

JOB DESCRIPTION

<u>Department:</u>	Highways & Public Protection	<u>Location:</u>	
<u>Division:</u>	Transportation & Highway Infrastructure	<u>Post No:</u>	
<u>Section:</u>	Highway Asset Management		
<u>Team:</u>	Highway Maintenance		
<u>Post:</u>	Senior Highway Engineer		
<u>Grade:</u>	J		

Responsible to: Highway Maintenance Team Leader

Responsible for: Team as set out in organisation chart

Job Purpose

Supporting the Highway Maintenance Team Leader in leading and contributing to the delivery of the Highway Maintenance function for the Authority, assisting in the management and delivery of highway inspections, maintenance programmes and schedules, scheme design and delivery

Contribute to the overall management and efficient running of the Section, to ensure effective administration and maintenance of performance and information systems.

To deliver the following outcomes

1. Safe, accessible and sustainable transportation infrastructure
2. Supporting the Council's wider outcomes

Main Duties and Responsibilities

1. Manage the team of Highway Engineers and Technicians in delivering the process of inspections for defect identification, works scheduling and ordering, completing measures, payments of works and contract supervision for all aspects of maintenance of the highway and public rights of way.
2. Effectively contribute to the delivery of the departmental strategies and operational procedures including contribution to forward planning and general maintenance of the highway asset through asset management software and mobile working solutions.
3. Ensure all works and functions are delivered by the team in line with relevant highway law, highway legislation and codes of practice

4. Play a leading role in the management and processing of highway insurance claims and out of hours highway emergency service
 5. Undertake all necessary data management and analysis including audits of works processes, delivery and performance.
 6. Assist in the management of planning, identification, preparation, design & delivery of the annual highway maintenance programmes and other work schedules including taking a key role in Health & Safety, CDM and financial monitoring of contracts
 7. Assisting with the management of the term service contracts (inc, Highway Maintenance, Grounds Maintenance, Gully Cleansing, Vehicular Crossings)
 8. Provision of technical support, reports and advice
 9. Support the implementation of the latest standards, legislation and new developments.
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Outputs Required

(1) Corporate Outputs

Support the delivery of the 'One Council' approach to service delivery and cross departmental collaboration

Promote effective communication, within the Council and externally.

Support corporate projects and initiatives and collaborate in cross service working.

Help to actively promote the profile of Sefton as a place to live, work and visit.

To contribute to Council Priorities

(2) Divisional Outputs

As a member of the Team, support the Highway Maintenance Team Leader to work with Elected Members to develop the strategic direction and priorities of the Council and secure their implementation.

Assist to deliver the Council's Investment Programmes and Infrastructure outcomes and objectives.

(3) Management/Leadership Outputs

When necessary, to provide support to the Highway Maintenance Team Leader in the provision of direction and leadership for the Highways Maintenance team, and Investment Programmes and Infrastructure Service in general.

With members of the Team, ensure that the conditions exist for employees to develop and enhance their skills to enable them to contribute to the achievement of Corporate, Departmental and Divisional objectives.

(4) Linkages

To deliver the outcomes for your role and your team, and to contribute to the delivery of Council outcomes, you will be expected to work with other teams within T&HI, other corporate departments and outside agencies. Some of the critical relationships for your post include:

- Term Maintenance Contractors
- Customer Communications
- Highway Development & Design
- Network Management
- Emergency Services
- Transport Operators
- Statutory departments and agencies, including Department for Transport, National Highways and Network Rail.
- 3rd Party Land Owners (rights of way / un-adopted areas)
- Statutory Undertakers & Utility Companies
- Councillors

This does not represent an exhaustive list.

Organisation Chart

See attached

Special Conditions

Attendance at evening meetings of the Council's Committees and Resident or Interest Group meetings may be a feature of this post.

A casual car user's allowance is available. The post holder must hold a current driving licence.

General

The post holder will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

The post holder will be expected to comply, observe and promote the equal opportunities of the Council.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

The Authority has an approved equality and diversity policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality and diversity policies of the Council.

Since confidential information may be involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Undertake, and participate in training, coaching and development activities, as appropriate.

Note: Where the post holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

Prepared By: Peter Moore

Designation: Assistant Director of Place (Highways & Public Protection)

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