**Principal Highways Engineer**

**Grade PO10**

**Job Description**

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| **Job Purpose** |
| As Principal Engineer, in the team you will be the technical lead in a team of professional engineers and technicians, ensuring the feasibility, design and delivery of a range of highway engineering services for internal and external clients. Including the capital programme along with a range of other civil engineering projects. The post holder will work across service functions and externally with Key Partners to achieve planned outcomes on both a long and short term basis and will be responsible for the Council’s highway asset management portfolio |
| **Major Tasks**  |
| * To provide a lead role in the Highway Maintenance team and be responsible for the development and management of all associated engineering functions, act as the Council’s technical lead on the post’s specialism including policies and services ensuring compliance with national and European legislation and regulations.
* You will work closely with the Team Leader to specifically support the development and delivery of engineering services from both a strategic and service perspective across the borough.
* Responsible for the effective management, timely delivery and budget management for the capital projects identified in the Council’s programme and/or schemes identified and funded by other grants or funding streams.
* Work with the Team Leader within the service on the development of highly complex business cases to secure investment for projects and be responsible for the commissioning and the successful delivery of projects, on time and within budget.
* To provide direction and supervision of team members who are required to prepare detailed highway schemes together with the preparation of the full range of NEC3 contract documents.
* To provide complex technical and professional advice to team members in relation to NEC3 contract administration, site supervision, health & safety, measurement, CDM etc.
* To lead on the delivery of effective asset management tasks including the development and implementation of a risk based approach to asset in line with the UKRLG code of practice.
* The Postholder will be expected to prepare and present reports at meetings which may involve evening meetings with Parish Councils, Ward Members and Senior Management Team etc.
* To act as the intelligent client for the day to day management of the term service contract in relation to capital and revenue works
* To develop policy and procedures related to the service and to develop a lifecycle planning approach to maintenance of assets within the post holder’s specialism
* To act as the Council’s technical lead for the postholder’s specialism on providing advice and design services to both internal and external clients.

Designs, organises and supervises investigations for the Council and interprets their findings.* To act as the lead consultee on planning liaison/applications for matters relating to areas concerning the postholder’s specialism, ensuring all comments on development proposals are co-coordinated and are appropriate and timely, providing straightforward advice and guidance to both internal and external customers on planning matters including at pre-application and application stages as part of our business winning and commercial agenda for growth.
* To act as the project leader providing both technical and professional advice to junior members of all capital projects including site supervision, verification of site measurements and valuations with contractors. A detailed knowledge of the various forms of Civil Engineering Contracts is essential.
* Work collaboratively with partners and stakeholders including National and Regional Government and Public Agencies and private sector partners and developers to secure successful delivery of all programmes and projects.
* Represent and meet CDM requirements on appropriate schemes and projects in respect of Client and Principal Designer Roles.
* Will be the Council’s main contact/negotiator in relation to on Highways maintenance matters.
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| **Contacts & Relationships** |
| **In summary**: - Directors, Service Delivery Managers, Team Leaders, Cabinet Members, Ward Members, Members of Parliament, Developers, external organisations, Town & Parish Councils, Members of the public, other local authorities, government departments and external suppliers.**More specifically**: The strategic and operational nature of the work will require the postholder to work with multi-disciplinary groups on a regular basis, to develop strategies and deliver outcomes.The postholder will meet with other local authority representatives and specialists and will represent the Council on a range of regional bodies. The role will also involve contact with central government departments and other prospective funding agencies as well as regular attendance at formal meetings.The post holder will be expected to have regular contact with contractors and consultants and demonstrate effective negotiating skills in relation to contract management and engineering matters.The post holder will provide advice to other officers in relation to design principles. |
| **Creativity** |
| * The role will require innovative and creative strategies and engineering solutions to be developed to meet future physical & economic development and to reduce risks to the ongoing function and operation of the environment and highway network.
* Keep up to date with new legislation and legal requirements that will impact upon the delivery of the service.
* To develop joint working opportunities with other local authorities to deliver service improvements.
* To liaise with other teams across the Council and negotiate with developers to secure measures and significant funding contributions to mitigate the impact of development across the service area.
* Provides advice to clients and other professionals on all aspects relating to engineering. This frequently involves suggesting innovative ways of resolving problems and value engineering.
* To negotiate complex contractual matters including for the procurement of consultants and contractors for the design and delivery of highway and transport related programmes and projects.
* Prepares complex designs, technical calculations and drawings for Civil Engineering schemes.
* The postholder will have a detailed understanding of NEC suite of contracts with particular emphasis on the NEC3 Term Service Contract.
* The post holder must be able to write and present complex technical and non-technical reports, presenting complex issues in a clear, concise manner.
* The postholder will be expected to show creative thinking, initiative and ingenuity within the designs and schemes produced along with realistic cost estimates.
* The post holder will be expected to arrange and prioritise their own work on a daily basis and to guide team members in their work planning.
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| **Decisions** |
| * The postholder will on a daily basis make technical decisions regarding the impact of development, negotiating with developers and land owners in order to bring a positive impact across the borough.
* The post holder will be expected to make regular decisions based upon sound engineering judgement, contract legislation, health & safety matters and financial constraints.
* The post holder will frequently take decisions that will result in changes to major procedures or their equivalent concerning engineering matters
* The role will require application of detailed legislation and regulations regarding the development and delivery of appropriate services, projects and programmes.
* The postholder will regularly make recommendations to Directors and other senior managers, elected members and other stakeholders on significant and high profile areas of engineering. These will concern making recommendations to changes in policy
* The post holder will be expected to make daily decisions regarding work on site. These decisions may have financial implications.
* The post holder will make frequent decisions regarding the health & safety and welfare of contractors as reported by the site supervisor.
* The post holder must deal with complaints on a regular basis and ensure effective service resolutions which may be shared with the team in order to promote continuous improvements
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| **Management & Supervision** |
| * The post-holder will be expected to communicate effectively with Group Managers and Team Leaders across the Service Area and throughout the Council, to ensure effective and efficient delivery of the capital programme.
* The post-holder will be expected to manage contractors engaged by the Service Area
* The post-holder will be responsible for the allocation of, checking and reviewing of the engineers, assistant engineers and apprentices work. The postholder will also supervise these posts as and when necessary
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| **Supervision Received** |
| * The post holder will work under the direction and leadership of the Team Leader and may also receive guidance from the Service Delivery Manager
* The post holder will manage, plan and arrange their own work and the work of his/her direct reports.
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| **Complexity** |
| * The Postholder is required to operate at the highest level of technical expertise in their field of in relation to assessments, approvals, inspections and design. This is an acknowledged specialism within the engineering discipline and, therefore, involves the solution of complex problems.
* The nature of the work is highly complex and requires a high degree of technical ability to meet the demands of the post. This includes being able to understand detailed technical reports & models involving complex technical matters.
* The postholder will be expected to analyse complex numerical data in making decisions.
* The role will require developing high profile policies that may be sensitive to the local community and stakeholder groups.
* The Postholder must balance a number of requirements, often conflicting, in order to achieve the best solution. This requires awareness of the Planning Control/Building Regulation systems, and technical design standards an understanding of the parameters and constraints within which consultants work and professional judgement of a very high standard.
* The working environment involves relationships with a wide range of individuals and teams, both within and outside of the Council. This necessitates good interpersonal skills and an ability to influence others. The Postholder is required to uphold professional standards and to be able to make complex decisions, taking account of a wide range of factors, both technical and non-technical, e.g. political awareness and an ability to understand community interest.
* The postholder must be able to present complex reports on the impact of development & engineering solutions, to the public, Members and senior management and appropriate groups or Committee
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| **Resources** |
| * The post holder will be expected to financially monitor projects that they are directly involved in.
* The post holder will be expected to use Autocad and other specialist software.
* The post holder will be expected to use Project Managing software to effectively administer the NEC contract in relation to contracts such as the Highway Services Contract, examples being Confirm and CEMAR
* The post holder will be expected to act as a Quantity Surveyor on projects designed by the team and advise team members and others in relation to financial matters
* The post holder is expected to ensure maximum cost efficiencies for the council, which includes bidding for, and tendering works, scrutinising works, ensuring efficiencies through innovation
* The post holder is required to work with the Team Leader to bring projects into the team from other departments to ensure ongoing fee income, and provide more cost effective consultancy solutions compared to external consultants
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| **Impact** |
| * The post holder is responsible for the managing the Council’s carriageway and footway assets.
* The post holder is responsible for the council’s Highway Asset Management Portfolio
* The post holder has an authority wide role in providing professional advice to other services in terms of engineering.
* This is a front facing role with impact on a wide range of stakeholders including parish and town councils, utility companies, contractors and consultants.
* The post holder manages negotiations with the contractor to ensure ongoing value for money and risk mitigation from changes in legislation which could lead to a significant increase in costs for the Council.
* The post holder formulates responses and deals with Councillors and customers who have complex and politically sensitive complaints to protect the Council’s reputation.
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| **Physical Demands** |
| * The post holder is predominantly office based, involving working with office equipment and computers etc.
* The role involves considerable analysis and production of detailed and complex reports so there is a high level of concentrated computer work for prolonged periods.
* The post holder is also required to carry out site visits across the borough including live construction sites.
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| **Working Environment** |
| * The post holder is required to attend site including live construction sites.
* The role at times may require ward walks or site visits in all weather conditions.
* The role often requires attendance at meetings outside office hours or occasionally over weekends
* Contact with customers is by telephone and face to face. Occasionally complainants can occasionally be verbally abusive.
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| **Emotional Context**  |
| * The post holder will have to undertake difficult decisions which impact on service users.
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| **Other** |
| * The post holder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.
* The post holder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.
* The post holder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.
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**Person Specification**

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| **Criteria** | **Standard** |
| **Qualifications** | * Relevant Degree in engineering discipline or equivalent
* Chartered Engineer Status or equivalent. Similar Professional qualification essential
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| **Experience** | * Significant In-depth knowledge of industry, regulations, policy and legislation in relation to all services covered in by this post.
* Demonstrable experience of operating in a political environment
* Experience in the management of all aspects of a recognised field of engineering
* Significant experience of working with asset management planning and delivery of programmes
* Experience in commissioning and contract management
* Experience of managing and working with external consultants and private developers
* Experience of working effectively with a number of key stakeholders including members, developers, contractors, members of the public and agencies representing local, regional and national government
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| **Knowledge** | * Substantial knowledge of Highways capital projects and civil engineering.
* Significant knowledge relating to the legislation, standards and regulations in relation to Civil engineering.
* An understanding of the wider engineering requirements across the Council.
* Substantial knowledge of NEC3 Contracts
* Substantial knowledge of Health and Safety legislation under CDM 2015
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| **Skills** | * Ability to use high level interpersonal skills effectively to work collaboratively and to communicate clearly and concisely at a wide range of levels.
* Ability to analyse situations, issues and problems and develop creative and innovative strategies and solutions
* Actively involves internal and external partners where appropriate to develop and achieve shared goals and objectives
* Ensures decision making is properly informed by others within the local community
* Is able to see the bigger picture and focuses on decision making on the achievement of agreed and long term goals.
* Proven business skills in finance, people management, business planning, policy development & report writing
* Highly numerate with the ability to interpret quantitative and qualitative data and link to decision making and planning
* Implementation skills:- ability to align policies with delivery, translate strategy into targets, plans and actions and to put in place the services needs and project arrangements to ensure the achievement of objectives
* Ability to negotiate and persuade, unions, external partners, developers and other organisations concerning complex and large scale issues.
* Able to work under pressure and operate with minimum supervision
* Able to lead, manage and develop a team
* Able to take decisive action and manage risk
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| **Personal style & behaviours** | * As a council employee you will be supported and expected to demonstrate the Councils Core Behaviours. Please note that these may be updated from time to time and are available on the Council’s intranet pages.
* Promotes diversity and equal opportunity
* Develops good working relationships by leading by example
* Capacity to adapt and react to changing circumstances
* To promote the Service Area to attract external clients
* To demonstrate an aptitude to develop own skills and initiatives to allow personal development and show continuing personal development to enhance career.
* Must be able to demonstrate interest and enthusiasm in delivering a high quality engineering service and be able to react and demonstrate flexibility in an ever demanding changing working environment.
* Willing to take personal responsibility under and abide by the Council’s Health and Safety Policy.
* A personality, which will facilitate working with a team or alone, combined with an ability to work under pressure and an enthusiasm to learn
* A desire to see others develop and a willingness to pass on knowledge in order to facilitate this.
* A willingness and ability to operate in a commercial type of environment; to meet deadlines and fee targets and assist others in achieving wider deadlines.
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| **Fluency Duty** | * This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.
* This post needs to present complex data and information to service users.
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| **Political Restrictions\*\*** | This post is not subject to political restrictions |

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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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| **Type of criminal records checks required for this post** | **Ticked as required** |
| None | x |
| Basic Disclosure |  |
| Standard Disclosure |  |
| Enhanced Disclosure |  |
| Working with Adults - Regulated Activity |  |
| Working with Children - Regulated Activity |  |

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>