



## Job Description

<b>Job Title</b>	Principal Engineer - Structures
<b>Directorate</b>	Neighbourhoods and Housing
<b>Service Area</b>	Highways and Transportation
<b>Grade</b>	8
<b>Competency Level</b>	2
<b>Salary</b>	£43,421 - £48,474
<b>Job Type</b>	Hybrid
<b>Location</b>	Citywide
<b>Disclosure and barring service (DBS)</b>	Not applicable
<b>JE Ref:</b>	A8357

## Job Purpose

To prepare, develop, manage and implement maintenance and capital works schemes and undertake related functions associated with the management of highway bridges and structures. This includes assisting with the development and maintenance of the authorities Asset Management Plan, including the development of asset inventory data, condition data, lifecycle plans etc.

### Directly Responsible For:

Technical Apprentice and work carried out by consultants and/or contractors



## Directly Responsible To:

Asset Manager

## Main Areas of Responsibility:

- Provide technical expertise to ensure that the Council's statutory obligations with regard to the maintenance and management of its highway structures stock are satisfied
- Carry out feasibility studies and prepare estimates, project plans, programmes and reports, and assist in the preparation of service plans for submission to the Department's management team
- Undertake or manage work associated with assessment, design, strengthening and improvement of highway structures in compliance with current standards, guidance and advice and in accordance with the Construction Design and Management Regulations 2015 (or successor regulations)
- Evaluate infrastructure design and construction proposals submitted to the Council by outside parties and provide informed opinion and support to the Council as Technical Approval Authority
- Prepare briefs and assist in the supervision and management of consultants undertaking commissions on behalf of the Council
- Consult and liaise with elected Members, partner organisations, stakeholders and the public in connection with the Department's programmes of work
- Provide advice and respond to enquiries in connection with the Department's and third parties' programmes of work
- Manage the procurement of works and services in accordance with legislation and the Council's standing orders, systems and procedures including the monitoring and control of scheme and project budgets
- Supervise scheme implementation / construction including contract administration, payments and settlement of accounts, acting as Project Manager (or equivalent) as required



- Maintain a thorough knowledge of current legislation, standards and practices in connection with the requirements of the post
- Assist in the development and maintenance of the Department's technical, operational and management systems and records
- Prepare reports for submission to the department's management teams and the Council's Cabinet and Select Committees
- Represent the Department at meetings, hearings and courts on matters relating to the Department's functions and programmes and deputise for the Lead Officer when necessary
- Represent the interests of the service group and the City Council as required.

## **Supervision and Management Responsibility:**

- Management of external consultants and contractors
- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively
- To provide motivational leadership and champion effective customer focussed services across your areas of responsibility, setting standards to ensure clarity of vision, ownership and pride in service provision. To encourage, coach, train and develop individuals and teams to enable them to maximise their capacity and facilitate effective delegation
- To ensure the efficiency, effectiveness and quality of services, within your area of responsibility, through the performance management of individuals and teams

## **Budget and Financial Responsibility:**

- Being fully accountable for the effective management and control of delegated capital and revenue budgets in the delivery of the Council's strategic objectives and policies



- Complying with all statutory requirements, Standing Orders and Financial Regulations of the City Council, and being responsible for making sure that all those you manage also comply with such requirements
- Maintaining a close control of their delegated revenue and capital budgets, stewardship of assets and reporting any financial risks
- Maintaining up to date financial records on the Corporate Finance System.
- Have regard for and use of relevant performance and financial benchmarking data as part of business planning to identify opportunities for improved value for money
- Bringing to the timely attention of the relevant line manager any material issues that might impact on the financial performance or financial management arrangements of the Council

## Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

## Physical Demands of the Job:

- Generally office based but will be required to undertake site visits, which may be out of hours

## Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance



- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at competency level 2.

The competency framework can be found here

<https://liverpool.gov.uk/media/1361774/competency-framework.pdf>

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility.



# Person Specification

**Assessment methods used:** I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essentials

- HNC / HND or degree or equivalent in Civil or Structural Engineering and/or relevant professional qualification or be actively engaged in the attainment of such a qualification (A)

### Desirable

- Chartered Engineer and relevant management qualification

## Experience

### Essential

- Significant experience gained at a senior level in a local authority or organisation of comparable complexity on work relevant to the position (A/I)
- Experience of commissioning, briefing and monitoring external consultants and service providers (A/I)
- Experience and practical knowledge of highway infrastructure asset management in an urban environment (A/I)
- Extensive detailed specialist knowledge with regard to relevant legislation, technical specifications, standards and codes of practice and ongoing developments in the area of bridge design and maintenance (A/I)



## Desirable

- Demonstrable experience of delivering large work programmes relating to highway network asset management and other strategic policy initiatives
- Experience of Managing the delivery of Highway activities and work programmes with high value revenue and capital funding allocations
- Experience of managing a team of professional staff/consultants delivering a diverse range of activities
- Proficient in the use of specialist technical software

## Skills/Abilities

### Essential

- Demonstrate an understanding of the use of Structures Management Systems within a Local Government or Engineering environment (A/I)

### Desirable

- Ability to collect, handle and interpret large amounts of data
- Good presentational, verbal and written communication skills with the ability to prepare committee reports and present them at relevant committee meetings and forums
- Excellent customer care skills with the ability to deal effectively with complaints and difficult situations in a diplomatic but assertive manner
- Good ICT skills and able to develop ICT solutions to improve productivity
- Ability to prioritise and allocate workload to meet deadlines



## Commitment

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

## Other

### Essential

- Current full and valid driving licence (A)

### Desirable

- Flexible availability with the ability to attend meetings/events at evenings and weekends as required