



## **Job Description and Person Specification**

### **Job details**

Job title: **Highways Contract Engineer**

Grade: Band 8, £46,731 to £49,764

Reports to: Highways Delivery Manager

Responsible for: Highways Contract Management and Commissioning

Directorate and Service Area: Place and Economy, Highways and Waste

### **Purpose of the job (why the job exists)**

The Highways Delivery team provides statutory services that all residents of North Northamptonshire use. The team is responsible for providing a safe road network that operates efficiently and effectively, providing strategic direction for the future development of highways assets, public transport, active travel and all road users, being mindful of budget constraints, legislation and the sustainability agenda. The team also fulfils the Council's duty to ensure the safe travel of eligible students to school.

As the Highway Contract Engineer, you will be a key member of the Contract Management Team, which is responsible for the delivery and management of the North Northamptonshire Highways Service Contract (under the NEC4 Term Service Contract (TSC)).

You will support as necessary the Highway Delivery Manager in formally representing the Client in managing the Contract, being involved in all aspects.

You will be working closely with the highway delivery teams, term service contractor and other stake holders to undertake a wide range of contract management duties related to managing the maintenance of the highway network.

You'll need to be able to manage and prioritise competing workloads effectively, have a systematic approach to working and be comfortable working with a wide range of IT systems.

### **Principal responsibilities**

1. Support the Highway Delivery Manager in undertaking a range of contract management activities.
2. To monitor and manage the day-to-day performance of the Highways Service Contract to ensure it is providing the service outlined in the Councils Annual and Long-Term Plans.

3. To assist with the management of the interface between the Councils highways team and other service areas and the service provider by negotiating and agreeing identified programmes of work.
4. Develop positive working relationships with the contractor to resolve issues as they arise in the interests of the residents and communities of North Northamptonshire.
5. To provide advice on procurement and contractual matters within the Highways and Transport Service to ensure best value for the Council in delivering the overall service.
6. To monitor the service provider on performance, working methods and operational proposals to ensure the outcomes are consistent with the contract requirements and related KPI's.
7. To provide engineering intelligence and expertise to support the objective for the efficient and effective delivery of the highway service.
8. Provide expertise on contractual variations to balance the commercial constraints of the service provider and needs of the service.
9. To assist in the reconciliation of valuations for payments of accounts to ensure the required quality and best value services are delivered to the Council from the service provider.
10. Support the Highway Delivery Manager to provide advice and information to elected members, to Executive, to Scrutiny Committees, and the Corporate Leadership Team of the Council in order to ensure that informed decisions are made which enable the Council to achieve its strategic priorities and objectives whilst complying with its statutory obligation, and relevant decision makers are aware of the performance of the Contract.
11. Through the work of the team, provide a high standard of customer service to the Council's elected Members, MPs Parish and Town Councils and residents in accordance with corporate requirements. Manage supporting colleagues in adopting a proactive and constructive approach to engaging positively with local Members, communities and residents to address their concerns and issues.
12. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

### **General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.
4. Ensure that reasonable care is always taken for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

### **Special features of the post**

This post requires the postholder to travel independent of public transport to attend meetings and site visits across North Northamptonshire, and occasionally across the region.



## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Educated to degree-level or equivalent by experience in a related subject e.g. civil engineering, highway design	Professional membership of an appropriate body e.g. Institute of Highway Engineers
Experience and Knowledge	<p>Good understanding of English local authorities' statutory Highways Duties</p> <p>Experience of working in an NEC4 TSC contract environment (or similar)</p> <p>Good understanding of the performance and commercial considerations in larger service contracts</p> <p>Experience of infrastructure contract management</p> <p>Experience of working in or with Highways term service contracts</p> <p>Excellent knowledge of current and emerging highways maintenance practices</p> <p>Understanding of Social Value and Climate Change and Environment expectations</p>	Knowledge of public service governance expectations
Ability and Skills	Excellent communication and interpersonal skills with the ability to apply effective influencing/negotiation techniques to achieve a positive outcome.	Experience in budget management with experience in managing large revenue and capital budgets to ensure accurate projections, mitigating overspends and remaining within allocated budgets

Attributes	Essential criteria	Desirable criteria
	<p>Rational and innovative approach to problem solving and decision making.</p> <p>Demonstrable ability to work at pace to deliver service improvements and change.</p> <p>Committed to development of self, keeping fully abreast of new and innovative approaches within the sphere of the post, and maintain a high degree of integrity and professional standards that reflect the Corporate Values of North Northamptonshire Council.</p>	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors		