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| Service and job specific context statement |
| **Directorate:** | Business and Environmental Services |
| **Service:** | Highway Operations |
| **Post title:** | Senior Project Engineer (Highway Maintenance) – Highway Operations |
| **Grade:** | L |
| **Responsible to:** | Improvement Manager |
| **Staff managed:** | Manages staff on a project/matrix basis (not direct line management) |
| **Date of issue:** | 07 April 2022 |
| **Job family:** | **P&T - Professional & Technical**  |

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| Job context |
| The Highway Operations Unit is responsible for the implementation of highway improvement and maintenance schemes, routine highway maintenance activities, delivery of the winter maintenance service, local network management and liaison with the public at a local level. • Maintenance and improvement scheme design and implementation • Customer liaison and response at a local level• Street works inspection and co-ordination• Highway maintenance• Highway inspections• Winter maintenance service• Emergency response• Local Highways Development Control• Local Road Safety publicity, training and education• Traffic Management, including Traffic Regulation Orders• Enforcement of highways legislation• Operation of Swing Bridges at Selby • Evening and Weekend working will be required. |

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| **Structure** |

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| Job Description |
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| Job purpose | * Manage and coordinate delivery of work carried out the Council’s local area highways team relating to highway maintenance, highway improvement, development management and traffic management within the local Area.
* Help deliver the local area highways office service including supervising the Project Engineers and Highways Officers; working closely with consultants, contractors and delivery agent North Yorkshire Highways.
* Provide professional advice and direction in relation to traffic management, development management matters and managing, maintaining and improving the highway network within the local Area to Improvement Manager, Maintenance Manager and others in the team involved in delivering the service.
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| Operational management | * Prepare design briefs for consultants in consultation with the Improvement Manager;
* Organise, prepare and implement permanent and temporary Traffic Regulation Orders;
* Deal with requests for Tourism Signs and other rechargeable works including preparation of sign design estimates and supervision of the works;
* The Co-ordination of Statutory Undertakers works within the highway, particularly with reference to traffic sensitive streets and streets with special engineering features, and to control and inspect their works as required by the New Roads and Street Works Act 1991;
* Supervision and design of schemes undertaken by Term maintenance Contract works;
* Preparation of highway related schemes, including scheme design, consultation, implementation and checking/processing of invoices;
* Carry out site investigations and reports following fatal road traffic accidents;
* Assess the transport/highways aspects of planning applications and prepare Highway Authority responses on planning applications;

Ensure development proposals comply with the County Council’s standards and specifications;* The supervision of the highway aspects of development proposals including new housing and industrial estate roads and Section278 works in the existing highway.
* Process applications for vehicular crossings, including reference to the Statutory Undertakers, maintaining appropriate records, supervising their construction and monitoring progress;
* Ensure development comply with the County Council’s aims and objectives as set out in the LTP, Annual Progress Report and supporting documents;
* The winter maintenance operations and in responding to emergency situations;
* The preparation of highway related schemes, including scheme design, consultation, and implementation and checking/processing of invoices.
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| Communications | * Liaise with contract partners, colleagues, members and other stakeholders to ensure appropriate resolutions are achieved;
* Represent the County Council, as required, at meetings with the public and with representatives and Parish Councils;
* Reply directly to correspondence received by the Area Office;
* The preparation of Committee Reports.
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| Partnership / corporate working | * Build and develop relationships within the partnership of Highways North Yorkshire.
* Lead for the Council on specific initiatives and areas to continually drive and improve the performance of the partnership.
* Promote and develop, with the Council’s consultant and contractor the partnership of ‘Highways North Yorkshire’.
* Develop partnership working between public sector bodies where benefits to delivery can be achieved.
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| Resource management | * Assist and support the Improvement and Maintenance Manager in the management and direction of members of the Area Office Team;
* Deputise for the Improvement and Maintenance Manager as and when required;
* Ensure delivery of effective highway works through monitoring of targets, performance appraisal and development training, recruitment and selection, induction and ensure that appropriate resources are in place to meet the needs of the service;
* Manage the budget of schemes specifically delegated, liaising with the contractor and Maintenance Manager as required.
* Provide assistance to the Improvement and Maintenance Manager with regard to budget control and reporting.
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| Systems and information  | * The post holder is required to have a general understanding of Word, Excel, E-mail and PowerPoint.
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| **Data Protection** | * To comply with the County Council’s policies and supporting documentation in relation to Data Protection, Information Security, GDPR and Confidentiality.
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| **Health and Safety** | * Ensure that the health and safety role is fulfilled as project manager for specific projects;
* Be aware of and implement your health and safety responsibilities as an employee and, where appropriate, any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
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| **Equalities** | * Be aware of any particular cultural needs of clients and report back to the supervisor any needs that are not being met or if advice is required.
* Ensure services are developed and delivered in accordance with the aims of the Equality Policy Statement in response to the needs and aspirations of service users;
* Assist in achieving service equality objectives;
* Take opportunities to develop own understanding of equality issues.
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| **Flexibility** | North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.  |
| **Customer Service** | The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.* The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
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| Person Specification |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge* Legislation techniques and practices associated with highway maintenance
* Planning procedures and relevant legislation
 | * Working knowledge of CAD
* Winter maintenance
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| Experience* Substantial relevant Highways and Transportation Experience
* Experience in contract supervision including site supervision including measurement and valuation
* Experience of the procurement of highway related works including preparation of contract documents
 | * Experience of budgetary control
* Experience of the co-ordination of works of consultants and contractors
* Experience in staff supervision
* Representing the Authority at public meetings
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| Occupational Skills* Excellent oral and written communication skills.
* Breaks information into component parts to identify trends and projections.
* Ability to make effective decisions and sound professional judgements and to be accountable for those decisions and judgements.
* Ability to articulate technical information to non-specialists.
* Customer care skills.
* Problem solving and the ability to find practical solutions through creativity and innovative thinking.
* Co-ordinates, monitors and reviews the use of financial resources.
* Effectively copes with conflicting and complex demands. Able to achieve objectives despite complex setbacks and challenges.
* You confidently use persuasion, influencing and/or negotiation techniques to influence others in difficult situations.
* Able to effectively manage the delivery of projects using appropriate project planning techniques.
* Responsible for risk management within the Service Area.
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| Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role* HNC/HND in an appropriate technical discipline or similar appropriate qualifications
 | * Chartered or Incorporated Engineer
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| Other Requirements* Ability to travel across the County
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| Behaviours  | [Link](http://www.northyorks.gov.uk/article/23524/What-you-should-know-before-applying-for-a-job) |

NB – Assessment criteria for recruitment will be notified separately.
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.