

Northumberland County Council
JOB DESCRIPTION

Post Title: Principal Engineer		Director/Service/Sector Local Services / Technical Services / Design Service		Office Use
Band:		Workplace: County Hall and various locations & construction sites throughout Northumberland		JE ref:
Responsible to: Design Manager		Date: Jul 2017 / STR	Manager Level:	HRMS ref:
Job Purpose: To Support the Design Manager in the effective delivery of the Design Service with regard to internal and external Capital Projects and External Income Generation Targets.To provide strategic leadership, management and advice on all design, construction, civil and structural engineering and environmental related issues with regard to the delivery of internal and external capital projects. To make a positive and effective contribution to the corporate management of the group and service.				
Resources	Staff	Directly Responsible for a diverse group of approximately 15 internal multi-disciplinary professional engineering and technical staff and in addition directly responsible for the engagement and management of a number of External Project Teams, Consultants, Specialist and Contractors. Accountable to the Design Manager for the programming of works and allocation of design resources. Jointly responsible for supporting the Design Manager in the effective management of the entire design resource of over 45 FTE professional engineering and technical support staff and co-ordination of significant external third party project related specialist staff.		
	Finance	As a Budget Manager, directly Responsible and Accountable for Highways and Transport annual LTP block budgets in the region of £5M to £10M. As a Project Manager, directly Responsible and Accountable for additional internal / external individual projects up to a value of £40M. Directly responsible for bidding / tendering for external work opportunities to contribute to corporate savings targets. Provide a significant contribution to bidding / tendering processes to secure additional funding from centrally allocated Government grants. Assist to set budgets and allocate service targets, including income generation targets of over £0.5M for the Department.		
	Physical	As Budget or Project Manager directly responsible for the effective delivery, suitability, safety and long term maintenance liability of significant new or refurbished Highway Infrastructure Assets. Joint responsibility for developing implementing and reviewing long term policies and strategies for £5Bn of highway assets including the joint responsibility for the capture of significant quantities of corporate asset intelligence data. Joint responsibility for the groups physical resources including office and site equipment. Directly Accountable under the CDM 2017 regulations (Designers Duties) for ensuring the safety of the public and staff with regard to infrastructure or other works. Shared responsibility for the development of corporate policy and service delivery initiatives that impact upon the health, safety and well being of highway service users and employees.		
	Clients	Responsible for advising all clients as to their duties and obligations under the CDM 2015 regulations. Employed as highways consultant for internal & external clients when required over the full range of small, medium and large projects up to £40m. Responsible for growing the existing client base to generate external income opportunities. Daily Interaction with public and private sector organisations including council members, other council departments and members of the public.		
Duties and key result areas: As a leader in a highways orientated multi-disciplinary organisation: <ul style="list-style-type: none">• To lead in the provision of Project Management, Financial and Programme management, monitoring and reporting to Capital Board and Head of Service for all projects including those promoted by other departments and external clients.Provide effective leadership, coordination and management of the highway service, including major Civil Engineering and Infrastructure Projects.• To undertake the role of Budget Manager with regard to individual bLocks of the LTP Capital Programme being Accountable to Capital Board and the Head of Technical Services for Financial and Programme performance for programmes of Capital Works in the Region of £5M to £10M in Value per annum.• To undertake the role of Project Manager (Typically under an NEC3 contract or similar) for significant individual Capital Schemes, either Internal or External, up to a value of £40M per scheme). To be accountable to the Design Manager for Financial and Programme performance.• To take a lead role in supporting the Design Manager with the Technical Approval of all Highway Construction Works (NCC and Third Party) on the Northumberland Highway Network to ensure the safety of all users and to drive down future maintenance liabilities to a minimum.• To take a lead technical role in dealing with recovery from unforeseen events affecting the County Council's portfolio of assets, such as extreme weather and flooding.• To provide a technical lead role for other departments such as Property, Housing & Education with regard to the safe and effective implementation of Capital and Maintenance Works and Programmes.				

- To take a lead in the development of maintenance and improvement projects to the county councils highway infrastructure assets to achieve the overall aims and objectives of the LTP and to ensure effective stewardship of the Highways Assets in accordance with National Standards.
- To support the Design Manager in achieving Income Generation Targets by securing funding from external sources and securing external works on a competitive basis and being accountable for profitability.
- To be accountable for compliance with all Health and Safety, Environmental and Financial legislation including compliance with personal technical competency requirements and project compliance under the CDM 2017 Regulations to protect the council, individual staff and senior managers from litigation including corporate manslaughter.
- Provide professional technical and financial advice to MP's, Elected Council Members, Area Committees, Senior Managers and Highway service users on all matters of strategy, policy and practice relating to service issues ensuring the Council complies with good practice, prevailing regulations and legislation.
- To take a lead in developing & maintaining effective management and communication systems, processes and effective and constructive relationships within the service and in conjunction with senior colleagues, ensure that employees at all levels are fully aware of their respective roles, functions & external contacts / prospective clients in order to promote effective partnership arrangements for delivery of high quality services.
- To assist in the provision of asset performance data and other intelligence to guarantee the effective stewardship of the total Highway Asset, currently valued in excess of £5Bn and to take a lead in the provision of information for Whole of Government Accounts.
- Take a lead in promoting good relations with all other Directorates of the Council with a view to achieving the most effective performance of its functions to achieve a coordinated approach to the development and provision of services.
- Take a lead in maintaining effective joint working and planning with all relevant external agencies (ie HSE, Environment Agency, Highways England, Natural England, Historic England etc), to maximise the Council's role, function and influence in relation to all aspects of the highway service provision.
- To assist the Design Manager in implementing policies, and strategies relating to highway service issues and the Directorate Service Plan.
- Take a lead in developing, reviewing and providing advice on all policies, strategies & improvements relating to highway service issues including safety and corporate liabilities.
- Make a positive and effective contribution to the Corporate Management of the Service, Department and Group.
- Promote and develop good working relationships with external clients including increasing the extent of collaborative working with neighbouring authorities.
- Directly responsible for the most effective utilisation and deployment of resources (Human, Physical and Financial) to achieve the objectives set by the Design Manager.
- Support the development of staff through technical competency assessment, training and development programmes. Mentor staff through the process to achieve Chartered Status with either the Institution of Structural Engineers or the Institution of Civil Engineers.
- Actively promote the role of the service and Council in relation to its service activities and policies at local, regional and national level as appropriate.
- Develop robust mechanisms for establishing and monitoring the effectiveness of service related strategies, policies and practices.
- Support the highway service management team in the corporate planning and management processes for the service.
- Lead and direct employees through an effective approach to performance management that ensures team, service and Group objectives are met.
- Promote and maintain a positive relationship with employees to develop a climate of harmonious and constructive employee relations.
- Promote and embrace the principles of equality and diversity within the team

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post Holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade had been established on this basis.

Work Arrangements

Transport requirements:	Travel to work sites, area offices External Clients Offices or training venues throughout the County and further afield.
Working patterns:	Normal office hours but flexi-hours apply. Some standby or call out arrangements may apply.
Working conditions:	Frequent exposure to outdoor working, lone working, adverse weather conditions, hazardous highway environments and construction sites, including working at height, in water, confined space and negotiating rough terrain - some of which may be experienced during unsocial hours or night shift working.

Northumberland County Council
PERSON SPECIFICATION

Post Title: Principal Engineer		Director/Service/Sector: Highways & Neighbourhood Services/ Highways Design	Ref: 2507
Essential		Desirable	Assess by
Qualifications and Knowledge			
<p>A Chartered Engineer (e.g. C.Eng) with a Relevant Professional Qualification (e.g. MICE, MStructE, etc.) Engineering Degree, together with evidence of recent relevant Management Training.</p> <p>Recognised qualification relating to duties as Principal Designer under the CDM 2015 Regulations.</p> <p>Evidence of recent relevant management training.& relevant technical area experience</p> <p>Thorough understanding of relevant legislation, regulations and professional best practice.</p> <p>Thorough understanding of contemporary issues within the service.</p>		<p>Relevant management degree or post-graduate diploma e.g. MBA, DMS.</p> <p>Ability to act as the lead technical advisor to the council on their specialist area of responsibility.</p> <p>Registered with the Construction Skills Certification Scheme at Management Level (Platinum Card).</p>	
Experience			
<p>Recent extensive experience and consistent professional achievement within a technical organisation of comparable scope and complexity.</p> <p>Experience and a proven track record in the formulation and delivery of highway related policies, strategies and projects within a technical organisation of comparable scope and complexity.</p> <p>Experience and demonstrable success in management of change and of securing support of others in process.</p> <p>A successful track record of acting as Project Manager on significant highway infrastructure schemes under NEC3, NEC 4 Contracts or similar..</p> <p>Experience of resource management within a comparable technical organisation.</p> <p>A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders.</p>		<p>A demonstrable track record of leading and managing teams and delivering outcomes that require collaborative approaches both within the organisation and with external partners.</p> <p>Experience of working at a senior level in a comparable private sector technical organisation.</p>	
Skills and competencies			
<p>Ability to provide visible and supportive leadership, empowering, enabling, motivating and developing the staff and fostering a positive organisational culture.</p> <p>Ability to operate effectively within the democratic process and to develop productive working relationships with Council Members that command respect, trust and confidence.</p> <p>Ability to maintain a clear overview of issues affecting the Council in general and the service in particular.</p> <p>Strong analytical and technical skills and an excellent aptitude for developing innovative solutions to complex highway related problems.</p> <p>Ability to propose, develop and implement effective strategies in pursuit of agreed goals and to make clear, informed, appropriate and timely decisions.</p> <p>Ability to work independently whilst using own judgement to resolve technical issues</p> <p>An ability to make considered, mature decisions having considered and evaluated potential outcomes and ramifications.</p> <p>Well developed networking, partnership, advocacy, negotiating and presentation skills that are persuasive and influential with others.</p> <p>Excellent interpersonal and communication skills to relate effectively to, and command the respect, trust and confidence of, colleagues, Council Members, and other stakeholders.</p>		<p>IT skills and awareness.</p> <p>Financial and commercial awareness, within a technical organisation of comparable scope and complexity.</p> <p>Competence in the use of ORACLE for financial monitoring</p>	
Physical, mental and emotional demands			

<p>Normally works using a VDU from a seated position with some need to drive to construction sites, often encountering hazardous highway environments or access to remote locations whilst carrying technical equipment..</p> <p>Need to maintain high levels of awareness over lengthy periods of enhanced concentration when dealing with highly technical solutions to design / construction related issues and when representing the Council at local, regional and national meetings with the public, elected members and stakeholders, eg Council Committees, public exhibitions and technical forums.</p> <p>Considerable levels of work related pressure from deadlines, interruptions and conflicting demands.</p> <p>Ability to work to tight deadlines, changing priorities and to react to technically difficult situations in a timely and professional manner.</p> <p>Ability to remain calm and professional when dealing with customer complaints and requests concerning emotive highway and road safety issues.</p> <p>Routinely subject to immediate deadlines when faced with difficult or emergency decisions resulting from unforeseen events such as extreme weather, flooding, structural failure or Contractors errors where there are safety risks to the public or financial risks to the Council.</p>	<p>Prepared to be relocated on site to on a semi-permanent basis to oversee, monitor and / or supervise a large construction projects to ensure compliance with design, specification, financial and legal requirements</p>	
Other		
<p>A corporate orientation and a commitment to tackling issues in a non-departmental manner.</p> <p>Personality, conduct and technical credibility that engages and commands the confidence of colleagues, Council Members and other stakeholders.</p> <p>A strong commitment to Continuing Professional Development</p> <p>Able to meet the transport requirements of the post</p>		