

Role Profile

Part A - Grade & Structure Information

Job Family Code	9RT	Role Title	PDP Delivery & Implementation Engineer
Grade	PS9	Reports to (role title)	Delivery & Implementation Lead
		Directorate/School	Place
JE Band	314-370	Service / Department	Design Office
		Date Role Profile was created	Oct-25

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 proactively support the team of Engineers in the design, contract management and delivery of highway improvement, ITS, road safety and active travel schemes and major projects.</p> <p>The Delivery & Implementation Engineer will oversee advance, delivery and post delivery stages of minor schemes and, under supervision, in the procurement, pricing, and the pre, post and delivery stages of highway schemes of medium complexity and assisting in the roles relating to the delivery of major projects. They will gain and utilise their knowledge of the relevant principles, practices and procedures in Highway Design, specification and standards, Bills of Quantities and item coverage, Engineering construction, contract management, thereby 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. The role will be within the Pooled Team of the Design Office.</p>
Work Context	<p>The Environment, Transportation and Infrastructure Directorate is a large and complex directorate with responsibilities including facilitating safe and reliable journeys, shaping places for our customers, achieving sustainability and climate changes targets and always putting the customer first while providing excellent value for taxpayer money.</p> <p>The Highways & Transport service within the Directorate is responsible for ensuring the effective management, maintenance and improvement of all highway and transport assets. The highway is the most valuable asset managed by Surrey County Council with a replacement value of approximately £7.5bn and is critical to the economic growth of the County. It is regarded by Members and residents as one of the most important services provided by the Council. As such, the service manages significant financial, health and safety, and reputational risks.</p> <p>The service operates in an environment with significant political engagement, and has daily contact with MPs, Cabinet members, backbench Members and committees.</p> <p>Excellent customer service is standard and the postholder will be expected to embrace this in their approach, ensuring they put the customer at the heart of everything they do.</p> <p>The PDP Implementation Engineer will be part of a team of professional officers. The postholder will oversee the delivery stages of schemes and projects to ensure schemes are built in accordance with agreed specification and design, to timescales and budgets and that they are of good quality.</p> <p>The PDP Project Engineer will be part of a team of professionals. The postholder will oversee the delivery stages of schemes and projects to ensure schemes are built in accordance with agreed specification and design, to timescales and budgets and that they are of good quality.</p> <p>This postholder will need to work and travel across the County and will need a full driving licence. There may be the need for occasional weekend and evening work.</p>
Line management responsibility	None
Budget responsibility if applicable	The postholder will contribute to ensuring budgets are effectively used
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<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 organisational 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>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<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.
Details of the specific qualifications and/or experience if required for the role in line with the above description	<p>HNC/HND engineering qualification and membership of a relevant professional institution (e.g. ICE, IHE, CIHT etc.).</p> <ul style="list-style-type: none"> Evidence of ongoing personal and professional development with a desire to progress and attain a professional qualification e.g. Tech Eng. or I Eng; and a desire to attain a project management qualification (e.g. APM or Prince 2 Foundation). Demonstrating a full working knowledge and undertaking the role and responsibilities of the CDM-2015 regulations. Ensuring the roles and responsibilities of all parties under the H&S legislation are undertaken, being proactive and taking action where necessary. Extensive experience and knowledge of the range and relevant principles, practices and procedures in Engineering construction, specifications, standards, BofQ, MoFM & Item coverage, surveying, and Engineering contracts. Good post qualification experience in supervising the pre-construction, delivery and post construction phases of engineering projects and pro-actively assisting the Project Manager in the various stages relating to the end-to-end process for the feasibility, design, procurement, and delivery of engineering schemes and projects A good understanding of the roles and responsibilities under Civil Engineering contracts, including NEC, and assisting the Project Supervisor / Resident Engineer in the delivery phase of schemes and projects. A full valid driving licence.
Role Summary	<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>