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| Job Title:  Job Ref. No.: Directorate: Division: Grade:  Responsible to: | Senior Engineer – Highway Development (s38)  Environment and Regeneration  Highways  HBC8  Service Manager Highway Development |
| Responsible for: | N/A |

MAIN PURPOSE OF THE JOB:

JOB DESCRIPTION

To prepare and implement highway traffic and transportation schemes and related programmes of work, ensuring compliance with relevant legislation and standards.

1. Undertake surveys, investigations and safety audits and carry out analysis of data and results in connection with the service’s programmes of work.

2. Carry out feasibility studies and prepare estimates, project plans, programmes and reports and assist in

the preparation of service plans for submission to service management.

3. Design infrastructure maintenance and improvement schemes and systems in compliance with current standards, guidance and advice and in accordance with the Construction, Design and Management (CDM) regulations.

4. Evaluate infrastructure design and construction proposals submitted to the Council by developers/

contractors and other third parties.

5. Prepare briefs and assist in the supervision and management of consultants undertaking contracted work on behalf of the Council.

6. Consult and liaise with elected Members, partner organisations, stakeholders and the public in connection with the service.

7. Liaise closely with internal and external colleagues and others to ensure informed and effective coordination in relation to maintenance schemes with a cross-boundary/City Region reach.

8. Provide advice and respond to enquiries in connection with the service’s and third party programmes of

work.

9. 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.

10. Supervise scheme implementation/construction including contract administration, payments and settlement of accounts acting as Works Supervisor as required.

11. Maintain a thorough knowledge of current legislation, standards and practices in connection with the requirements of this post.

12. Assist in the development and maintenance of the service’s technical, operational and management systems and records.

13. Prepare clear and concise reports for submission to Management Team, Executive Board and Policy &

Performance Boards.

14. Represent the service at meetings, hearings and court on matters relating to the service and deputise for the Service Manager as necessary.

15. Support the development and maintenance of Halton’s Highway Asset Management Plan by liaising

with and providing information to the Highway Asset Officer.

PART 2

This part of the Job Description is intended to provide more detailed information in relation to the main purpose of the job of a Senior Engineer – Highway Development (s38)

1. Assess and evaluate highway design and construction proposals to be implemented by developers.

2. Evaluate proposed sustainable and other drainage and other drainage improvement schemes to be implemented by developers.

3. Prepare and progress highway adoption, highway improvement and sustainable drainage infrastructure

adoption agreements in connection with new developments from planning approval stage through to completion of construction, formal adoption and the maintenance of appropriate records.

4. Supervise, inspect and arrange for certification of the construction of works implemented by developers

to ensure compliance with planning and highway agreements and to current standards and specifications.

5. Provide cover out of normal office hours for highway emergencies and duties in respect of the highway winter maintenance service as necessary (premium payable).

6. Provide input required to ensure compliance with the Council’s statutory obligations with regard to highway adoption as defined by the Highways Act or successor legislation.

7. Ensure compliance with relevant legislation, standards, codes of practice, Council policies, financial

regulations and standing orders to ensure safe, effective and efficient development of the Council’s highway infrastructure.

8. Undertake all duties to ensure the provision of a safe, sustainable highway network to ensure that

prospective new highways are safe, sustainable and compliant with current standards, advice, guidance and legislation.

Note: Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.



**PERSON SPECIFICATION**

**Job Title: Senior Engineer Highway Development (s38)**

**Grade: HBC8**

**MAIN PURPOSE OF THE JOB:**

To prepare and implement highway traffic and transportation schemes and related programmes of work, ensuring compliance with relevant

legislation and standards.

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| Education and  Qualifications | • Degree in an engineering or transportation discipline or equivalent experience | • Chartered Engineer  • Accredited certificates in relevant fields e.g. Health & Safety, CDM, Safety Audits | Application |
| Experience | • Experience of working within Highways in a local authority or similar organisation  • Previous experience of working with developers/ contractors | • Experience of presenting highways information to various audiences. | Application, Interview &  Assessment |

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|  | • Experience of representing the Council in a range of settings  • Successful delivery of highway adoption programmes, from pre-design through to construction and sign-off  • Experience of budget monitoring  • Experience of commissioning and managing contracts  • Experience of bid writing  • Experience of project management  • Experience of delivering good customer service | • Experience of working directly with elected Members |  |
| Knowledge | • Knowledge and understanding of highway, traffic and/or planning law  • Detailed knowledge with regard to relevant legislation, technical specifications, standards and codes of practice and ongoing developments relevant to the post  • Some knowledge of the Council’s procurement rules |  | Application, Interview &  Assessment |
| Skills and Abilities | • Developed verbal and written communication skills  • Ability to effectively liaise with and advise a range of stakeholders  • Negotiation and influencing skills  • Proficient in the use of specialist technical software relevant to the post | • Use of project management software | Application, Interview &  Assessment |

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|  | • Creative and analytical skills  • Ability to monitor and control budgets  • Ability to produce clear and concise committee papers/ reports/briefings |  |  |
| Other Requirements | • Driving license and access to a vehicle |  | Application & Interview |