

Northumberland County Council
JOB DESCRIPTION

Post Title: Senior Roads Engineer	Director/Service/Sector Local Services, Technical Services, Design		Office Use
Band:	Workplace: County Hall and various locations & construction sites throughout Northumberland		JE ref:
Responsible to: Design Manager / Principal Engineer	Date: August 2019 / STR	Manager Level:	HRMS ref:
Job Purpose: To support the Roads Principal Engineer in the effective provision of the Authority's highway design service and the effective delivery of external income generation services. Provide effective leadership, coordination and management of the highway structural design service, including major Civil Engineering and Infrastructure projects. Make a positive and effective contribution to the Corporate Management of the group, department and service. Assist the Design Manager with the implementation of policies and strategies relating to highway service issues and the Directorate Service plan. Contribute to securing additional finance from external sources.			
Resources	Staff	Be responsible for medium sized project teams of up to 7 multi disciplinary professional engineering and technical support staff on internal / external projects. Provide support to other work colleagues in the absence of the Principal Engineer. Supervision of strategic consultant and contracting partners, sub-consultants and external contractors. Jointly responsible for programming and managing the workload of the Highways Service.	
	Finance	Act as Project Manager in accordance with the Service Roles and Accountabilities and be accountable for overall expenditure and duration on highway infrastructure schemes (or programme of schemes) up to a value of £10M. Assist the Principal Engineer with identifying, planning and prioritising forward work programmes and resource allocation. Support the LTP Budget Manager in the reporting of in year capital spend and the identification and implementation of any necessary corrective actions.	
	Physical	As a Project Manager responsible for the effective delivery, suitability, safety and long term maintenance liability of individual significant Highway Infrastructure Asset renewals or refurbishments. 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.	
	Clients	Directly Accountable under the CDM 2015 regulations (Designers Duties) for ensuring the safety of the public and staff with regard to infrastructure or other works. 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 £10m. Contribute to 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. Contribute to the development of corporate policy and service delivery initiatives that impact upon the health, safety and well being of highway service users and employees.	
Duties and key result areas:			
As a leader in a highways orientated multi-disciplinary organisation:			
<ul style="list-style-type: none"> ● Assist with 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. Take a lead role in the coordination and management of the highway service, including major Civil Engineering and Infrastructure Projects. ● To uphold the principles of Technical Services Roles and Accountabilities and ensure compliance by all Staff. ● To act effectively as the Project Manager of larger scale projects including those promoted by other department sor external clients. ● 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 £10M per scheme). To be accountable to the Design Manager for Financial and Programme performance. ● Assist the Principal engineer 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. 			

- Assist 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 assist 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 support the compliance with all Health and Safety, Environmental and Financial legislation including compliance with personal technical competency requirements and project compliance under the CDM 2015 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 support the development & maintenance of 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.
- Support 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 contribute to developing, reviewing and providing advice on all policies, strategies & improvements relating to highway service issues including safety and corporate liabilities.
- Promote and develop good working relationships with external clients including increasing the extent of collaborative working with neighbouring authorities.
- To support the most effective utilisation and deployment of team resources (Human, Physical and Financial) to achieve the objectives set by the Design Manager.
- Make a positive contribution to 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 or to achieve further career progression beyond this.
- 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 has been established on this basis.

Work Arrangements

<p>Transport requirements: Working patterns: Working conditions:</p>	<p>Notional Center is County Hall with a requirement to work in an agile manner. Travel to work sites, area offices External Clients Offices or training venues throughout the County and further afield. Normal office hours but flexi-hours apply. Some standby or call out arrangements may apply. 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.</p>
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Northumberland County Council
PERSON SPECIFICATION

Post Title: Senior Roads Engineer	Director/Service/Sector: Local Services, Technical Services, Design		Ref:
Essential	Desirable	Assess by	
Qualifications and Knowledge			
<ul style="list-style-type: none"> • A Chartered Engineer (e.g. C.Eng) with a Relevant Professional Qualification (e.g. MICE, MStructE, MIHT etc.) and an Engineering Degree, together with evidence of recent relevant Management Training. • Extensive breadth and depth of knowledge of theoretical, practical and procedural concepts together with an extensive breadth and depth knowledge of design standards and professional best practice relating to Highways design and construction together demonstrable practical application of this knowledge. • Commercially aware and understands the relationship between costs, quality, customer care and corporate performance assessment. • Recognised qualification relating to duties as Principal Designer under the CDM 2015 Regulations. • Thorough understanding of relevant legislation, regulations and professional best practice. • Thorough understanding of contemporary issues within the service. 	<p>Relevant management degree or post-graduate diploma e.g. MBA, DMS.</p> <p>Understands diverse functions of a large complex public sector organisation and the relevant professional issues.</p> <p>Registered with the Construction Skills Certification Scheme at Management Level.</p>		
Experience			
<ul style="list-style-type: none"> • Recent extensive experience and consistent professional achievement within a technical organisation of comparable scope and complexity. • Recent 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. • Recent extensive experience and proven ability with regard to the effective management of Project resources and finances (both internal and external) up to a value of £10M • A successful track record in the Project Management of highway infrastructure schemes under NEC3 / NEC 4 Contracts or similar.. • A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders. • Experience in the management of change and of securing support of others in the process. 	<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>		
Skills and competencies			
<ul style="list-style-type: none"> • Strong analytical, technical and judgemental skills to analyse and interpret varied and complex Design / Construction / Delivery issues and situations and a proven aptitude for developing effective solutions to such issues. • Ability to work independently within Directorate practice and guidelines whilst using discretion, initiative and judgement to resolve issues across all aspects of Highway Design / Construction / Delivery in consultation with the Principal Engineer. • Ability to provide visible and supportive leadership, empowering, enabling, motivating and developing staff and fostering a positive organisational culture. • Effective interpersonal and communication skills to relate effectively to, and command the respect, trust and confidence of, colleagues, Council Members, and other stakeholders. • Effective networking, partnership, advocacy, negotiating and presentation skills that are persuasive and influential with others. • Ability to operate effectively within the democratic process and to develop productive working relationships with Council Members that command respect, trust and confidence. 	<p>Financial and commercial awareness, within a technical organisation of comparable scope and complexity.</p> <p>Demonstrable competence in the use of financial monitoring monitoring systems and the implementation of corrective actions.</p>		

<ul style="list-style-type: none"> • Ability to maintain a clear overview of issues affecting the Council in general and the service in particular. • Ability to propose, develop and implement effective strategies in pursuit of agreed goals and to make clear, informed, appropriate and timely decisions. • An ability to make considered, mature decisions having considered and evaluated potential outcomes and ramifications. 		
Physical, mental and emotional demands		
<ul style="list-style-type: none"> • 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. • Very high levels of work related pressure from deadlines, interruptions and conflicting demands. • Ability to work to tight deadlines, changing priorities and to react to technically difficult situations in a timely and professional manner. • Routinely subject to immediate Project / Senior Management / Elected Member / External Client deadlines. Often 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. • Ability to remain calm and professional when dealing with customer complaints and requests concerning emotive highway and road safety issues and emergency situations. • Normally works in an agile manner with no fixed desk using a laptop from a seated position with a need to drive to construction, often encountering hazardous highway environments or access to remote locations whilst carrying technical equipment. Required to demonstrate dexterity and high levels of precision when using surveying and testing equipment. 	<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		
<ul style="list-style-type: none"> • A corporate orientation and a commitment to tackling issues in a non-departmental manner. • Personality, conduct and technical credibility that engages and commands the confidence of colleagues, Council Members and other stakeholders. • A strong commitment to Continuing Professional Development. • Able to meet the transport requirements of the post. 		