JOB DESCRIPTION

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

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

**Section:** Transport Planning & Highway Development

**Team:** Highways Design

**Post:** Design Engineer

**Grade:** H

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

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

**Job Purpose:**

To design, prepare contract documentation and supervise a range of highway and infrastructure related works. The job involves the analysis, appraisal and development of solutions to civil, structural and environmental engineering, transportation and traffic control activities.

**To deliver the following outcomes**

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

**Main Duties and Responsibilities:**

1. To analyse and appraise engineering, transportation and traffic control problems and develop solutions including the preparation of estimates, feasibility studies, preliminary and detailed designs and contract documents, and contract supervision and management with the aim that all works are delivered to approved timescales and within available budgets.
2. Assist in preparation of project briefing documentation, including determining staffing requirements and delivery timescales.
3. Assist with the preparation of as built and asset information for completed transport projects.
4. Assist in the management and administration of the various term maintenance contracts, particularly that used for Minor Works..
5. Assist in monitoring the expenditure and budgets of design projects.
6. Prepare project reports as required.
7. Prepare information to be included in consultation and engagement in accordance with the agreed process
8. Complete technical reviews of schemes developed by third parties.
9. Supervision of contractors and inspections of works to provide quality assurance and compliance with standards.
10. Demonstrate effective communications with staff, the general public and other stakeholders.
11. Develop a good overall understanding of the Construction (Design and Management) Regulations and execute the role of Designer as appropriate.
12. Supervision and development of junior staff including apprentices where necessary.
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 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
* 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 members of 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 carry out all the duties of the job.

**Prepared by**: Andy Dunsmore

**Designation:** Transport Planning Manager

**Date:** August 2025