

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>8RT</b>	<b>Role Title</b>	<b>Assistant Engineer - Hwy Eng/Inf Schemes</b>
<b>Grade</b>	PS8	<b>Reports to (role title)</b>	<b>Principal Structures Engineer/Senior Drainage Engineer/Highway Engineering Team Leader</b>
		<b>Directorate</b>	<b>Environment and Infrastructure</b>
<b>JE Band</b>	269-313	<b>Service</b>	<b>Highways &amp; Transport Network &amp; Asset Management Group</b>
		<b>Team</b>	<b>Infrastructure Schemes Team / Highway Engineering Team</b>
		<b>Date Role Profile created</b>	<b>04.05.17</b>

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	<p>The purpose of the role is to support the delivery of the annual highway construction programmes. The post holder will provide technical and administrative support for the team to ensure all schemes are delivered to time, cost, quality and contract requirements and that safety and best practice standards are met.</p> <p>The post holder will also be required to act as Project Manager for a number of individual schemes, and to develop the skills, competencies and gain the relevant experience required to gain a professional civil, highway or structural engineering qualification in order to provide a significant contribution to the future operations of the Directorate.</p>
<b>Work Context</b>	<p>The role of the Network and Asset Management Group is to develop and deliver asset management and flood risk strategies, manage highway networks and set local policies. The group also provides a directorate wide business and consultancy function.</p> <p>The group works jointly with a range of partner organisations to identify and deliver planned maintenance improvements and leads on several statutory duties including network management and safety and flood management.</p> <p>The Assistant Engineer supports the inspection, design and delivery of annual and 5 year maintenance and improvement programmes. In the Infrastructure Schemes Team this would be for structures, drainage and vehicle restraint systems, and carriageway and footways in the Highway Engineering Team.</p> <p>Both teams are co-located with maintenance contractors at the Highways Depot in Merrow, and the role is a mix of office and site work. A full valid driving licence is essential to travel around the County to meet the requirements of the role.</p>
<b>Line management responsibility</b> if applicable	n/a
<b>Budget responsibility</b> if applicable	n/a

<p><b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family</p>	<p><b>Planning &amp; Organising</b></p> <ul style="list-style-type: none"> <li>• Undertake and coordinate projects, feasibility studies and reviews in a defined area of activity to support and enhance service delivery.</li> <li>• Provide a range of specialist services advising and assisting customers in area of expertise, to maximise service quality, efficiency and continuity.</li> <li>• Plan and prioritise own work activities for the months ahead, to ensure operational efficiency.</li> <li>• Respond effectively to changing demands, adjusting priorities as needed.</li> </ul> <p><b>Policy and Compliance</b></p> <ul style="list-style-type: none"> <li>• Ensure personal and where appropriate team compliance with established protocols, procedures and practices.</li> <li>• Audit and monitor compliance of 3 parties with council requirements.</li> </ul> <p><b>People &amp; partnerships</b></p> <ul style="list-style-type: none"> <li>• May manage staff, or supervise the work of others, allocating and prioritising work and managing performance to secure efficient service delivery.</li> <li>• Resolve issues/queries independently, recommend alternative solutions if unable to assist, and ensure efficient, day-to-day customer service is delivered.</li> </ul> <p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• May be required to maintain specialist equipment, systems and software (or maintain knowledge of these in some roles)</li> <li>• May manage or assist with budget/resource management in accordance with the council policies and procedures.</li> </ul> <p><b>Analysis, Reporting &amp; Documentation</b></p> <ul style="list-style-type: none"> <li>• Collate, store, record and analyse relevant data producing high quality reports, controlling data quality and integrity and recommending actions as appropriate.</li> </ul> <p><b>Duties for all</b> Values: To uphold the values and behaviours of the organisation. Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety &amp; Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p>
<p><b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b></p>	<ul style="list-style-type: none"> <li>• Educated to 'A' level, HND standard, or equivalent or able to evidence ability at an equivalent level.</li> <li>• May require a qualification relevant to the specific nature of the role.</li> <li>• Knowledge of relevant legislation, practices and policies applicable to specialist area.</li> <li>• For some roles a relevant degree may be required.</li> <li>• Excellent IT skills, including MS Office and database management systems.</li> <li>• Ability to undertake technical work relevant to the role.</li> <li>• Excellent written and oral communication skills with the ability to build sound relationships with customers.</li> <li>• Ability to apply specialist knowledge to respond to complex enquires from a range of stakeholders.</li> <li>• Previous experience processing, analysing and reporting data.</li> <li>• Previous practical experience in a relevant field.</li> <li>• Ability to manage a range of projects through to completion.</li> <li>• Effective interpersonal, influencing and negotiation skills.</li> <li>• Experience of leading a team (where appropriate).</li> </ul>
<p><b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b></p>	<p>HND education or equivalent level of experience A desire to progress and gain a professional qualification eg Tech Eng or I Eng. Evidence of ongoing personal and professional development. good working knowledge of the range and relevant principles, practices and procedures relating to Civil, Highway or Structural Engineering and Maintenance. A full valid driving licence</p> <p style="text-align: right;">A</p>

<b>Role Summary</b>	Roles at this level may manage a straightforward operational activity or small team or provide specialist support services or they are at a graduate level of a professional discipline. They have in-depth knowledge of methods, systems and procedures and possess practical understanding in one or more technical or specialist disciplines. A thorough knowledge of their own area or discipline is required although overall supervision from a more experienced professional is available. They work collaboratively with customers, staff, partner organisations, agencies and/or contractors and play a major role in maintaining quality standards and/or engaging in project management.
<b>Reference Number</b>	BM-2017-209