

Role Profile

Part A - Grade & Structure Information

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| Job Family Code | 11RT | Role Title | Principal Design Engineer |
| Grade | PS11 | Reports to (role title) | Design Lead |
| | | Directorate/School | Place |
| JE Band | 439-518 | Service / Department | Design Office, Major Infrastructure Delivery |
| | | Date Role Profile was created | April-2026 |

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.

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| Role Purpose including key outputs | <p>The Principal Design Engineer is part of an in-house design team, responsible for the feasibility, stage 1 and detailed designs of integrated and sustainable transport solutions, traffic management, safety, cycling and bus improvement schemes, as well as major projects, funded from both the Council's capital and externally funded budgets.</p> <p>The postholder will ensure that the team are working to agreed milestones, targets and that the full end-to-end design process of each scheme is effectively delivered. They will work with Clients to understand and embed their requirements into final designs and deliver projects that improve the safety, appearance and congestion of the Surrey Road network.</p> <p>The Principal Design Engineer will be involved with the development of more junior staff in the team. They will be directly accountable to Members for the works under their control</p> |
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| Work Context | <p>Place 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 service operates in an environment with significant political engagement, and has daily contact with MP's, 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 range of improvement schemes depend on current priorities but will include measures from cycle paths through to large scale junction works. The Postholder will manage the more complex projects and be expected to provide updates to Members and Committees as required. This role is within the Design Office Pooled Team and the workload could be covering schemes in either Team 1 or Team 2. The Postholder is expected to prioritise supporting training for the new PDP Delivery & Implementation Technicians.</p> <p>There may be the need for occasional weekend and evening work.</p> |
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| Line management responsibility if applicable | The postholder may have direct line management of assistant project managers and Engineers that are seconded to them (in a project matrix environment) as part of an Engineering project and will be expected to mentor and coach other staff. They will also have management responsibility for a virtual team of internal and external staff throughout the life of a project. |
| Budget responsibility if applicable | Responsible for ensuring scheme budgets are carefully managed. The value will vary but could be up to £5m. |
| Representative Accountabilities Typical accountabilities in roles at this level in this job family | <p>Planning & Organising</p> <ul style="list-style-type: none"> • Direct, manage and monitor the operation of an efficient and effective service ensuring the work of the team supports service objectives and that necessary resources are secured. • Lead major projects and reviews within a defined area of work to optimise and enhance service delivery. <p>Policy & Compliance</p> <ul style="list-style-type: none"> • Ensure legal, regulatory and policy compliance of relevant schemes/ initiatives. • Contribute to and where appropriate lead the development of practical strategies, works programmes and service improvement in own area of specialism and monitor and control their implementation to manage and mitigate risks. <p>People and partnerships</p> <ul style="list-style-type: none"> • Directly or matrix manage a diverse group of staff to ensure the successful delivery of a service. • Monitor and support the performance management and development of team members using a coaching approach, to support individual development and ensure that individual contributions are maximised. • Work with managers, service representatives and partners to identify and apply cost effective means of delivering improvements to business processes and strategies. <p>Resources</p> <ul style="list-style-type: none"> • Review the operations of the teams to identify improvements in systems, processes, procedures and working methods, and propose changes to secure greater efficiency and compliance. • Monitor, analyse and manage delegated budgets, funding and resources in accordance with organisational policies and procedures. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Analyse, interpret and evaluate relevant data applying judgment and technical expertise to identify risk, support the resolution of issues and support decision making. • Through management and supervision ensure that appropriate record keeping is kept and risks and issues are identified and actions taken. <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> |

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| Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics | <ul style="list-style-type: none"> • Degree/ HNC or equivalent, or substantial relevant experience in a relevant subject. • May be required legislatively to maintain a professional qualification or competency. • Substantial practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public. • Excellent understanding of subject matter, principles and practices relevant to technical area. • Proven ability to apply project management principles and techniques to a wide range of complex projects or programmes. • Extensive knowledge of principles, practices, and procedures relating to business planning and financial management • Ability to collate, monitor and interpret a range of data. • Proven ability to establish and maintain highly effective working relationships with a range of stakeholders. • Comprehensive knowledge of computerised business systems • Proven written and oral communication with the ability to influence and work in collaboration with others. • Excellent management skills with proven experience motivating, coaching, mentoring and developing staff. |
| 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 substantial, applicable post qualification experience required.</p> <p>Membership of a relevant profession institution (e.g. .ICE, IHE, CIHT).</p> <p>An extensive working knowledge of the range and relevant principles, practices and procedures in Highway Design, Engineering construction, contract and project management.</p> <p>Extensive experience in the design of the full range of highway improvement schemes, Sustainable transport schemes and major projects.</p> <p>Extensive experience and knowledge of highway contracts, specifications, method of measurement, item coverage and pricing schedules relating to highway projects and schemes.</p> <p>Act, and lead the team, in relation to undertaking the Principal Designer role under the CDM regulations.</p> <p>Proven track record in leading a professional team in the design and delivery of highway improvement schemes and working in a political public sector environment.</p> <p>Proven track record in understanding, meeting and exceeding customer and stakeholder expectations, including the provision of sound professional advice.</p> <p>Excellent management skills with proven experience in motivating, coaching, mentoring and developing a team of professional staff.</p> <p>A full valid driving licence, access to a vehicle and willing to travel.</p> |
| Role Summary | <p>Roles at this level typically have significant management responsibility either for a large team or coordinating sub functions within a service, and/or will provide professional, specialist or high level technical advice, direction and input across a wide range of activities. They require a conceptual understanding of a technical, professional or specialised field, and job holders require the knowledge and experience to handle and resolve complex issues, anticipate problems and recommend solutions. There will be a requirement to plan and organise own and/or team activity over a significant time scale and coordinate work with associated functions. They will typically be required to influence/motivate others both inside and outside immediate reporting lines, including external stakeholders, and have a primary role in setting service levels. They ensure that their services achieve the agreed financial and service standards, and will have professional autonomy and discretion within operational policies and practice guidance.</p> |