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| **Job Description** | |
| **Post title** | Highways Engineer - Assets |
| **JE Reference No** | N8966 |
| **Grade** | 9 |
| **Service** | Neighbourhoods and Climate Change |
| **Service Area** | Highways Services – Highway Asset Management |
| **Reporting to** | Senior Engineer Asset Management |
| **Location** | Your normal place of work is County Hall, Durham 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** |

**Responsible to:** Senior Engineer Asset Management

**Work alongside:** Engineer Capital Programme and within the Highway Asset Management team

Work with and across all Council Service Groupings.

**Responsible for:** More junior staff as directed by Team Manager

**Responsive to**: Elected Members, Area Action Partnerships, residents, community groups,

internal and external partners.

The post holder will assist in the direction and control of the staff and workload involved in the Highway Asset team within the Strategic Highways Group. This includes the provision of enforcement responsibilities under the Highways Act 1980, provision of winter services in accordance with policy and the co-ordination of all highways related licensable activities.

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| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

1. To assist in the management, development and maintenance of systems used to ensure highway maintenance and highway enforcement activities are carried out efficiently, economically and effectively. The enforcement activities include obstructions on the highway, damage to the highway, selling goods on the highway etc.
2. To assist in the development, management and review of the Transport Asset Management Plan. Including the assembly of highway data and interrogation of highway reports.
3. To assist in the management of highway related projects, such as roundabout sponsorship, hiring of space, assessment and provision of vehicle crossings and other highways related activities as required.
4. To assist in the delivery of the winter services policy including the assessment of salt bin locations, liaise with external winter service providers and review of network coverage.
5. To assist in the monitoring of data and the identification and implementation of vehicle restraint system sites. This includes the collation of condition data.
6. To assist in the development and maintenance of the Service’s Accredited Quality Assurance Systems for the management of highway assets.
7. To be responsible for the review and determination of highways related service requests.
8. To be responsible for the training, reviewing and mentoring of more junior staff.
9. To provide assistance to senior staff in work associated with Highways Asset Team.
10. To assist with the motivation, development and support of staff within the Team to ensure that they maximise their potential.
11. To liaise with internal and external organisations on highways related matters. External organisations include town and parish councils, emergency services, utility companies, etc.
12. To respond appropriately to emergencies arising in relation to the work of the Team.

The above is not exhaustive and the post holder 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 Highway Asset 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 chance 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 and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **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.

*The above is not exhaustive and the post holder 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 your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * HNC in Civil Engineering or an equivalent technical discipline or be working towards this qualification. | * Incorporated Engineer Status or working towards Incorporated Status * Degree in Civil Engineering (or equivalent) * Recognised management qualification |
| Experience | * Experience of asset management within a large multi-functional public or private sector organisation * Working in a highways or highways related environment. * Experience of the delivery, co-ordination and monitoring of Service objectives, policies and strategies. * Experience in performance and project management * Interpretation, collation and monitoring of data | * Experience of licencing and enforcement activities. * Understanding of strategic issues in highways engineering. |
| Skills & Knowledge | * + Ability to analyse and resolve complex technical problems   + Ability to communicate effectively, both orally and in writing   + Analytical and decision-making skills   + Ability to work with Members and internal/external partners/organisations   + Good IT skills, including the MS Office suite of packages | * + Ability to work using own initiative  1. An understanding of local government 2. Knowledge of Quality Management Systems 3. Experience with AutoCad |
| Personal Qualities | * Enthusiastic, motivated, committed * Approachable, team player and motivator * Commitment to the concept and values of public service * A flexible approach to work and a capability to work under pressure to deadlines * To be self motivated and able to work under own initiative and motivate others, but   but in accordance with corporate objectives   * Good organisational ability and communication skills, including good information   technology skills   * Ability to respond quickly and efficiently to a wide range of queries from Senior Management, elected Members and other staff * Ability to work in partnership with others to forge effective working relationships * Self confidence, reliability and self‑reliance * 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 * Maybe required to attend court on occasion | * + Presentable and pleasant   + Self-confidence, reliability and self-reliance |