

Job Description

Department: Growth and Regeneration

Division/Section: Peterborough Highway Services

Job Title: Senior Engineer (Major Projects)

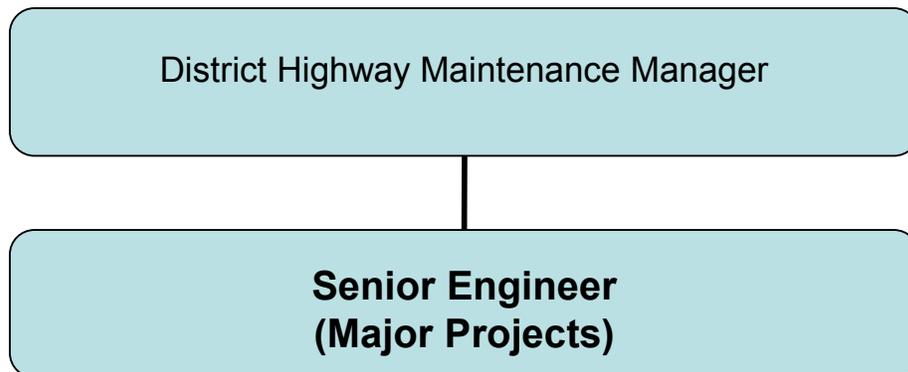
Post No: 011145

Grade: 10 to 11

Reports to: District Highway Maintenance Manager

**Organisation
Chart:**

Show immediate
manager and any
jobs reporting to
this post.



**DBS Check
applicable?**

Regulated Controlled Neither

Standard Enhanced None

**Is post exempt under the Rehabilitation of Offenders Act
1974 in respect of declaration of spent convictions?**

Yes No

**Line Management
responsibility for:**

No. of direct reports: 0

No. of indirect reports: 4

NB: This role will have responsibility for allocating and checking the work of Skanska staff against the Peterborough Highway Services contract. The four indirect reports refer to Skanska staff involved in the implementation of the Peterborough Highway Services contract.

Size of budget:

Accounting £1.5 to £2.5m (See progression criteria)

This role takes specific accounting (budget monitoring) responsibility for the Integrated Programme of works.

Job Purpose:

- 1. Assist the District Highway Maintenance Manager to ensure that Peterborough Highway Services manage the delivery of the highway maintenance service and all schemes with a view to continuous improvement, while sustaining a positive relationship with key stakeholders.**
- 2. Assist the District Highway Maintenance Manager to ensure that Peterborough Highway Services are managed in accordance with the contract, relevant national legislation, agreed standards and the Council's standing orders whilst providing excellent customer service.**
- 3. To assist with the design, implementation and approval of highway improvement schemes required to deliver the Highway Maintenance and Local Transport Plan (LTP) whilst also providing input into other programme areas as required.**

Main Duties and Responsibilities:

- 1 Assist the District Highway Maintenance Manager to ensure Peterborough Highway Services (PHS) manage and develop a full range of schemes within the Highway Maintenance and LTP Capital Programme including local safety and traffic management schemes, signalised junctions and public transport infrastructure.
- 2 Assist the District Highway Maintenance Manager to ensure that PHS deliver all works and schemes in accordance with the contract, whilst promoting continuous improvement of the PHS contract and sustaining a positive relationship with all stakeholders.
- 3 Assist the District Highway Maintenance Manager in contract management.
- 4 Assist the service manager of PHS in the requirements of the NEC3 contract, including target cost monitoring and approvals.

- 5 To project management a full range of schemes (applying Prince2 methodology) within the Growth & Regeneration Directorate, ensuring PHS, frameworks and other procurement methods are delivered in accordance with their contract.
- 6 Provide support to Transport Planning Project Managers in the delivery of Public Realm Schemes in the City
- 7 Assist the District Highway Maintenance Manager in the development of forward works programmes across the maintenance and transport areas including scheme identification and assessment.
- 8 Assist the District Highway Maintenance Manager in developing and continually updating the Highway Asset Management Plan (HAMP) and Highway Maintenance Plan (HMP) for the highway maintenance service.
- 9 To assist the District Highway Maintenance Manager in the updating of the highway emergency procedures manual, including any supporting documents and ensuring that the 24/7 out of hour's emergency call out service is maintained.
- 10 To assist the District Highway Maintenance Manager in the updating of the annual winter service plan coordinated with adjacent highway authorities and other key stakeholders.
- 11 To undertake development, consultation, design, implementation and post implementation monitoring of schemes. To actively support the delivery of PHS work programmes across the City and to liaise, as needed, with key stakeholders to facilitate implementation of the highways strategy.
- 12 Assist the District Highway Maintenance Manager to ensure that all necessary PHS highway maintenance and all scheme data is available to Council Members and officers, as required, to ensure a corporate approach to the delivery of the highway service.
- 13 To ensure that work delivered by PHS is of a quality commensurate with the requirements of the Council and that proper remedial action is carried out as required.
- 14 Assist in developing innovative methods of procurement, consultation and other techniques in furtherance of improved programme delivery.
- 15 To prepare appropriate reports to Committees and Programme Boards as necessary.
- 16 To ensure that designs are developed in accordance with the Construction Design and Management Regulations (2007) and that the relevant risk assessments are completed.
- 17 To ensure that the designs are accurate in accordance with the relevant design guides, technically correct and that safety audit procedures are recorded and adhered to.
- 18 To assist in the procurement, preparation, issue and evaluation of Civil Engineering contracts in accordance with Standing Orders, keeping abreast of new techniques and procurement methods, demonstrating Best Value and Best Practice.
- 19 To keep up to date with legislation/guidance and develop and improve existing procedures and working methods within the framework of continuous improvement and Best Value. Attend/represent the Council at regional/national best practice groups as required.
- 20 To act as a media contact for the Council and where applicable on behalf of PHS. To positively represent the highway service profile of the City.
- 21 To proactively participate in the development and delivery of Service/Departmental priorities and initiatives, promoting cross service working and a strong team spirit.

- 22 Attend if required highway emergencies including participating in any out of hours duty rota where necessary to ensure the safety of highway users.
- 23 Represent the Council as required at meetings with the public, agents, Councillors, Parish Councils, other local organisations and external bodies.
- 24 Mentor and assist with the development of the Engineer (Major Projects).
- 25 To comply with all Health & Safety at work requirement as laid down by the employer.
- 26 In accordance with Council policies, deal promptly with any communications received.
- 27 To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.
- 28 To ensure that Peterborough Highway Services and other partners operate in accordance with the Council policies and procedures outlined below.

PROGRESSION CRITERIA

Grade 10 (Level 1) – Budget accounting £300,001 to £1.5M

You will have obtained a BTEC National Certificate in Construction and Civil Engineering and have a minimum of 3 years' experience delivering highway maintenance and/or other highway infrastructure schemes or initiatives. You will operate with only occasional direction, guidance and supervision from others including your line manager. You will be capable of project managing individual projects or a small programme of projects including input at the scoping and design stages as well as through the delivery phase with some support. You will have experience in monitoring project budgets and completing reporting as necessary. You will be successful in negotiating and influencing decisions that affect the delivery of projects with support from your line manager. You will have good record keeping skills, be practiced in customer service skills and have met all deadlines within the last year. You will be capable of attending meetings to represent the Council on matters relating to the service. The post holder will have a sound experience of the use of condition data to inform future forward work programmes.

Grade 11 (Level 2) – Budget accounting £1.5 to £2.5M

You will have obtained a BTEC Higher National Certificate in Construction and Civil Engineering and have a minimum of 5 years' experience delivering highway maintenance and/or other highway infrastructure schemes or initiatives. You will operate with very limited direction, guidance and supervision from others including your line manager. You will be capable of project managing a small programme of projects including input at the scoping and design stages as well as through the delivery phase with only minimum support. You will be experienced in monitoring project budgets and completing reporting as necessary and have a good track record of delivery on time and within budgets. You will be familiar with the wider range of services provided by the PHS contract including highway maintenance, winter service and public rights of way and be capable of responding to issues in these areas. You will be successful in negotiating and influencing decisions that affect the delivery of projects. You will have good record keeping skills, be practiced in customer service skills and have met all deadlines within the last year. You will be capable of attending meetings to represent the Council on matters relating to the service.

Generic Responsibilities: To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.
To comply with all Health & Safety at work requirements as laid down by the

employer.

The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

**Flexibility
Clause:**

Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

Variation Clause:

This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

DATE: 01/03/2019

COMPLETED BY: Andy Tatt – Head of Peterborough Highway Services