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| Service and job specific context statement | |
| **Directorate:** | Business and Environmental Services | |
| **Service:** | Highways and Transportation | |
| **Post title:** | Technical Lead (Bridges and Structures) | |
| **Grade:** | N | |
| **Responsible to:** | Bridge Manager | |
| **Staff managed:** | Manage staff on a project/matrix basis (not direct line management) | |
| **Date of issue:** | October 2022 | |
| **Job family:** | **P&T - Professional & Technical** | |

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| Job context |
| The Bridge Team sits within the Major Projects and Infrastructure team, part of the Business and Environmental Services Directorate. The Team’s core functions are:   * Delivering the County Council’s Highways Asset Management service * Design, construct and maintain the councils highway structures including bridges and walls. * Providing strategic/professional guidance to colleagues in other teams dealing with highway structures. * Provide specialist highways structures professional guidance to support Capital programme deliverables throughout the BES portfolio. * Carry out strength Assessments on Highway Structures on the network * Carry out the inspection of Highway Structures on the network * Management and preparation of outsourced design and works contracts to be released in commercial industry market places. * Responsible for technical validation approval of partner consultant / contractor design outputs. * Responsible for the identification of schemes and their design to completion, on quality, time and budget * To assess and manage the movement of vehicles which are Abnormal Loads travelling on the Highway Network * Interact with partners to facilitate improved service delivery * Financial management of Capital and Revenue Projects carried out by the team to maintain the councils infrastructure * Act as the Technical Approval Authority for the County Council in respect of highway structural assets.   The post will be hybrid home working and office based, with County Hall in Northallerton being the main office. The job require working on site and the ability to visit project sites over the full County geographical area.  Some out of normal office hours may be necessary from time to time (e.g., Bridge Inspections, Emergency call outs, Flood inspections and supervision of Contracts on site). |

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| Structure |
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| Job Description | |
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| Job purpose | | The core purpose of this job is to deliver effective and efficient highway roads/structures service in support of both the network strategy and the highways operations groups and to ensure all structures/roads are fit for purpose and safe to use |
| Operational management | | * Deputise for the Bridge manager as required and in the Head of Major Projects as required. * Provide effective management of the overall team budget and specifically those schemes on site or in preparation for design * Liaison with promoter, consultant, contractors, grant funding bodies, statutory bodies and others key stakeholders on projects for highway works * Manage developer funded schemes * Provide specialist advice in respect of highway structures to the public, other agencies and other services of the County Council as required. * Lead in the development and implementation of the County Council Asset management strategy * Lead in the development of policies and protocols to ensure that schemes are managed in accordance with contracts and health and safety legislation * Lead with drafting and managing framework and maintenance contracts * Liaise/meet and communicate with external partners in pursuit of improvement in the provision of service * Actively promote Health and safety within the team and as a duty when supervising contract works involving others * Manage the professional services supplier for functions related to the service. This includes drafting scopes and assisting the management of budgets with the Bridges Manager. This will include the micro-management of certain individual budgets as required |
| Partnership/Corporate Working | | * Represent the County Council at public meetings, Public Consultations, and meetings of Local Planning Authorities Parish Council and other bodies. * Provide professional advice and direction on matters relating to highway structures and roads * Liaise with other sections of the Directorate, other County Council Directorates, the Highways Agency and Planning Authorities on major schemes * Liaise with the public on matters relating to major schemes * Contribute to the preparation of Local Planning Authority’s Development Plans and input to other local and regional strategies. * Advise on the highways and transportation aspects of major development proposals * To maintain the Technical Approval procedure and advise on applications submitted by Developers to ensure public safety and structures are fit for purpose |
| Communications | | * To provide professional advice on highways structures matters relating to development including strategic advice where appropriate. * To produce high quality, accurate written technical proposals, committee reports, briefing notes and other documentation relating to highways structures |
| Partnership / corporate working | * Develop close working relationships with Local Planning Authorities and other partners in delivering highway structures schemes * Engage effectively with the Highways Area Offices, Legal, Finance, Communications, Chief Officers, Senior Managers and other service areas where required, County Councillors and a wide range of external stakeholders on the network * Lead with coordination of schemes with other NYCC teams as well as external stakeholders | |
| Resource management | * Ensure that work programmes and targets for the team are achieved on time and to budget * Manage and monitor revenue costs, developer contributions and other funds to deliver transport infrastructure. * Provide effective management of schemes for Bridges and Highways * Contribute to monitoring of performance against targets contained in the Service Performance Plan | |
| Systems and information | * Ensure that structural advice to others is underpinned by a sound educated evidence base. * Prepare and present reports to Committees, Councillors and the public * Use systems and information as appropriate to quality assure the work of other professional and support staff. * Ensure the highways structures asset management database is appropriately used * Manage confidential information in line with current County Council standards | |
| Strategic management | * Delivery and management of the County Council Bridges scheme capital and revenue programme, including design, risk management, preparation of contract documents, procurement through governance/ statutory procedures, supervision of construction and financial control. * Contribute to Corporate Directorate and cross Directorate developments through actively promoting and developing the Service’s contribution to both County and Directorate level priorities and objectives as set out in the Corporate Plan and Service Plan. * Provide input to the production, monitoring and review of the procedures and policies for highways structures management * To ensure the Council’s role in external agencies is delivered. To work with partners to achieve this and represent the Council on forums, groups and meetings. | |

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| Person Specification | |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge   * Knowledge of highway design issues including Design Manual for Roads and Bridges (DMRB) and Manual of Contract Documents for Highway Works (MCHW) * Knowledge of computer based management information systems. * Working knowledge of procurement and contract procedure rules * Working knowledge of relevant Health and Safety legislation and its application in design and on site | * Understanding of local government administrative procedures * Understanding of financial systems * Able to conduct formal risk assessments within area of responsibility * Promote health and safety within the group |
| Experience   * Extensive proven experience in highway design/ structures and construction * Experience of procurements of highway related works including the preparation of contract documents * Representing the Authority at public meetings, often in a challenging environment. * Consultation with local Planning Authorities, Parish Councils and other bodies. * Experience of presenting technical matters to a non-technical audience * Experience and effectively monitoring and managing delivery of projects using appropriate techniques * Financial control of budgets for schemes small or large (£0.01K to £5,000K) * Experienced in managing Health and Safety issues at Design stage and during works on site. * Experience of inspecting highway structures to current industry standards * Experience of vetting / validating design solutions submitted by partner consultants / contractors / 3rd parties. * Experience in the direction and supervision of staff including * Experience in managing budgets * Ability to make quick decisions on site whilst under pressure. But also being aware of the limitation of their knowledge and when to discuss with manager or other designer. | * Liaison with other authorities the public and other user groups * Makes decisions which influence a range of actions, projects and people * Experience in emergency response to highway structural damage * Experience in managing abnormal load movements * Ability to make decisions on load carrying capacity on bridges from historical data |
| Occupational Skills   * Excellent oral and written communication skills. * Ability to articulate technical information to non-specialists. * Customer care skills. * Problem solving and the ability to find practical solutions. * Analytical skills and decision making. * Excellent organisational skills. * Highly motivated, adaptable and resourceful. * ICT skills including the use of a number of different software packages, including AutoCad and Asset Management packages * Excellent persuading, Influencing and Negotiating Skills and ability to deal effectively with challenge. * Work effectively in a Team environment to support and motivate wider membership. | * Experience in Highway Asset Management * Experience in Computer Aided Design * Experience in the use of computer aided Structural Design programmes |
| Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role   * Degree or HNC/HND in an appropriate discipline. * Incorporated Engineer (IEng) member of the ICE or IStructE | * Membership of an appropriate Engineering Institution. * Chartered Engineer (CEng) member of the ICE or IStructE |
| Other Requirements   * Ability to travel for work purposes including to remote sites * Ability to attend meetings, carry out inspections and supervision outside of normal business hours |  |
| 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.