

Job profile

Team Leader (Highway Design)

Grade L

Group: Communities and Environment
Service: Development, Transport and Public Protection
Location: Civic Centre
Line Manager: Engineering Services Manager
Car User Status: Casual

Job Purpose

To lead the team in the delivery of it's work programme. To assist the Engineering Manager in the management of the section.

The key roles of this post will include:

1. **To assess the work content of projects briefs and allocate resources to ensure that client requests are satisfied.**

2. **To provide professional advice to other sections and services to ensure that appropriate design standards are met.**

3. **To manage and oversee staff and their development to ensure the availability of an appropriate level of expertise.**

4. **To liaise with other Council services and outside bodies to ensure effective communication on the work programme of the section.**

5. **To provide financial estimates and monitor expenditure to ensure efficient use of resources and effective budgetary control.**

6. **To ensure compliance with the QA system and to contribute to and assist in the promotion of good practice.**

7. **Other responsibilities allocated appropriate to the grade of the post.**



Knowledge & Qualifications

Essential:

Knowledge

- Highway design processes and procedures and Civil Engineering contract procedures
- Proficient in AutoCAD and MX or AutoCAD civil 3D

Experience

- Project management and budgetary control
- Relevant experience at an appropriate level of responsibility in a highway design environment

Qualifications

- Accredited degree in a Civil Engineering discipline
- Current full driving licence

Desirable:

Knowledge

- Microsoft office and Microsoft Project

Qualifications

- Chartered Engineer status



Competencies

Customer Focus	Puts the customer first and provides excellent service to both internal and external customers
Communication	Uses appropriate methods to express information in a clear and concise way to make sure people understand
Team Working	Works with others to achieve results and develop good working relationships
Making things happen	Takes responsibility for personal organisation and achieving results
Flexibility	Adapts to change and works effectively in a variety of situations
Learning and Development	Actively improves by developing and applying new skills and knowledge and learns from past experiences
Developing Teams and Individuals	Promotes and supports team and individual learning and development and uses delegation to create a sense of ownership of high level organisational issues, and encouraging individuals to stretch beyond their current capabilities
Managing Performance	Effectively manages the performance of teams and individuals to ensure results are achieved
Personal Impact	Is self-aware, learns continuously and adapts behaviour in response to feedback. Makes things happen, operates with resilience, flexibility and integrity
Making things happen	Empowers people to initiate change. Supports innovative ideas and new ways of working