

## Job Description and Person Specification

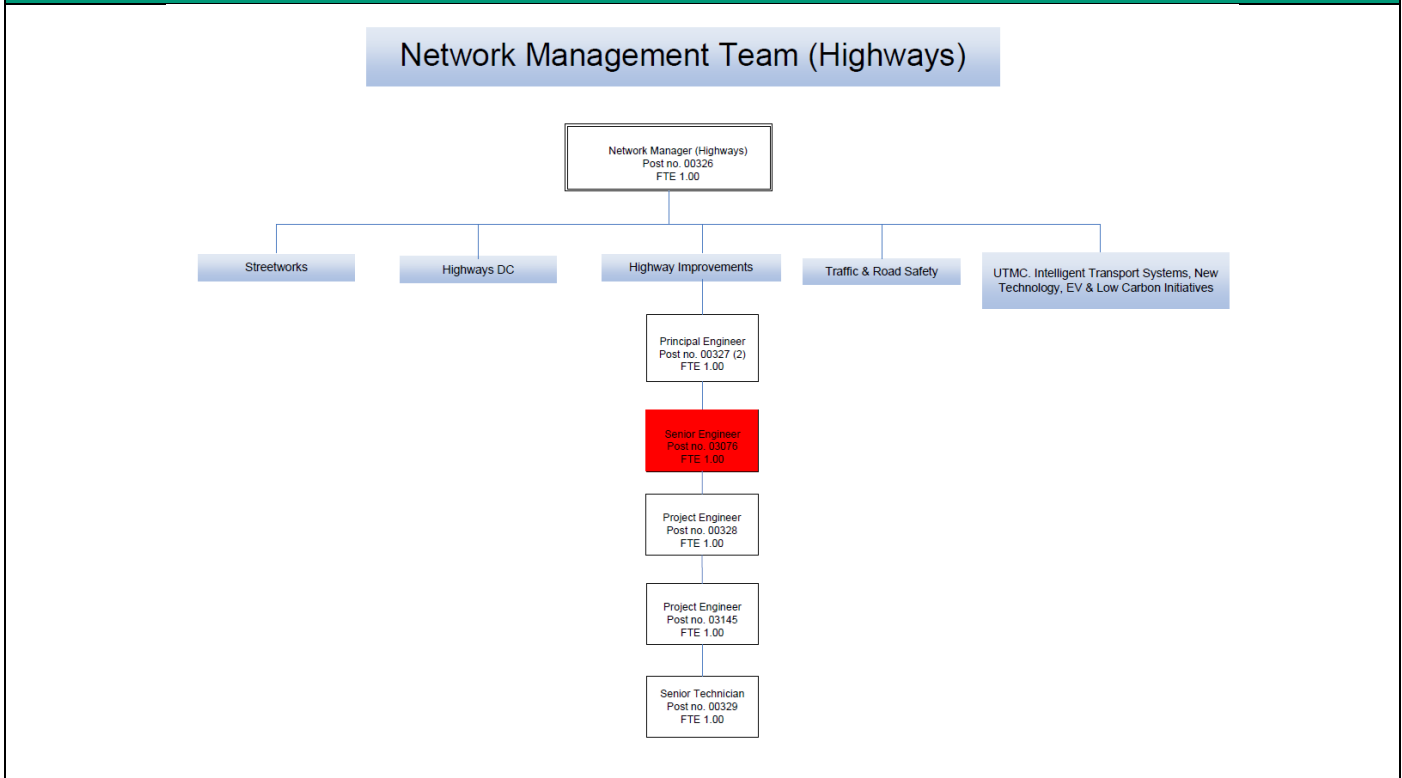
<b>Job title:</b>	Senior Engineer
<b>Directorate:</b>	Place
<b>Service:</b>	Environment
<b>Team:</b>	Projects
<b>Post number:</b>	03076
<b>Salary grade:</b>	J
<b>Work location:</b>	Market Street
<b>Reports to:</b>	Principal Engineer
<b>Supervises:</b>	n/a

### Job Purpose

To provide professional and technical advice on matters relating to highways engineering services and contribute/lead to the delivery of the annual Capital Programme and other schemes.

To contribute to the delivery of network improvements in West Berkshire and in particular highway projects/wider Council priorities.

### Structure Chart



### Main Duties and Responsibilities

## Main Duties and Responsibilities

As a member of the Network Improvements team, under the general direction of the Network Manager & Principal Officers :

- To lead on professional and technical services consistent with the post holders qualifications and experience in relation to the delivery of network improvements in West Berkshire and in particular highway improvement projects. To assist in delivering the Council's Highways Capital Programme.
- To lead on the design/preparation of contract documentation, manage and supervise the construction of highways and other associated engineering projects.
- Compile specifications and bills of quantities for highway works and also prepare contract documentation for civil engineering works.
- Prepare design briefs and instruct Consultants who may from time to time be employed by the Council;
- Oversee Contractors, Consultants and Suppliers engaged in the delivery of projects and services;
- Liaise with elected members, parish councils, members of the public, representatives of other authorities and external organisations on matters relating highway improvements;
- Take a leading role in negotiations with statutory undertakers and developers;
- To lead in the review and implementation of systems and standards to secure the delivery of the service.
- Assist other WBC departments as and when required.
- Contribute with the development/training of staff beneath the Senior Engineer position with the team.
- Ensure that best value in delivery is achieved through effective management of projects delegated to the postholder.
- Ensure that projects for which the postholder is responsible comply fully Health and Safety legislation, in particular the CDM Regulations.
- To ensure that the actions taken by the postholder comply with Council Policy, the Council's Standing Orders and Financial Regulations and the Code of Conduct for Council Officers.
- To recognise Health and Safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the WBC Health and Safety policy and any service-specific procedures/rules that apply to this role.
- Must actively work to achieve continuous personal & professional development.
- Promote equality as an integral part of the role, treating everyone with fairness and dignity;
- Adhere to the standards set out in the WBC competency framework.

### Scope (impact on/control of resources, people, money etc)

Budgetary/Scheme Control – Up to £2,000,000.

Resources – Supervision of WBC staff, consultants and contractors on any individual project.

### Person Specification

<b>Qualifications</b>	<b>Essential/ Desirable</b>
Degree or equivalent in a technical or engineering subject.	Desirable
Professional qualification (eg I. Eng or C. Eng and membership of an appropriate institution).	Desirable
Management qualification	Desirable
<b>Experience</b>	
Minimum 5 years experience of working on highway improvements	Essential
Experience of supervising contractors and consultants relevant to the delivery of highway improvements	Essential
Experience of working in service provision and dealing with the public	Essential
Site supervision experience of highways schemes	Essential
<b>Knowledge and understanding</b>	
Ability to draft Bills of Quantities and knowledge of the method of measurement for highway works and contract documentation/processes	Essential
Working knowledge of the CDM Regulations	Essential
Knowledge and use of sustainable transport practices and design	Essential
Knowledge and use of LTN1/20	Essential
<b>Skills and abilities</b>	
Ability to use Microsoft Office (Word, Excel, PowerPoint, etc.)	Essential
Ability to manage staff working in support of technical and regulatory disciplines	Essential
Ability to communicate effectively and explain technical issues to a wide range of people, stakeholder, councillors, verbally and in writing	Essential
Ability to prioritise and manage a complex workload	Essential
Detailed understanding of AutoCad and highway design highway related add-on packages	Essential
<b>Work-related personal qualities</b>	
Committed, enthusiastic and approachable.	Essential
Able to recognise and develop opportunities for service improvements	Desirable
<b>Other work-related requirements</b>	
Available to work occasional nights, evenings, weekends and to attend Council or stakeholder meetings	Essential
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfill all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post	Essential
Full, clean driving licence	Essential