

## Role Profile

### Part A - Grade & Structure Information

<b>Job Family Code</b>	10RT	<b>Role Title</b>	Infrastructure Senior Schemes Engineer
<b>Grade</b>	PS10	<b>Reports to (role title)</b>	Infrastructure Projects Team Leader
		<b>Directorate</b>	Highways Transport & Environment
<b>JE Band</b>	371-438	<b>Service Group</b>	Highways and Transport Network and Asset Management
		<b>Team</b>	Infrastructure Schemes Team
		<b>Date Role Profile created</b>	Nov-21

### 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	The Infrastructure Senior Schemes Engineer will act as the project manager for allocated schemes that are part of the Surrey Highways 5 year programme of Capital schemes and will have responsibility for the planning, design and delivery of Infrastructure projects including drainage structures, embankments and safety barriers. The post holder may manage engineers, technicians, external consultants and construction partners that develop technical solutions, and produces design and construction documents including bills of quantities drawings and specifications. The post holder will ensure effective delivery of projects and will act as the client representative ensuring they are delivered to agreed design, time, cost, quality and contract requirements, and that safety and best practice standards are met.
<b>Work Context</b>	The Highways & Transport Service is responsible for ensuring the effective management, maintenance and improvement of all highway and transport assets. The service comprises two groups; Network and Asset Management and Local Highways Services, and has approximately 230 staff, led by Head of Service and two Group Managers. 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.
<b>Line management responsibility</b> if applicable	The post holder will have line management responsibility for a small team of Engineers and Technicians
<b>Budget responsibility</b> if applicable	The role holder will be responsible for monitoring the improvement and maintenance budgets and supporting the team manager in the overall team budget responsibility which may vary from year to year.
<b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family	<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>
<b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b>	<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>
<b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b>	HNC or HND level technical qualification in Civil Engineering or substantial experience and working knowledge of civil and structural engineering on public or private sector construction projects in a client management role or Project Management qualification in a related subject. Successful track record of delivering projects on time, to quality and budget. Progression towards Membership of a relevant Civil Engineering institution. A full technical knowledge of the range and relevant principles, practices and procedures relating to Civil, Highway or Structural Engineering. Evidence of ongoing personal and professional development. Ability to travel around the County.
<b>Role Summary</b>	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.
<b>Reference Number</b>	BM-2022-400