

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>8RT</b>	<b>Role Title</b>	<b>Assistant Design Engineer (PDP)</b>
<b>Grade</b>	PS8	<b>Reports to (role title)</b>	<b>Principal Design Engineer / Senior Design Engineer</b>
		<b>Directorate</b>	<b>Environment and Infrastructure</b>
<b>JE Band</b>	269-313	<b>Service</b>	<b>Highways and Transport Local Highway Services Group</b>
		<b>Team</b>	<b>Highway Design and Delivery</b>
		<b>Date Role Profile created</b>	<b>05.05.2017</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 purpose of the role will be to proactively support the team of Engineers in the design, contract management and delivery of highway improvement &amp; road safety schemes and major projects.</p> <p>The Assistant Design Engineer will undertake the design of schemes of medium and minor complexity and under supervision, the design of highway schemes of a more complex nature. They will utilise their knowledge of the relevant principles, practices and procedures in Highway Design, Engineering construction, contract and project management, thereby ensuring that projects are delivered to time, quality and the contract requirements and 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>
<b>Work Context</b>	<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 Assistant Design Engineer will work alongside and undertake highway engineering designs in the Local Highway Services Highway Design &amp; Delivery Team, which has two functions;</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• a contract and project management team providing contract administration and ensuring schemes are built in accordance with the contract, to time, quality and budget.</li> </ul> <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. 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>
<b>Line management responsibility</b> if applicable	None.
<b>Budget responsibility</b> 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 £50k),

<p><b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family</p>	<p><b>Planning &amp; Organising</b></p> <ul style="list-style-type: none"> <li>• Undertake and coordinate projects, feasibility studies and reviews in a defined area of activity to support and enhance service delivery.</li> <li>• Provide a range of specialist services advising and assisting customers in area of expertise, to maximise service quality, efficiency and continuity.</li> <li>• Plan and prioritise own work activities for the months ahead, to ensure operational efficiency.</li> <li>• Respond effectively to changing demands, adjusting priorities as needed.</li> </ul> <p><b>Policy and Compliance</b></p> <ul style="list-style-type: none"> <li>• Ensure personal and where appropriate team compliance with established protocols, procedures and practices.</li> <li>• Audit and monitor compliance of 3 parties with council requirements.</li> </ul> <p><b>People &amp; partnerships</b></p> <ul style="list-style-type: none"> <li>• May manage staff, or supervise the work of others, allocating and prioritising work and managing performance to secure efficient service delivery.</li> <li>• Resolve issues/queries independently, recommend alternative solutions if unable to assist, and ensure efficient, day-to-day customer service is delivered.</li> </ul> <p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• May be required to maintain specialist equipment, systems and software (or maintain knowledge of these in some roles)</li> <li>• May manage or assist with budget/resource management in accordance with the council policies and procedures.</li> </ul> <p><b>Analysis, Reporting &amp; Documentation</b></p> <ul style="list-style-type: none"> <li>• Collate, store, record and analyse relevant data producing high quality reports, controlling data quality and integrity and recommending actions as appropriate.</li> </ul> <p><b>Duties for all</b> 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>• Educated to 'A' level, HND standard, or equivalent or able to evidence ability at an equivalent level.</li> <li>• May require a qualification relevant to the specific nature of the role.</li> <li>• Knowledge of relevant legislation, practices and policies applicable to specialist area.</li> <li>• For some roles a relevant degree may be required.</li> <li>• Excellent IT skills, including MS Office and database management systems.</li> <li>• Ability to undertake technical work relevant to the role.</li> <li>• Excellent written and oral communication skills with the ability to build sound relationships with customers.</li> <li>• Ability to apply specialist knowledge to respond to complex enquires from a range of stakeholders.</li> <li>• Previous experience processing, analysing and reporting data.</li> <li>• Previous practical experience in a relevant field.</li> <li>• Ability to manage a range of projects through to completion.</li> <li>• Effective interpersonal, influencing and negotiation skills.</li> <li>• Experience of leading a team (where appropriate).</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>	<ul style="list-style-type: none"> <li>• HNC/HND engineering qualification with a desire to progress and gain a professional qualification eg Tech Eng or I Eng.</li> <li>• Membership of a relevant profession body (e.g. ICE, IHE, CIHT etc.)</li> <li>• Evidence of ongoing personal and professional development.</li> <li>• Proficient user of AutoCAD and relevant associated packages.</li> <li>• A good working knowledge of the range and relevant principles, practices and procedures in Highway Design, Engineering construction, contract and project management.</li> <li>• Some post qualification experience.</li> <li>• Experience of successfully designing and implementing a range of schemes of varying complexity (eg. traffic calming, cycle improvements, zebra crossings)</li> <li>• Experience and knowledge of highway contracts, specifications, method of measurement, item coverage and pricing schedules relating to highway projects and schemes.</li> <li>• General knowledge of CDM regulations.</li> <li>• A full valid driving licence.</li> </ul>
<p><b>Role Summary</b></p>	<p>Roles at this level may manage a straightforward operational activity or small team or provide specialist support services or they are at a graduate level of a professional discipline. They have in-depth knowledge of methods, systems and procedures and possess practical understanding in one or more technical or specialist disciplines. A thorough knowledge of their own area or discipline is required although overall supervision from a more experienced professional is available. They work collaboratively with customers, staff, partner organisations, agencies and/or contractors and play a major role in maintaining quality standards and/or engaging in project management.</p>