

JOB DESCRIPTION & PERSON SPECIFICATION

Group:	Corporate and Frontline Services
Division:	Highways and Streetcare
Section:	Highways Technical Services
Sub Section:	Highways Infrastructure
Post Title:	Senior Engineer
Vision Post Number:	4167
Grade:	GR11
Responsible to:	Highways Infrastructure Manager
Posts Reporting to this Post:	Highways Engineer GR10, Senior Technician GR8, Technical Support Assistant GR6
Team:	Highways Infrastructure
DBS Required Level:	N/A
Location:	Sardis House, Pontypridd
Date of Description:	17 May 2022

KEY OBJECTIVES

To provide effective, efficient, responsive and high quality services in respect of the Strategic Projects Section of the Corporate and Frontline Services Group.

SPECIFIC RESPONSIBILITY

To make a positive contribution to the achievement of the objectives and performance targets as set out in the Business Plan.

To assist in the management of the resources, financial, human and physical of the Highways Infrastructure Team.



To assist the Highways Infrastructure Manager in further development of the Highways Asset Management Plan

To assist the Highways Infrastructure Manager in the formulation of policies for highways management and maintenance in accordance with the requirements of the highways related legislation, appropriate Codes of Practice and secondary legislation.

To be responsible for the development, co-ordination and implementation of highways infrastructure major and minor works programmes primarily in the highways structures team.

To ensure that complaints, queries and requests for service are responded to in accordance with Council Policy and direction.

To make an active and positive contribution to the overall management of Highways Services.

To be responsible for compliance with all relevant legislation, regulations and other statutory obligations.

To ensure that projects are delivered to time, budget and specification requirements.

To provide high quality project management of projects, successfully developing and managing specific project teams made up of a variety of representatives from both internal and external partners.

To successfully manage the progress of projects through all preliminary stage, design and construction.

To represent the Council at meetings with external funding bodies and various stakeholders.

To liaise and work successfully with external organisations and range of other Corporate colleagues in delivery of projects.

To assist the Highways Infrastructure Manager in the provision of comprehensive management and financial information to support funding application bids.

To carry out health and safety responsibilities in accordance with the Division's Health and Safety Responsibilities document

To undertake duties commensurate with the grade in accordance with the purpose and accountabilities of the post.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB



DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

***Protecting Children and Vulnerable Adults is a core responsibility of all staff.
All safeguarding concerns should be reported to the Cwm Taf Multi-Agency
Safeguarding Hub (MASH).***



PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
KNOWLEDGE / EDUCATION	<p>Qualified to HNC/HND level in Civil Engineering or a similar discipline</p> <p>Knowledge of Highway Structures Maintenance Issues.</p> <p>Knowledge of traffic management issues and road safety matters.</p> <p>Knowledge of ICT.</p> <p>Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online www.rctcbc.gov.uk/WelshSkills.</p>	<p>Qualified to Degree level in Civil Engineering or a similar discipline</p> <p>Knowledge of highway law.</p> <p>Evidence of recent training and / or continuing professional development</p> <p>Collaborative working</p> <p>Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.</p>
EXPERIENCE	<p>Highway Maintenance / Management</p> <p>Management of Highway Structures maintenance works</p> <p>Management of budgets</p> <p>CAD / GIS Systems</p>	<p>On Site Supervision</p> <p>Capital programme management</p> <p>NEC Project Management</p>
COMPETENCIES	Technical, Specialist and Professional Competency Framework	
Working in Partnerships and Teams	<p>Draws upon the best ideas of the team to provide the best service.</p> <p>Is proactive and positive about giving support, advice, guidance and sharing best practice with colleagues</p>	
Communicating Effectively	<p>Consistently uses the form of communication that is best for the situation</p> <p>Cascades and shares information appropriately – on time and to the right people</p>	

Professional Expertise and Development	<p>Demonstrates excellent practice and an extensive knowledge base in their own professional areas</p> <p>Understands and complies with external requirements, standards and benchmarks</p>
Managing Resources	<p>Reviews resources regularly to meet changing demands, Looks at the bigger picture in terms of resources</p> <p>Demonstrates a good understanding of financial issues and procedures</p>
Achieving Results	<p>Is proactive and flexible to changing demands and knows when to compromise.</p> <p>Anticipates potential problems and resolves them early</p>
Focusing on Service Users	<p>Uses professional knowledge and expertise to raise standards of service for customers</p> <p>Identifies and responds to all needs, not just those presented to them</p>
Creating and responding to change	<p>Engages with new ideas and looks for ways to make them work</p> <p>Contributes ideas to better manage systems, processes or practices</p>
Being accountable	<p>Takes full responsibility for delivery of tasks</p> <p>Makes decisions that align positively with delivering for the Council eg public sector ethos, political implications, Council structure and Hierarchy</p>
SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS	<p>Ability to travel independently throughout the Council.</p>