the grade of the post.

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<b>Requirements</b>	<b>Person Specification for the Post of</b>  Engineer in one of the following teams in the Design & Delivery Group:  1. Major Transport Projects Team, or 2. Local Schemes Team	<b>Essential (E) or Desirable (D) (if applicable)</b>	<b>Method of Assessment</b> <b>A= Application Form</b> <b>T= Test</b> <b>I= Interview</b>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Good understanding of contemporary policy, legislation and practice relating to highways and traffic management</li>   <li>• Good knowledge of recognised project management techniques, tools and processes to enable successful project delivery</li>   <li>• Knowledge of effective management techniques for managing people and large budgets</li>   <li>• Understanding of the structure and workings of local government and other agencies involved in highways and traffic management services</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Relevant further education and qualifications in related discipline, (min. ONC or equivalent), and/or at least 5 years relevant</li> </ul>	<p>E</p>	<p>A, I</p>

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	<p>professional experience in any one of the specialist Group areas</p> <ul style="list-style-type: none"> <li>• Incorporated membership of a relevant professional body, or Institute</li> <li>• Experience in project management processes in delivering highways assets related infrastructure projects through the various gateway design stages to achieve desired outcomes</li> <li>• Ability to identify commercial opportunities, and identify and deliver efficiencies across the Design and Delivery Group areas</li> <li>• Experience of managing and working with multi-disciplinary professionals to deliver highways assets related strategic outcomes</li> <li>• Evidence of successful partnership working to deliver outcomes</li> <li>• Experience of working with the public and elected Members</li> </ul>	<p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>
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<p>We empower each other to be <b>EXCELLENT</b> and go the extra mile</p>	<p><b>Being empowered:</b> Ability to take control of the areas under their responsibility and make positive changes and set appropriate goals</p> <p><b>Focusing on well-being:</b> Ability to promote the well-being of self and others overcome difficulties by identifying and building individual strengths and achieving desired outcomes</p>	<p>E</p> <p>E</p>	<p>A, I</p> <p>A, I</p>
<p>We <b>RESPECT</b> all communities, they are the heart of everything we do</p>	<p><b>Learning from customers:</b> Ability to develop strategies to develop or improve business processes and procedures based on learning from customers</p> <p><b>Being a customer ambassador:</b> Champions and leads on the provision of excellent customer services that delights and creates an exceptional customer experience</p> <p><b>Respecting diversity and being inclusive:</b> Values diversity, does not discriminate and provides equal opportunity in employment and service delivery</p>	<p>E</p> <p>E</p> <p>E</p>	<p>A, I</p> <p>A, I</p> <p>A, I</p>
<p><b>Additional Requirements</b></p>	<p>Willingness to work outside of contracted hours in the evenings and weekends subject to notice.</p>	<p>E</p>	<p>I</p>