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| **Job Description** | |
| **Post title** | Assistant Highways Engineer |
| **JE Reference No** | N7488 |
| **Grade** | Grade 9 |
| **Service** | Regeneration and Local Services |
| **Service Area** | Highway Services |
| **Reporting to** | Design Manager (Highways and Street Lighting) and Design Engineer (Highways). |
| **Location** | Your normal place of work will be Meadowfield, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post is not subject to a disclosure. |
| **Flexitime** | This post is eligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |
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| **Description of role** |

The post holder will be responsible for the design and preparation of highway schemes, including the preparation of plans, specification, documentation and bills of quantities and to assist in all functions of the Highways programme.

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| **Duties and responsibilities** |

* To assist the relevant Managers and senior staff in the work of the Commercial Group as a whole, undertaking work as directed in accordance with workloads and staffing needs.
* To carry out feasibility studies, statutory procedures, design, contract documentation and public consultation related to highways, industrial infrastructure, business parks and enhancement schemes

Principal duties within the Design teams:-

* Feasibility studies
* Evaluation of options
* Project management
* Working in accordance to the QA system
* Preliminary and detailed designs
* Contract document preparation.
* Preparation of estimates
* Liaison with public, landowners, statutory bodies and other stakeholders
* To develop over a period of time experience in a number of fields to assist in personal career development and in the effective working of the Service.
* To provide general technical support for all aspects of the work of the service, including when necessary, technical supervision for works carried out by developers under Section 38 and 278 agreements.
* To liaise effectively with other County Council services, relevant outside bodies, elected members and the public on the work of the Service.
* To assist the Design Engineer (Highways) in ensuring that the various performance standards and targets are achieved.
* To co-operate effectively with others in the corporate working of the service.

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* To carry out such other duties which may be allocated from time to time and which are commensurate with the grading of the post.

The above list is not exhaustive and the postholder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Commercial Group Manager.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety Policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal change to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information during the course of their work and follow the council’s policies and procedures in relation to data protection and security of information.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | HNC or equivalent in Civil Engineering or a related subject | * Incorporated Engineer * Evidence of CPD * Degree or equivalent in Civil Engineering or related disciplines * Management qualification to level 5 * Membership of a relevant Professional Institute |
| Experience | * Experience of Civil Engineering/Highways Design office * Experience of working closely with contractors, other services and outside bodies * Experience of applying sound Engineering principles to practical solutions | * Experience of working closely with the other design teams * Working with members of the public and elected members * Experience of ECI / Value Engineering / target costing |
| Skills & Knowledge | * Good IT skills. * Competent user of computer aided design software to prepare Engineering drawings * Ability to project manage * Ability to analyse and resolve complex technical problems and formulate a design solution * Effective written and verbal communication skills * Ability to undertake detailed site measures and surveys | * Knowledge of current Highways/Civil Engineering design standards. * Knowledge of NEC4 and other contract documents * Knowledge of Quality Management Systems * Awareness of key performance indicators and benchmarking * Team building * Demonstrate ability to project manage * Understanding of CDM Regulations * Detailed knowledge and competency in the use of AutoCAD Civil3D * Detailed knowledge and competency in the use of Bentley MX Road Design Package |
| Personal Qualities | * Ability to work with and motivate a diverse range of people * Ability to undertake a diverse workload and work to tight deadlines * Highly motivated and enthusiastic self-starter * Commitment to own continuous professional development * Commitment to Health and Safety * Team orientated * Flexible approach to work * Results orientated   *.* |  |
| Special Requirements | * Travel is an essential requirement of the post * Due to the requirement to drive a County Council vehicle in this role, appointment will be subject to the production of a valid driving licence for the required category of vehicle and the satisfactory completion of an in-house Driver Induction Assessment. * May be required to work outside normal hours |  |