



Job description	
Job title	Lead Highways Project Engineer
Grade	O
Directorate	Regeneration and Economic & Development
Section/team	Highways and Capital Delivery – Major Developments and Infrastructure
Accountable to	Team Leader (Major Developments and Infrastructure)
Responsible for	Clerk of Works Graduate Engineer Senior Engineer Principal Engineer
Date reviewed	October 2022

Purpose of the Job

The Highways and Capital Delivery Service sits within the Development and Infrastructure arm of Regeneration and Economic Development, leading on all Highways related matters for the Council. The team is also a key mechanism for the delivery of infrastructure projects related to highways as part of the Major Development and Investment Programme.

To achieve this the Highways and Capital Delivery service, manages the Council's largest asset, the road network, and its associated infrastructure to the highest possible standards. In addition to ensuring the road network is safe, sustainable and ensures efficient movement of people and goods around the borough, the service facilitates investors and developers enhancing the Knowsley offer. The team helps to accelerate the delivery of housing and economic growth schemes and deliver innovative solutions that secure Knowsley's Key objectives whilst proactively ensuring developers have quality sustainable solutions to development sites and highways improvements.

You will need to be a problem solver able to identify innovative solutions, secure delivery and provide a proactive service that stimulates growth. You will be part of an exciting Growth Agenda to bring forward key development sites, and manage Knowsley's road network

The main purpose of the job is work as part of a team that provides:



- Development and delivery of highways improvement schemes to improve junction capacity, sustainable travel schemes and highway safety schemes.
- Manages and organises reactive maintenance to highway infrastructure
- Support to the Group Manager for Capital and Infrastructure Delivery and the Head of Service in developing and delivering the corporate vision, values and priorities of the Council, the Directorate and the services for which the post holder is responsible.
- Collaboration with other Team Leaders, Group Managers and Heads of Service to ensure that services are joined up appropriately and are aligned to the achievement of the Council's aims and objectives
- High quality customer focussed service provision throughout the Borough.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- 1 Ensuring the delivery and acting as the project manager on highway improvement schemes such as junction capacity projects, sustainable travel projects and safety projects by;
 - Writing tender documents to procure design consultants
 - Managing and liaising with the design consultant and the Council's framework contractors for civils works, street lighting and traffic signals
 - Develop a collaborative programme and ensure that all parties achieve the deadlines that are set
 - Providing cost estimates, monitoring budgets and producing spend profiles
 - Producing detailed scheme reports to advise stakeholders on the progress of the schemes
 - Develop and implement project governance in accordance with the Council's and funder's agreements
 - Undertaking consultations with members of the public, ward members and other stakeholders, this will include reviewing feedback received, making suitable amendments to the designs and liaising with stakeholders who are against the scheme to understand their concerns and to establish if they can be mitigated
 - Keeping the scheme files up to date
 - Programming and phasing the construction works so it is built safely and with the least disruption to the highway network



- Liaison with utility providers to ensure their infrastructure is not impacted by the highway works, where there are conflicts the postholder will need to programme any necessary works
- Where applicable identifying value engineering savings
- Ensuring and coordinating risk, safety and quality management through the project delivery

It should be noted that some of the projects will be of a significant size that this role will be responsible for may take years to complete therefore being able to manage long term projects will be necessary

2. Being the lead technical advisor to colleagues on Major Development and Infrastructure team on any schemes they are working on, as well as any proposed projects.
3. To liaise with colleagues and provide advice to developers and engineers to ensure the best outcome in relation to detailed designs concerning highways geometry, surfacing street lighting maintenance and drainage, to ensure adoptable standards are met for major developments. To negotiate improvements and financial contributions to mitigate adverse impacts.
3. Providing professional technical and financial advice in writing or verbally to MP's Elected Council Members, Senior Managers and Highways service users regarding the delivery of specific construction projects. In addition presentations will need to be provided to obtain necessary approvals or to provide updates on the schemes.
4. To monitor, oversee and inspect the construction of new highway to serve development as well as works that are required off site to be delivered as part of formal S106 and S278 agreements for major schemes. To ensure compliance with conditions and manage non-compliance where necessary. Ensure required assets records and as built drawings are provided upon completion.
5. To undertake regular visits to major development sites to meet with contractors to ensure smooth running of the construction projects and to conform to the approved design standards and technical approvals granted. To ensure works are undertaken in a safe manner.
6. To advise developers on implementation, construction, and adoption of new, and improvement of existing highway and drainage works relating to development including inspection and approval.
7. To keep up to date with new materials, new developments, methods of working and the like, and where appropriate initiate research into innovative procedures. To keep up-to-date with current legislation and good practice, providing training and advice to colleagues when required.



8. Regularly update programmes, (specifically the highways maintenance programme), cost estimates and expenditure profiles, and monitor expenditure against targets.
9. Attending meetings with external parties such as Merseytravel and Liverpool City Region Combined Authority who provide funding for schemes to discuss all aspects of the schemes.
10. Completing financial claim forms associated with project and any other progress reports required by the Council and funding body.
11. To ensure that accurate financial information (including forecasting) is provided in relation to ensuring the services business objectives are met.
12. Represent the Council on highway matters as may be required at meetings with the public, agents, Councillors, Parish Councils, other local organisations and external bodies, always demonstrating the highest standards of customer care.
13. Supporting and assisting other Engineers in the delivery of the functions and services provided by the Highway Project Team, this will include the production of detailed design drawings and delegated reports.
14. To work flexibly as a member of the Highway Project Team to ensure that the aims and objectives of the Highways and Capital Delivery Service are met and a high standard of service delivery is maintained.
15. To ensure the effective financial management of contracts and service level agreements with partners and contractors and to adhere at all times to the Council's scheme of delegation, financial regulations and standing orders.
16. Identify future highway improvement schemes and assist in bid writing to obtain funding for the works.
17. To deal with verbal and written enquiries, service requests and correspondence from Councillors, members of the public and other agencies on relevant scheme related matters.
18. Be the line manager for the Clerk of Works, Graduate Engineer and Senior Engineer whilst also mentoring and providing advice to other junior members of the service.
19. To be part of a team developing a culture of professionalism, high productivity and managed performance
20. Lead and build strong working relationships with all Council services in order to achieve a one Council approach to service delivery.



21. Contribute to, or lead on, the development of corporate policies and procedures to ensure that they are 'fit for purpose' and result in developments and schemes being constructed to the desired standard.
22. Understand and respond appropriately to the priorities of the Council and being aware of political sensitivities.
23. Establish positive relationships with colleagues across the Council, developing networks and contributing towards a solution focussed, business minded, public orientated and innovative culture
24. Understand and manage competing, contentious and conflicting situations in a professional manner and in the context of being mindful of the potential impact on the reputation and business of the Council
25. Implement a highly effective Customer Care attitude to customers, a proactive approach to business opportunities and an awareness of the factors on which the Highways and Capital Delivery Team success depends
26. To observe the Council's Strategies and Policies for Equal Opportunities and Diversity.
27. To undertake other duties as may reasonably be required, which are consistent with the role and level of responsibility of this post.

Health and Safety

- To ensure suitable and sufficient risk assessments are carried out taking into account employees capabilities
- Monitor and ensure that all duties are carried out by staff with due regard to the provisions of health and safety regulations and legislation
- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger
- To be responsible for the implementation of the Council's Health and Safety Policy in the workplace and on site, and to monitor the effectiveness and safety arrangements and systems and promote appropriate improvements where necessary

Data Protection and Information Security



- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.