

### **Job Profile Information: Senior Highway Engineer**

**This supplementary information for Senior Highway Engineer is for guidance and must be used in conjunction with the Job Capsule for family Technical at Job Level 4 Zone 2**

#### **Camden Way Category 4**

It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.

#### **Role Purpose:**

To provide a specialist professional engineering service, to supervise, support junior professional and technical staff in one or more of the specialist engineering areas within the service such as, Implementation and Maintenance, Highway Maintenance, Road Lighting, Highway Strategy, Drainage, Structures, Transportation/ Traffic Engineering, Parking Management and Road Safety Engineering.

The post holder will be expected to:

- Responsible for effective delivery of maintenance and projects making sure they are on time and on budget and seek solutions to problems and changing environments, develop reports, review contracts and make recommendations for policy and procedures.
- Required to work flexibly, adjusting their own and the team's workload to meet work targets, service standards and the priority demands of the team.
- Deal with telephone calls, letters and e-mails relating to their works and other areas in the service.
- Carry out daily contact with other officers, Councillors, members of the public, outside agencies, contractors, suppliers outside and within the Council and not necessarily at the same location.
- Required to be creative, innovative and seek solutions
- Make decisions to adjust work priorities
- Contribute to decisions made with frequent external contacts and decisions on reports, best practice and development of policy and procedures.

### **Example outcomes or objectives that this role will deliver:**

- To prepare contract documentation for one off projects including CDM requirements, CAD based contract drawings, and traffic management plans (including liaison with emergency services and other interested organisations).
- To act as a Resident Engineer for major works as required
- To follow the councils systems for the implementation of the Construction (Design and Management) Regulations within the service, maintaining and reviewing monitoring systems aimed at ensuring CDM requirements as well as other Health and Safety requirements are complied with.
- To progress and secure the effective project management of assigned projects through all stages from conception through to implementation and monitoring.
- To undertake the role of Project Manager for large, complex and multi -disciplined projects including consultation, programming, planning and co-ordination
- To assist in the development, design, consultation, progress and implement measures to assist, enhance, maintain and promote the use of Camden's highway network and infrastructure.
- To participate in the production, development and review of contracts, technical codes of practice and the tendering process from pre-feasibility to post-implementation reviews for the assigned functional areas of responsibility.
- To assist in the management and administration of consultant's or contractor's briefs, the evaluation of tenders and reviewing consultant's or contractor's performance in relation to the assigned functional areas of responsibility and to draft responses to national, regional and local consultations from government, statutory, private and voluntary bodies.
- To make recommendations for policy and procedural changes etc. and ensure that decisions are implemented correctly, that all necessary approvals are obtained, and that construction works are carried out satisfactorily having regard to budgets, Standing Orders, Contract Management and Administration systems and procedures.
- To use current assessment techniques to prioritise works and determine the type of Highway Maintenance treatments required.
- To prepare Revenue and Capital Budget estimates, and to report, manage, adjust, programme and control expenditure, both on individual projects and on specific areas of expenditure for which the post holder is responsible employing financial systems to monitor spend throughout the year ensuring that budgetary control.
- To produce draft papers and reports for Council Committees, and other bodies and to ensure the quality and content of all reports is of the highest standard. To present such reports at Committees and other venues as required including local consultative groups, residents' organisations and meetings and to give evidence as necessary at public inquiries.
- Make strategic recommendations for the improvements in services provided, working with a number of London Boroughs including TfL, on a project management basis.

**People Management Responsibilities:**

The post holder will be responsible for a multi-disciplinary technical team comprised of professional and technical officers.

**Relationships:**

- The post reports directly to the Highways Manager.
- The post holder is required to maintain key contacts and relationships with members of the public, officers of other departments, councillors and MPs, builders and building owners, Architects, engineers, surveyors, and other consultants in the building industry, Government Departments, officers of other Authorities and the Council's dangerous structures contractor.

**Work Environment:**

- The team is based at 5 Pancras Square.
- Participate in organising and providing emergency services during and out of normal office hours every day of the year on a 24hr basis and be able to attend an incident within two hours of being notified.
- The role is primarily office based but will be required to attend external meetings and other out of hours events.
- The role will involve frequent site inspections of all types of work in all stages of construction throughout the Borough, including the use of ladders and the descent into excavations, which may involve exposure to potential hazards.

**Technical Knowledge and Experience:**

- Hold Corporate Membership or Incorporated Status of a recognised professional engineering institution in at least one of the disciplines within the service
- Qualification in Engineering/ Transportation to degree level or equivalent with successful high quality post qualification experience.
- Proven track record of successful high quality professional, engineering experience in one or more of the functional areas of the service.
- An understanding of the principal responsibilities of, and the key issues facing, local government and in particular the legal and professional framework associated with Engineering and Traffic matters inclusive of the latest requirements under CDM.
- Managing and controlling the financial affairs and resources of assigned projects

- In contract management, prioritisation of works programmes, and delivering these within agreed constraints including ability to manage within contract procedures, conditions, specifications, tender evaluation, project management and financial management procedures in a contract environment
- Good working knowledge of reconstruction, resurfacing and refurbishment works relating to Highway Maintenance
- In the various forms of public consultation techniques and working effectively towards user participation to meet Customer/ Client expectations and requirements
- In report preparation and presentation at Committees and other public gatherings and ability to deal effectively with concerns of elected Members
- Proven ability to communicate effectively (both written and orally) and to present complex information and advice clearly and concisely, at all levels within and outside the Council
- Experience of implementing and maintaining management and administrative systems, including IT systems and performance review systems, necessary for the delivery of cost effective, high quality services
- Ability to prioritise and work effectively, under pressure and within tight schedules
- Experience in developing workable and innovative solutions in problem solving situations
- Analyse complex problems and develop strategic, creative and practicable solutions
- To use current assessment techniques to prioritise works and determine types of Highway Maintenance treatments required.
- Make strategic recommendations for the improvements in services provided, working with a number of London Boroughs including TFL, on a project management basis

## **Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please visit by clicking [HERE](#)