

| Job Description JOB DESCRIPTION | |
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| Job Title: | Engineer |
| Directorate: | Place & Sustainability |
| Service: | Highways Maintenance |
| Reports to: | Various depending on area |
| Grade: | P1 |
| Hours: | 37 |
| POSCODE | CCC0467 |

Overall purpose of the job

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

To manage the implementation of the bridge assessment, strengthening and maintenance strategies in line with Peterborough City Council and Cambridgeshire County Council policies, and to deliver a broad range of projects ranging from minor maintenance to major complex projects.

To develop and project manage major bridge maintenance and strengthening schemes.

To manage various highway and bridges statutory functions for the Council, including the undertaking of bridge inspections which feed into the bridges database and provide supporting condition data to the annual works programme.

To provide the focal point for technical approval and assistance to new and existing structures affecting the highway, both from highway related schemes and private external developer structures affecting the highway.

To ensure maximum use of limited resources and value for money.

To support the Management Team and other managers within each respective Council in delivering the objectives through joined-up service planning, community engagement and the flexible use of resources.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

| PRINCIPAL ACCOUNTABILITIES | |
|----------------------------|---|
| 1 | Communication and Customer Focus Support the Service Manager in developing projects that best meet the needs of users and the local community by actively seeking input from local members, key stakeholders, potential users and the local community, throughout the development and delivery of projects. |

| PRINCIPAL ACCOUNTABILITIES | |
|-----------------------------------|--|
| | <p>Undertake consultations to inform the public about proposals, seek their views, and accurately report those views to members to assist in decision making.</p> <p>Represent Peterborough City and Cambridgeshire County Council at meetings, including public meetings.</p> <p>Ensure the community, businesses, Councillors, the media, partners and stakeholders are kept informed about progress on the delivery of projects.</p> <p>Be the primary point of contact for the public and other outside parties for all bridge matters.</p> |
| 2 | <p>Bridge Asset Management</p> <p>Contribute to the development of new strategies and policies to manage structures on the highway network in particular for the improvement of substandard features in the bridges stock.</p> <p>Using regular general bridge inspections, formulate integrated programmes of schemes to implement the strategies.</p> <p>Work in partnership with all tiers of Local Government, elected Members and other stakeholders to secure support for the projects needed to deliver the strategy.</p> <p>Ensure integration with projects emerging from other programmes and budgets. Work with consultants to manage Inspections, New Roads and Street Works Act, abnormal loads, etc.</p> |
| 3 | <p>Project Management & Planning</p> <p>Manage and implement the bridge assessment, strengthening, reconstruction and major maintenance strategy through the service provider, taking full account of bridge, programme, public relations and health and safety matters.</p> <p>Prepare briefs for schemes and minor bridge works, monitor progress and expenditure through regular meetings.</p> <p>Work with colleagues in other client groups to ensure that standards are met and that bridge schemes / minor works are delivered to programme.</p> <p>Deliver simple structures designs to address defects discovered in the bridges stock.</p> <p>Liaise with colleagues across the directorate and the Council to ensure the service / projects are delivered in the most efficient, effective and co-ordinated manner.</p> <p>Co-ordinate multi-agency projects teams.</p> <p>Escalate serious problems and disputes, recommending appropriate action. Prepare concise and accurate reports for Committees.</p> <p>Monitor consultants and contractor's performance and delivery of the Bridge programme.</p> |

| PRINCIPAL ACCOUNTABILITIES | |
|-----------------------------------|--|
| | Analyse and respond to Accident and Emergency calls for bridge maintenance with the service provider. |
| 4 | <p>Technical Approval & Support</p> <p>Provide Technical Approval by providing personal certification for all new and private structures affecting the highway, and to safeguard the Highway Authorities interests in engineering, environmental and financial considerations.</p> <p>Feeding information into the co-ordination of the Bridges Asset Register, NRSWA planning and Abnormal Load advice.</p> <p>Liaise with external bodies, including Network Rail and its property board, Environment Agency, Internal Drainage Boards and other Councils and authorities.</p> |
| 5 | <p>Partnership Working</p> <p>Engage with key partners such as the Combined Authority, District Councils, Adjacent Authorities, Department for Transport, Highways England, Heritage England, Natural England Network Rail, Environment Agency, Local Enterprise Partnership, Community Groups and others as required, to deliver infrastructure projects that meet the Council's and partners' objectives.</p> <p>Negotiate with stakeholders such as communities, businesses, landowners, public transport operators and Statutory Undertakers to secure the necessary inputs to the project under the direction of the Service Manager.</p> <p>Represent the Service on technical working groups as appropriate. Liaise and attend ADEPT Eastern Region Bridges Group.</p> |
| 6 | <p>Financial, Contract and Risk Management</p> <p>Monitor and manage expenditure against project budgets.</p> <p>Maintain project risk registers and comply with management processes. Comply with all relevant Health and Safety legislation and best practice in the planning, design and delivery of projects, including the Construction Design and Management Regulations</p> |
| 7 | To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs. |

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

| Qualifications Required | Subject | Essential/ Desirable |
|--------------------------------------|---|---------------------------------|
| HNC or extensive relevant experience | Civil Engineering, or a relevant discipline | Essential |

| | | |
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| Evidence of continued personal/professional development | | Essential |
| Degree | Civil Engineering or equivalent | Desirable |
| Relevant chartered membership or working towards chartered membership | Chartered/Incorporated Engineer | Desirable |

Minimum levels of knowledge, skills and experience required for this job

| Identify | Describe | Essential/ Desirable |
|------------------|--|-------------------------|
| Knowledge | | |
| | Working knowledge of Health and Safety law and CDM | Essential |
| | Understanding of legislation, practices, programmes and funding arrangements for transport infrastructure projects | Essential |
| | Knowledge and experience of public sector procurement | Essential |
| | Extensive knowledge of technical and contractual requirements relating to scheme development and implementation and construction | Essential |
| | Be able to respond in an emergency, to quickly analyse a situation and decide on a course of action without reference to senior colleagues | Essential |
| | Capable of preparing quality reports and representing the Authority at public meetings, out of hours where necessary | Essential |
| | Good negotiation skills and the ability to develop effective working relationships with senior staff throughout the Authority and staff of external organisations including other Councils and Government agencies | Essential |
| | Good organisational skills and a flexible approach in planning and promoting work to meet tight deadlines | Essential |
| | Working knowledge of Council Standing Orders and Financial Regulations/Practices | Desirable |
| | Working knowledge of various highways and planning legislation, codes of practice, etc. | Desirable |
| | Working knowledge of Council Policies, Planning Framework and Transport Plan | Desirable |
| Skills | | |
| | Strong commitment to public services and local democracy | Essential |
| | Well-developed customer awareness and sensitivity in consulting and dealing with the public | Essential |
| | Ability to plan, manage and prioritise workload in order to meet deadlines | Essential |
| | Strong communications skills both written and verbal including persuading and influencing | Essential |

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| | Preparation of committee papers | Essential |
| | Ability to work independently and as part of a team | Essential |
| | Ability to work quickly and to deadlines | Essential |
| | Good problem solving and decision making skills | Essential |
| | Excellent interpersonal skills and a robust attitude to driving progress | Essential |
| | Political sensitivity and the ability to manage conflicting priorities | Essential |
| | Comprehensive IT skills | Essential |
| | Demonstration of a creative and flexible approach to work | Desirable |
| | Knowledge and understanding of consultation/ approval/ planning processes for transport projects | Desirable |
| Experience | | |
| | Experience in the development, planning, design and implementation of transport infrastructure and related projects | Essential |
| | Experience in asset management of highway structures | Essential |
| | Experience in finance management (including local government finance) | Essential |
| | Experience in local government practices including dealing with locally elected politicians, the public and media | Essential |
| | Experience of managing external consultants and contractors | Essential |
| | Practical experience in dealing and negotiating with consultants and contractors and other organisations | Essential |
| | Have the ability to visit offices and sites, when necessary, where public transport is limited | Essential |
| | Have the ability to visit and inspect sites which may have difficult access | Essential |
| | Be able to attend meetings out of hours when necessary | Essential |
| | Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs | Essential |

Disclosure level

| | | |
|--|-------------|--|
| What disclosure level is required for this post? | None | |
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Work type

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| What work type does this role fit into? | | Flexible | | |
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