

Job Description

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| Job Title: Senior Highway Design Engineer | Service Area: Highways & Sustainable Transport | |
| Directorate: Environment & Sustainable Transport | Post Number: Fusion | Evaluation Number: 6813 |
| Grade: PO5 | Date last updated: May 2023 | |

People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Corporate parent

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Overall Purpose of Job

To work alongside the Principal Engineer for the Urban Design Team within the Highways & Sustainable Transport team, and the Senior Project Managers assigned to projects being delivered, in an effective and efficient manner to deliver best value and ensure continuous improvements.

This will involve working with both internal and external project team members, as well as managing staff and elements of the projects at the various stages of their delivery.

Job Summary

1. The post-holder reports to the Principal Highway Engineer for Urban Design for the specific projects, managing the design and delivery of projects, depending on the project being delivered.
2. The post holder will be responsible for taking on the role of Designer and Principal Designer (for smaller projects) under the Construction Design and Management (CDM) Regulations 2015, liaising with other designers, managing internal team members and feeding information into the appointed Principal Designer if not acting in that role.
3. The post-holder is responsible for the development and management of scheme briefs for consultants and contractors on various tasks to assist with delivery of the projects.
4. The post holder will be responsible for the staffing levels required for the various disciplines who will provide input to the projects being delivered, including resources from external consultants. This will also require direct reports for designers within the team.
5. The post holder may also be required to prepare notes and information for members and stakeholders during the various stages of projects.
6. Depending on the size of the project, the post holder will be responsible for the site supervision (as NEC Supervisor) of works on site, working alongside the NEC Project Manager, or working as NEC Project Manager.
7. The post holder will be responsible for the supervision of a Clerk of Works (or assistant NEC Supervisor) assigned, depending on the size of the projects being delivered.
8. The post-holder has responsibility for assisting in the monitoring and management of specific elements of the projects, including the project programmes and budgets, as allocated
9. The post-holder may be required to work evenings, weekends and occasional public holidays, in order to meet service requirements.
10. The post-holder has specific Health and Safety and risk management responsibilities in respect of co-ordinating service delivery.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

1. To manage the delivery of all site investigations and data collection in relation to obtaining information so that projects can proceed.
2. To obtain all technical approvals required for the design and implementation including TMA Scheme and TMA Works from appropriate authority.
3. To be the key point of contact for all technical aspects of the projects and manage and monitor all work and accounts of consultants or contractors working on the projects.
4. To liaise with other teams and groups both within Environment and Sustainable Transport and the wider Council
5. To be able to write technical specifications and design input statements and to provide complex professional and technical guidance and support to other officers within the department.
6. To manage procurement exercises for the appointment of contractors and consultants as required.
7. To supervise junior staff and from time to time deputise for the Principal Engineer as required.
8. To respond to inquiries from the public and/or Councillors and to initiate reports.
9. To assist in design/manage and implement public consultations documents and arrange distribution. To note comments gained from the consultations and make proposed alterations as required to the original scheme.
10. To maintain records in a systematic and accessible format.
11. To be NEC Supervisor/NEC Project Manager for the delivery of the projects, make regular site visits and, if the need arises, to change the design and inform the contractors, to ensure the smooth implementation of schemes. The post-holder must take into account both legal and safety matters when making such decisions.
12. The post holder should be able to use bespoke software to allow the design of the projects being delivered, AutoCAD, Vehicle Tracking, 3D Civils.
13. Act as Designer and Principal Designer under the CDM Regulations 2015 and be responsible for the preparation of all associated documentation and notifications to the Health and Safety Executive and liaison with other designers and contractors.
14. To be responsible for project budgets, as allocated.
15. To arrange for and manage workshops for various stakeholders and designers.

16. To be responsible for the posting of all notifications required for the implementation of schemes, including committee items and relevant governmental departments.
17. To liaise with external organisations including other boroughs, TfL, departments and Councillors and to deal with enquiries of a specific and often contentious nature from members of the public.
18. To undertake research, design and evaluate the cost and value of alternative options and solutions to identified problems.
19. To organise own workload together with the supervision of other team members to achieve targets set in conjunction with management of projects.
20. Such other duties, within the competence of the post-holder which may be required, reasonably, from time to time.

Other Duties

All duties to be carried out in compliance with relevant Health and Safety legislation.

Personal Specification



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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

| CRITERIA- Essential | METHOD OF ASSESSMENT |
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| <p>KNOWLEDGE:</p> <p>Knowledge of the requirements of relevant Health and Safety legislation.</p> <p>Knowledge of contracts currently used by industry, data collection methods, scheme design and information technology</p> <p>A confident, clear and effective communicator with the ability to adjust their communication both orally and in writing to a variety of people including children</p> | <p>All will be assessed by Application and Interview</p> |

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| <p>Comprehensive knowledge of the service area and an ability to assess the impact of legislative and / or administrative changes affecting the service.</p> <p>Knowledge of relevant legislation relevant to the service area</p> <p>Knowledge of the functions and current trends and developments of local authorities would be advantageous but is not essential</p> <p>High level of knowledge and professional skills sufficient to undertake and/or oversee a range of Highway design, Traffic Management and general Civil Engineering schemes between a value of £5m and £10m value</p> <p>Be fully converse with the Manual Contract Document for Highways Works (MCDHW) inclusive of project control, financial management and specification.</p> <p>Be fully convers in the sections of the Design Manual for Roads and Bridges that relate to highways design and implementation.</p> | |
| <p>EDUCATION/QUALIFICATIONS</p> <p>Relevant academic qualifications at degree level or equivalent</p> | <p>All will be assessed by Application and Interview</p> |
| <p>SKILLS AND ABILITIES:</p> <p>Proven project management skills</p> <p>Proven team management skills</p> <p>Strong analytical and numeracy skills</p> <p>Articulate both in written and oral form</p> <p>Ability to manage budget lines, and skills to minimise budget under/overspends</p> <p>Demonstrable project/contract management skills</p> <p>Ability to assess the impact of legislative or administrative change affecting the service and the ability to lead, manage and develop a team and the individuals within it</p> <p>Ability to listen and respond sensitively to the needs of the community and to structure the service around the needs of customers</p> | <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> |

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| Ability to build effective and productive working relationships with colleagues | Interview |
| Ability to manage capital projects and to devise innovative procurement options | Interview |
| Ability to manage, lead and motivate staff and foster their development. To relate to and work with people at all levels | Interview |
| Ability to develop, implement and monitor appropriate qualitative and quantitative indicators to measure the performance of the service | Interview |
| Ability to contribute to corporate projects on behalf of Traffic & Transportation | Interview |
| Ability to translate corporate policies into tangible service improvements | Interview |
| Ability to plan and work towards the long term strategic vision and to translate that vision into reality | Interview |
| Ability to use management information to judge service performance, and devise and implement service improvement strategies | Interview |
| Good level of drawing skills using AutoCAD, Vehicle Tracking and the ability to undertake level design using 3D Civils. | Interview |
| EXPERIENCE: | |
| Experience of managing professional, technical and administrative staff within a local authority or other large organisation | All will be assessed by Application and Interview |
| Experience of technical skills associated with the relevant service area | |
| Evidence of successful innovation, initiative and consistent achievement in either a public sector or private sector environment | |
| Experience of developing good working relationships with a wide range of internal and external bodies and customers as part of developing effective service delivery | |
| Experience of financial management including financial monitoring and budgetary control procedures of projects and budget lines | |
| Experience of the application and development of IT solutions in a relevant and changing environment | |
| Experience of site supervision on multi million pound highway projects | |

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| <p>Experience of undertaking highways design and delivering complex urban realm projects ranging from £5m-£10m, within a highly built up area.</p> <p>Experience of project and contract management within the relevant service area of projects ranging from £5m-£10m</p> <p>Experience in the preparation, writing and submission of committee and management reports</p> <p>Experience in defining, managing, procuring, operating and controlling services and projects by external consultants/contractors.</p> <p>Experience of contract management and site supervision using the NEC suit of Contracts.</p> <p>Experience of preparation of contract document, specifications and methods of measurement for highways works.</p> | |
| <p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Committed to quality outputs</p> <p>Flexible, adaptable and accepts change, including an innovative approach to the management of change in service provision.</p> <p>Persuasive, persistent and determined</p> <p>Deals well with conflict resolution</p> <p>Probity and honesty</p> <p>Politically aware</p> | <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview and Application</p> |
| <p>OTHER SPECIAL REQUIREMENTS:</p> <p>Willingness/ability to work out of hours</p> | <p>Application Form/Interview</p> |