**ROLE PROFILE**

**Role Title: Senior Engineer Highways**

**Service Group: Environment and Property**

**Accountable to: Team Leader Highways /Team Leader Traffic and Development**

**Grade: J Competency Level: 3**

**JE Code: JE1924**

**Date: October 2019**

**Purpose of job**

To understand and apply Corporate and Service requirements related to the highway network and in relation to construction works ensure that projects are supervised and administered in accordance with the relevant Contractual obligations.

To manage and monitor all highway improvement, new build and maintenance projects during construction phases.

To ensure compliance with MKC Corporate process and procedures

**Key Objectives**

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| 1 | To manage and plan the implementation of multiple projects and programmes of highway construction work within timescale, budgetary constraints and any contract conditions and corporate governance. |
| 2 | To manage contracts including finances and the work/performance of contractors on site and to ensure that work elements are constructed in accordance with the Contract drawings and specifications in order to achieve quality standards. |
| 3 | To ensure that effective relationships are maintained between the client team and the contractor to meet the requirements in the contract for partnership working and continuous improvement in service delivery. |
| 4 | To assist in the management, development, co-ordination and implementation of operational practices, systems and procedures to meet ongoing objectives |
| 5 | To propose practical courses of action based on specialist technical, professional, contractual and managerial knowledge, to ensure solutions meet with standards, legal obligations and client requirements |
| 6 | To manage people, programmes and resources efficiently and effectively and to be innovative, to develop, assess and achieve performance measures in service areas |
| 7 | To manage key stakeholder aspirations and expectations related to highway construction projects through effective communication, information practices with effective stakeholder relationships. To ensure contractors compliance with the Considerate Constructors Scheme. |
| 8 | To ensure compliance with Standing Orders, Financial Regulations, governance and legislative requirements. |
| 9 | To manage and implement good health and safety practices in line with legislation, with an in depth practical knowledge of Construction, Design and Management regulations. To act as designated CDM Principal Designer on highway projects for Milton Keynes Council. |
| 10 | To provide ‘value engineering’ solutions to highway infrastructure projects during implementation stages. |
| 11 | To prepare and present project information, briefs and or reports on a range of issues to the appropriate bodies/organisations. To produce technical and non-technical reports. |

**Scope**

Responsible under direction of the Team Leader Highways / Traffic and Development for;

The management, planning and supervision of highway infrastructure and maintenance schemes with both the Term Service Contractor, sub contractors and external contractors.

The management and planning of highway maintenance programmes for delivery through the Term Service Contract to ensure that best value is achieved and to reduce to a minimum and network disruption.

To supervise site works for highway infrastructure schemes including bridge, drainage, street lighting maintenance and new build, to ensure that the quality of the work complies with the contract drawings and the specification.

To monitor the performance of the Contractor on individual schemes and work programmes and to monitor and manage compliance with contractual conditions. To respond to and implement any contract actions as required to ensure on going performance, quality, programme and finance requirements are met.

To manage project finances in line with contractual requirements and compliance with MKC corporate procedures.

To apply specialist technical knowledge in the field of highway and/or traffic engineering to advise, instruct, recommend and supervise the design and construction of highway projects. On occasion to use this specialist knowledge to produce reports and information briefs for use corporately and or in communication.

Management of the contractual requirements of the Highways Infrastructure Term Service Contract in line with MKC Council objectives and the Contract Objectives.

Management of up to 3 staff, service providers staff and ad hoc management of agency support staff as required. Co-ordination with associated technical teams within Highways (Bridges, Street Lighting, Traffic Management) to programme and implement their planned works through the Term Service Contract.

Budget Monitoring Responsibility through the Term Service Contract of approximately £10m per annum

Direct budget responsibility of approximately £5-8m per annum, consisting of Capital and Revenue funding. The post holder is required to plan manage and monitor this budget through the supervision of contractors on site. Completion of measures, agreeing valuations and compensation events, and valuing and negotiating contractual claims.

Frequent Out of Hours working and routine daily construction site visits. The post requires flexibility in work location and will require working from site offices on a regular basis

**Work Profile**

Responsible for identifying, planning, managing, co-ordination and implementation of highway infrastructure and maintenance projects and programmes in line with allocated budget and corporate procedures.

Accountable for managing contractor performance on site and maintaining quality standards in accordance with contractual conditions and Service requirements.

Accountable for the effective and efficient running of site works and supervisory staff engaged in the Term Service Contract/frameworks contracts or other contracts procured by the Council.

Accountable for the management of the Contractor in line with corporate objectives and contract requirements, including budgets, KPIs and partnering.

Accountable for scheme and programme budgets and to effectively manage and supervise the contractor to ensure that budget targets are maintained. Responsible to agree final accounts and any contractual claims resulting from the works in accordance with the contract conditions and the allocated budget.

Responsible for co-ordinating teams and their programmes/work across the highways service for implementation through the Term Service Contract and through other frameworks or contracts procured by the Council.

Responsible for the development and maintenance Quality Systems, processes and procedures needed to ensure that the contract and contractors can be managed effectively and efficiently.

Responsible for production of performance, progress and reporting data for use by senior managers to monitor the service area and the Term Service Contract, framework contracts or other contracts procured by the Council.

Responsible for the management of communication and engagement practices to ensure that key stakeholders are informed and involved in all areas of service delivery as appropriate.

Accountable for managing and maintaining Health and Safety Standards and ensuring compliance with related legislation, and with particular regard for safe construction practices, and safe implementation and maintenance of traffic management on the public highway.

Accountable for CDM compliance as Principal Designer where relevant for highway infrastructure schemes in line with the Statutory requirements of the Construction Design and Management Regulations.

Responsible for continuous improvement in contract supervision to include development planning, training plans and the design and implementation of improved practices and procedures.

The post holder may from time to time be required to plan and implement recruitment exercises to support ongoing service delivery.

## It will be necessary for the post holder to adopt a flexible approach to this role and the deployment of resources. The post holder is also required to undertake and record ‘Continuous Professional Development’ as recommended by the Institution of Civil Engineers or equivalent professional body.

The post holder will be required to communicate and consult with Elected Members, Officers of Milton Keynes Council and other local authorities, Parishes, citizens and their representative groups, Contractors and external organisations.

To undertake duties commensurate with the grade as required for service delivery

To provide assistance across the Authority, to work on tasks and projects consistent with existing level and responsibility where business needs require.

Responsible to represent the interests of the Council as required.

Will be required to undertake work outside normal hours, principally to supervise site works but this may also include attendance at meetings.

The ability to drive is a requirement of this role. The post holder will be required to travel around the Borough on a daily basis.

**Job Context**

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| Head of Highways | | | |
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| Development and Network Manager / Strategic Asset Manager | | | |
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| Team Leader Traffic and Development / Team Leader Highways | | | |
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| Senior Engineer / Senior Engineer Highways |  |  |  |
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| Highway and Traffic Development Engineer / Clerk of Works / Assistant Highways Engineer / Trainee Engineer / Traffic and Network Technician |  |  |  |
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**PERSON SPECIFICATION**

**In this section the Skills, Knowledge, Qualification and Competency requirements to perform the role to a satisfactory standard are set out. The extent, nature and level of the role holder’s knowledge and skills should be specified**

**Awareness** some knowledge or skills sufficient to show aptitude and the ability to learn in the particular work area

**Significant**  knowledge and skills gained through practice and/or qualification sufficient to fulfill the role requirements

**Extensive** knowledge and skills gained through practice and/ or qualification to fulfill the role requirements and contribute to training others and developing policy and practice in the work area

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| **PERSON SPECIFICATION** | **Examples specific to role** | **Required** | | **Level** | | | **Method of Assessment application form, interview, testing, reference** |
| **Essential** | **Desirable** | **Awareness** | **Significant** | **Extensive** |
| **SKILLS AND KNOWLEDGE**    **Technical knowledge and qualifications** | **Experience**   * Significant practical experience of the supervision and management of highway works and/or contractors during construction works * Significant practical experience for technical and service delivery aspects of transportation infrastructure related projects and programmes. * Practical experience for the management responsibility of projects and programmes, including human and financial resources. * Experience in engaging with clients, general public and their representatives to discuss, develop, resolve and implement solutions * Experience in highway agreements (S278, S38) and dealing with planning applications * Significant practical experience of contract management and procurement, (NEC3 or 4 preferred) * Experience of claims management in a contract environment * Experience in the application of CDM regulations and of acting as Principal Designer on projects   **Knowledge**   * In depth knowledge of traffic engineering and/or highway construction practices * In depth knowledge of highway construction materials * In depth knowledge of highway maintenance and/or traffic engineering operations * Highways Act 1980 * New Roads and Streetworks Act 1991 * Construction Design and Management Regulations * In depth knowledge of Highway Contracts including specification and price lists * Conditions of Contract NEC suite (essential), ICE and JCT (desirable)   **Qualifications**   * Degree or HND/HNC in Civil Engineering or related discipline * C. Eng. MICE (Chartered Engineer / Member of the Institution of Civil Engineers) or equivalent professional qualification, and or demonstrable extensive relevant experience. * Driving licence   **Certifications**   * IOSH Managing Safety * NEBOSH * Risk management * CDM * Chapter 8 (inc. Sector 12) * Project Management * CSCS Supervisor card | x  x  x  x  x  x  x  x  x  x  x  x  x  x  x  x  x  **x** | x  x  x  x  x  x  x  x  x |  | x  x  x  x | x  x  x  x  x  x  x  x  x  **x**  **x**  x | A/I/T  A/I  A/I  A/I/T  A/I/T  A/I/T  A/I/T  A/I/T  A/I  A/I  A/IA/IA/I  A/I  A/I  A/I  A/I  A/I  A/IA/I  A/I  A/I  A/I  A/I  A/I  A/I |
| **Planning and organising work** | * Demonstrable experience of achieving Best Value and Partnership working. * Demonstrable experience of and ability to reschedule and reprioritise projects to ensure targets and deadlines are monitored and met within allocated budgets. * Ability to prioritise own and teams workload in order to achieve programme and project objectives and to meet ongoing customer expectations in line with allocated budgets | x  x  x |  |  | x | x  x | A/I  A/I  A/I |
| **Planning capacity and resources** | * Experience of “Performance Management” in terms of people, projects and self and contractors. * Experience in the development and operation of “Quality Systems” and Equal Opportunities. * Ability to plan and implement resources effectively in order to achieve Council objectives and delivery targets. * Ability to manage, motivate and lead a team | x  x | x  x |  | x  x  x | x | A/I  A/I  A/I/T  A/I |
| **Influencing and interpersonal skills** | * Effective communication, consultation and engagement with clients, general public, elected members, their representatives and team members. * Proven ability to prepare and present clear, informed reports to a wide range of audiences. * Advise on and resolve technical, financial and contractual problems in highway infrastructure schemes. * Proven ability to manage stakeholder expectations in line with deliverables. * Proven negotiation skills in dealing with stakeholders, contractors and external partners to achieve a ‘win win’ outcome. | x  x  x  x  x |  |  |  | x  x  x  x  x | A/I/T  A/I/T  A/I  A/I  A/I |
| **PROBLEM-SOLVING**  **Using initiative to overcome problems** | * Proven ability to think ‘outside of the box’ in problem solving * Proven ability to analyse complex problems and using specialist knowledge identify a range of options, providing a reasoned recommendation for the solution * Proven ability to respond to problems in a reactive manner, making immediate decisions and actioning the appropriate solutions * Proven ability to manage contract claims and to limit through negotiation and evidence size of claims | x  x  x  x |  |  |  | x  x  x  x | A/I  A/I  A/I  A/I/T |
| **Managing risk** | * Extensive knowledge of risk management and its application * Proven ability to analyse risks in the management of projects and programmes and assess and manage those risks * Proven ability to identify work place risk and to put measures in place to reduce ongoing risk * Proven ability to manage contract risk and apply mitigation measures to manage risk through the contract | x  x  x  x |  |  |  | x  x  x  x | A/I/T  A/I  A/I  A/I |
| **Managing change** | * Able to engage in change and to provide leadership to others through change | x |  |  |  | x | A/I/T |
| **ACCOUNTABILITY and RESPONSIBILITY**  **Undertakes tasks without supervision** | * Accountable for the management of highway contracts * Accountable for the management of people * Responsible for the management of programmes and projects * Accountable for the management of budgets * Able to work on own initiative and to take a pro-active approach to project delivery | x  x  x  x | x |  | x  x | x  x  x | A/I  A/I  A/I  A/I  A/I |
| **Managing people** | * Manage the performance, including motivation of staff. * Commitment to staff and personal development, to include development plans, training and identification of opportunity. * Committed to equal opportunities, understanding and application of related policy | x  x | x |  | x | x  x | A/I  A/I  A/I |
| **Managing financial resources** | * + Experience of managing budgets to meet project and programme objectives and delivery targets   + Proven ability to work within and engage corporate project governance procedures   + Proven ability to work within and engage corporate procurement rules. | x | x  x |  | x  x | x | A/I/T  A/I  A/I |

**COMPETENCIES REQUIRED – All post holders must be able to comply with the Council’s core competency requirements, Leading Change, Focus on the Customer, Team Working, Delivering Performance, Motivation, Managing Resources.**

**SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.**

**CORPORATE SAFEGUARDING STATEMENT – All post holders must be committed to applying and upholding the Council’s Corporate Safeguarding Policy Statement. Specific safeguarding responsibilities should be detailed in this document.**

**Other information e.g.**

* able to travel to meet service delivery requirements – driving licence required
* available to undertake work outside of normal working hours
* required to undertake duties commensurate with the grade as required for service delivery

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| Signed Job holder | Signed Line Manager | Signed Assistant Director |  |
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| Print Job Holder | Print Line Manager | Print Assistant Director | Date |