

Role Profile

Part A - Grade & Structure Information

Job Family Code	9RT	Role Title	Design Engineer (PDP)
Grade	PS9	Reports to (role title)	Principal Design Engineer / Senior Design Engineer
		Directorate	Environment and Infrastructure
JE Band	314-370	Service	Highways and Transport Local Highway Services Group
		Team	Highway Design and Delivery Team
		Date Role Profile created	05.05.2017

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>The purpose of the role will be to proactively support the team of Engineers in the design, contract management and delivery of highway improvement & road safety schemes and major projects.</p> <p>The Design Engineer will undertake the design of a variety of schemes ranging from minor to those of a complex nature. They will utilise their knowledge of the relevant principles, practices and procedures in Highway Design, Engineering construction, contract and project management, ensuring that projects are delivered to time, quality and contract requirements, and that best practice standards are met.</p> <p>The post holder will be required to participate in a formal training development plan to achieve appropriate qualifications to gain a technical and professional qualification.</p>
Work Context	<p>The Highways and Transport Service is responsible for ensuring the effective management, maintenance and improvement of all highway and transport assets. These are 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 Design Engineer will undertake highway engineering designs in the Local Highway Services' Highway Design & Delivery Team, which has two functions;</p> <ul style="list-style-type: none"> • a design team to work with Clients to develop feasibility, outline and detailed design solutions, along with providing expert engineering design and professional advice, and • a contract and project management team providing contract administration and ensuring schemes are built in accordance with the contract, to time, quality and budget. <p>The postholder will be based in Merrow but will be expected to visit sites around the County as part of their design role and therefore will be required to hold a valid driver's licence and have use of their own car. In undertaking and improving our network that is open 24/7, there may be occasions when the postholder will be required to work outside of normal office hours in this role.</p>
Line management responsibility if applicable	Although no direct line management responsibility; the post holder will be required to actively support the development of the trainee staff on the Professional Development Programme.
Budget responsibility if applicable	Although no Budget Management responsibility, the postholder will have responsibility and accountability for ensuring that the design of their schemes are within the allocated budget (individual scheme value likely to be up to £75k),

<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>	<ul style="list-style-type: none"> • HNC/HND engineering qualification with a desire to progress and gain a professional qualification eg Tech Eng or I Eng. • Membership of a relevant profession body (e.g. ICE, IHE, CIHT etc.) • Evidence of ongoing personal and professional development. • Advanced user of AutoCad and associated highway design packages. • A detailed working knowledge of a range of relevant principles, practices and procedures in Highway Design, Engineering construction, contract & project management including CDM . • Significant post qualification experience. • Experience in the successful design and implementation of a range of schemes of varying complexity (e.g. traffic calming, puffin crossings, major signalised junctions and major projects). • Evidence of leadership and mentoring skills. • A full valid driving licence.

Role Summary	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.
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