JOB DESCRIPTION

**Department:** Highways & Public Protection **Location:** Magdalen House

**Division:** Transportation & Highway Infrastructure **Post No:**

**Section:** Transport Planning & Highway Development

**Team:** Highways Design

**Post:** Senior Engineer

**Grade:** I

**Responsible to:** Team Leader – Highways Design

**Responsible for:** There are no direct reports

**Job Purpose**

To lead or contribute to engineering and infrastructure related matters on highways and associated developments for the Authority.

**To deliver the following outcomes:**

1. Safe, accessible and sustainable transportation, highway network and other infrastructure to maximise the effectiveness of available budgets.
2. Supporting the Council’s wider outcomes

**Main Duties and Responsibilities:**

1. Provision of engineering services for the design, adaption, improvement and maintenance of the public highway and associated development. This typically includes the preparation of feasibility studies, the development of preliminary and detailed design proposals, preparation of contract documents, reports, contract administration and site supervision.

1. Complete budget estimates and manage all financial matters relating to the development and delivery of schemes ranging in value, from minor improvement schemes to larger construction contracts. This includes the provision of timely information to support the effective management of relevant annual and programme budgets.
2. Contributing to transportation forward planning, typically through the conceptual design, scheme identification, option appraisal and assessment of benefits and value for money.
3. Contribute to the delivery of a service plan for the team and T&HI which will be managed through a performance framework.
4. Provision of technical support and advice and take a leading role in the preparation of as built and asset information for completed transport projects.
5. Manage the consultation and engagement for schemes in accordance with the agreed process
6. Complete technical reviews of schemes developed by third parties and provide advice as necessary to the Highway Development Control teams.
7. Advise on and implement the latest standards, legislation and new developments.
8. Supervision and management of contracts and contractors including taking a leading role in Health & Safety, CDM and financial monitoring of contracts
9. Implement and assist with the development of the Council’s policy for highway design
10. Provision of technical information for inclusion within the Council’s Developers Pack, Strategies and Policies.
11. Ensure effective communications with third parties, colleagues in THI and other Council departments in the delivery of projects.
12. Supervision and development of junior staff including apprentices and graduates.
13. Undertake other duties as may reasonably be required, which are consistent with the role and level of responsibility of this post.

**Outputs Required**

1. **Corporate Outputs**

Support the ‘One Council’ approach to service delivery and cross departmental collaboration

Contribute to the achievement of the Council’s 2030 vision through the delivery of projects identified in the Transformation Programme Plan.

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

1. **Divisional Outputs**

As a member of the Transport Planning Section, support the Team Leader to deliver the Council’s Transportation and Highway Infrastructure outcomes and objectives as set out in the Annual Service Plans.

# 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 collaborate 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
* Planning and other Council departments
* Network Management
* Emergency Services
* Transport Operators
* Statutory departments and agencies, including Department for Transport, Highways Agency, and Network Rail.
* Members of Parliament and Elected Members
* 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 it’s grading.

All staff are responsible for the implementation of the Health and Safety Policy as 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.

All staff will undertake, and participate in training, coaching and development activities, as appropriate. Some training courses, available through the Me Learning platform, are compulsory.

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

**Prepared By**:Andrew Dunsmore

**Designation:** Transport Planning Manager

**Date:** August 2025