

**Job Description**

**Job Title:** Engineer

**Salary Grade:** Grade 8 (31 – 35) £33,799 - £37,849

**Job Family:** Regulation and Technical

**Job Profile:** RT 5

**Directorate:** City Development

**Work Environment:** Working from Home / Office / Some Site Working

**Reports to:** Group Engineer

**1. Purpose**

1.1 To assist with the effective and flexible management of people and projects in the Highways Team within the Infrastructure and Commercial Section.

1.3 To aid / leadership with the effective delivery of projects within the Highways Team, this may be subject to change from time to time.

**2.** **Main Duties and Responsibilities**

2.1 To assist the Group Engineer in motivating and supporting staff within the section as appropriate.

2.2 To assist in delivery of services, to ensure value for money and compliance with Council standing orders and financial regulations.

2.4 To ensure the health and safety of employees and others, implementing safe systems of work, monitoring of inspection regimes and continuous review, identifying and managing associated risks, taking necessary actions and implementing revised procedures in accordance with the Council’s health and safety policy and associated risk assessments.

2.5 To carry out the role of Engineer in line with the Infrastructure & Commercial section. Ensuring co-operation and liaison with colleagues, Members, other local authorities and the public are in line with the council’s agreed values and behaviours.

**3. Key Accountabilities:**

3.1 To lead/assist on allocated projects within the Highways Team, and to assist with organising associated staff, budgets and other resources.

3.2 To assist with the identification, development, design, management and implementation of appropriate programmes of work in the allocated service area.

3.3 To support other colleagues in response to changes in priorities, capabilities and capacity as required.

3.4 To support and contribute to the democratic process through appropriate elected member contact, the preparation of reports, attendance at committee and public meetings, and preparation of National, Regional, Area and Ward based bid applications for local priorities.

3.5 To assist in risk and business continuity planning.

3.6 As required, to assist in maintaining and developing meaningful communications and working relationships with other Services, Directorates, Councils, External Agencies and National Bodies.

3.7 To assist in ensuring that the functions undertaken by the section are effectively co-ordinated and staff are adequately supported through:

* clear direction to staff.
* delivering service objectives and contributing to performance review and monitoring achievement.
* Self development and development of others through a structured and co-ordinated staff training plan in line with the strategic objectives of the section.
* the development and use of technology.

3.8 Deputising for Group Engineers as and when required.

3.9 To undertake the role of Principal Designer under the CDM Regulations 2015, where appropriate, for assigned projects.

3.10 To undertake the role of Client, Project Manager or Supervisor, as appropriate, under the NEC contracts, for assigned projects.

3.11 Carry out duties with full regard to the Council’s Equal Opportunities Policy, Health and Safety Policy, Code of Conduct and all other Council policies, and be responsible for implementing policies with other members of staff within the team.

3.12 Act in compliance with data protection principles in respecting the privacy of personal information held by the Council.

3.13 Act in compliance with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information, including information held in electronic systems. To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council