

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	10RT	<b>Role Title</b>	<b>Delivery &amp; Implementation Engineer</b>
<b>Grade</b>	PS10	<b>Reports to (role title)</b>	<b>Delivery and Implementation Lead (Team 1 or Team 2) tbc</b>
		<b>Directorate</b>	<b>Place</b>
<b>JE Band</b>	371-438	<b>Service</b>	<b>Design Office</b>
		<b>Team</b>	<b>Pooled Team</b>
		<b>Date Role Profile was created</b>	<b>Oct-25</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 main purpose of this role is to manage the mobilisation and delivery phases of projects to ensure they are successfully delivered to a high standard and in accordance with the agreed design documentation and specifications.</p> <p>To achieve this the post holder will use their detailed knowledge of construction materials and techniques whilst working closely with internal or external designers, QS, project managers, project sponsors, stakeholders and the supply chain.</p> <p>They will also use their extensive knowledge of the relevant principles and practices involved in highway engineering in order to provide professional and technical advice and to mentor and support other team members.</p> <p>The post holder will also act as client representative for the financial management of schemes by approving variation orders, final accounts etc.</p>
<b>Work Context</b>	<p>The Highway and Transport Service is responsible for ensuring the effective management, maintenance and improvement of all highway and transport assets. These are one of the most valuable assets managed by Surrey County Council and are critical to the economic growth of the County. As such the service manages significant financial, health and safety and reputational risks.</p> <p>The Delivery and Implementation Engineer will lead on ensuring improvements made to the highway and transport assets add value to the network and are of a high enough quality to compliment the County's appearance and streetscape qualities.</p> <p>The post holder will be based at Merrow, Guildford but will be expected to visit sites around the County as part of their role. The post holder will therefore require the use of a vehicle and hold a valid drivers licence. There may be occasions when the post holder is required to work outside of normal office hours. this role is within the Design Office Pooled Team, and the postholder could have workstreams in either Team 1 or Team 2.</p>
<b>Line management responsibility</b> if applicable	
<b>Budget responsibility</b> if applicable	Indirect management (as representative of the client) for the agreement of variations and final accounts, all of which have a budget impact.

<p><b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family</p>	<p>Planning &amp; Organising</p> <ul style="list-style-type: none"> <li>• Implement countywide strategies and support the development of long term planning.</li> <li>• Lead projects and reviews within a technical area of work to support and enhance service delivery.</li> <li>• Plan workloads and secure resources to enable the team/s to achieve a quality service.</li> </ul> <p>Policy &amp; Compliance</p> <ul style="list-style-type: none"> <li>• Provide technical advice and recommendations within defined policy and procedures to ensure compliance with relevant legislation, policies and industry standards.</li> <li>• Maintain, develop and review systems, processes, procedures and working methods to maximise service delivery, quality, efficiency and compliance.</li> </ul> <p>People and partnerships</p> <ul style="list-style-type: none"> <li>• May manage a team operating in a specialist area or oversee the delivery of a range of support services to a service or function.</li> <li>• Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service.</li> <li>• Monitor and support the performance management and development of team members to ensure that individual contributions are maximised.</li> </ul> <p>Resources</p> <ul style="list-style-type: none"> <li>• Assist with budget/resource/ funding management in accordance with the council policies and procedures.</li> <li>• May have delegated responsibility for a budget(s).</li> </ul> <p>Analysis, Reporting &amp; Documentation</p> <ul style="list-style-type: none"> <li>• Assess or conduct analysis, presenting results and putting forward recommendations on managing more complex situations to support decision making.</li> <li>• Analyse and make recommendations for improvement or development of existing systems, processes or policy.</li> </ul> <p>Duties for all</p> <p>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>• Degree/ HNC or equivalent, or substantial relevant experience in a relevant subject.</li> <li>• May require a specialist technical qualification or membership of an appropriate professional institution.</li> <li>• Significant practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public.</li> <li>• Comprehensive understanding of subject matter, legislation, principles and practices relevant to the technical area.</li> <li>• May require previous management experience including staff supervision, development and organisational skills.</li> <li>• Proven ability to apply project management principles and techniques to manage a range of projects through to completion.</li> <li>• Proven ability to establish and maintain highly effective working relationships with a range of stakeholders.</li> <li>• Comprehensive knowledge of computerised business systems.</li> <li>• Proven written and oral communication with the ability to influence and work in collaboration with others.</li> <li>• Ability to understand, meet and exceed customer expectations.</li> <li>• Proven problem solving skills, and the ability to exercise high levels of initiative to devise and implement workable solutions.</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>	<ol style="list-style-type: none"> <li>1. HNC / HND in Civil Engineering or equivalent, with 6 years post qualification experience.</li> <li>2. Proven track record of managing the mobilisation and delivery phases of projects to ensure they are completed to a high standard and in accordance with the design drawings and specifications as well as acting as client representative for the financial management of schemes (eg approval of variation orders and completion certificates).</li> <li>3. Evidence of working in project teams and/or virtual teams, including working closely with delivery contractors within a political environment.</li> <li>4. Knowledge of relevant principles, practices and procedures involved in the delivery of highway improvement projects, including CDM and contract management.</li> <li>5. Able to provide technical and professional advice to designers, clients and stakeholders as well as the ability to mentor, support and advise other team members.</li> <li>6. A good knowledge of construction materials, techniques, specifications as well as the ability to promote best practice in an office dealing with highway design, engineering construction, contract and project management.</li> <li>7. A full valid driving licence.</li> </ol>
<p><b>Role Summary</b></p>	<p>Roles at this level typically lead and manage the work of a specialist team and/or they may hold a technically specialist professional role providing complex advice or managing specialist projects. They will use technical knowledge to audit or analyse situations and data to aid them in ensuring regulatory or technical compliance of others. They will work closely with a range of agencies and stakeholders to ensure delivery of agreed industry and service standards in a cost effective way. Forward planning could be for months ahead and the role will contribute to longer-term development.</p>
<p><b>Reference Number</b></p>	<p>BM-2026-040</p>