

Role Profile

Part A - Grade & Structure Information

Job Family Code	9RT	Role Title	Project Engineer (Highway Engineering/Infrastructure Schemes)
Grade	PS9	Reports to (role title)	Principal Structures Engineer/Senior Drainage Engineer/Highway Engineering Team Leader
		Directorate	Environment and Infrastructure
JE Band	314-370	Service Group	Highways and Transport Network and Asset Management
		Team	Infrastructure Schemes Team / Highway Engineering Team
		Date Role Profile created	04.05.17

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.

Role Purpose including key outputs	<p>To deliver a number of allocated highway structures (bridges, embankments and retaining walls), safety barrier and drainage schemes as part of the Infrastructure Schemes Team annual programme and carriageway and footway schemes as part of the Highway Engineering Teams annual programme.</p> <p>The post holder will ensure the effective delivery of schemes and will act as the client representative to ensure projects are delivered to agreed design, time, cost, quality and contract requirements, and that safety and best practice standards are met.</p> <p>The post holder will also support emergency, routine and minor planned maintenance for drainage and structures infrastructure through site investigation, cost estimates, supplier quality inspections and client engagement.</p>
Work Context	<p>The role of the Network and Asset Management Groups 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>Project Engineer will support the design and delivery of the 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> <p>The post holder will be required to develop skills, competencies and gain relevant experience, technical and professional qualifications in civil, highway or structural engineering.</p>
Line management responsibility if applicable	None
Budget responsibility if applicable	The role holder will be responsible for monitoring the budget of their individual schemes and supporting senior engineers in the overall team budget responsibility.

<p>Representative Accountabilities Typical accountabilities in roles at this level in this job family</p>	<p>Planning & Organising</p> <ul style="list-style-type: none"> • Deliver projects and/or audits within a defined area of work as directed to input to relevant strategies and contribute to the delivery of directorate objectives. <p>Policy and Compliance</p> <ul style="list-style-type: none"> • Input as required to the development of strategies and policies. • Provide guidance and support to stakeholders as required to ensure policy and specification compliance. <p>People & partnerships</p> <ul style="list-style-type: none"> • Deliver high quality technical advice/ services engaging a range of stakeholders. • Liaise, communicate and build relationships with other departments, customers, partner organisations, agencies and/or contractors to engage and consult on plans or projects as appropriate. • May manage a team to deliver standardised processes and ensure all officers are appropriately supervised, managed and trained. <p>Resources</p> <ul style="list-style-type: none"> • Ensure that work and projects are delivered within agreed resources and assist with budget/resource management in accordance with council policies and procedures. • May have delegated responsibility for a budget(s). <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Assess data and conduct analysis in a technical area, presenting results and putting forward recommendations to support decision making. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & 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>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Appropriate technical qualification at Degree, HND or HNC level. • May require a specialist technical qualification or membership of an appropriate professional institution. • Sound understanding of subject matter, legislation, principles and practices relevant to the technical area. • Ability to apply project management principles and techniques to manage a range of projects through to completion. • Practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public. • Ability to work on own initiative, with solution focused problem solving skills. • Proven written and oral communication with the ability to engage and work in collaboration with others. • Comprehensive knowledge of computerised business systems.
<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<p>Higher National Diploma (HND) level Technical Qualification in Civil Engineering or related subject, plus relevant experience.</p> <p>Evidence of ongoing personal and professional development and desire to progress and gain a professional qualification eg I Eng.</p> <p>A full technical knowledge of the range and relevant principles, practices and procedures relating to Civil, Highway or Structural Engineering.</p> <p>A full valid driving licence and access to a vehicle.</p>
<p>Role Summary</p>	<p>Roles at this level are technical specialists professionally qualified in their specialist area. They will provide technical and regulatory guidance and advice to a range of stakeholders in order to assess and mitigate risk and monitor and ensure compliance with relevant requirements. They will have a fair degree of autonomy and work closely with a range of technical and non technical stakeholders. Forward planning could be for months ahead and the role will contribute to longer-term development.</p>
<p>Reference Number</p>	<p>BM-2017-169</p>