

Job Description and Person Specification



This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.

Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.

SECTION A: Role Profile

Post Title	Engineer (Highway Management)	Post No	CS790
Directorate	Economy & Infrastructure		
Division	Highway Management		
Band and Salary	Band E £37,035 - £42,708 per annum. Incremental progression is subject to performance		
Responsible to	Strategic Lead – Highway Management		
Location	Council House		
DBS Check	Not Applicable		
Fluency Duty	This post is covered by the Fluency Duty, as outlined in the Code of Practice on the English language requirements for public sector workers.		
Car User Status	<p>This is an essential car user post as the demands of the job make it operationally essential and there is a contractual requirement to make a suitable vehicle available to ensure the requirements of the job can be carried out effectively.</p> <p>Applicants must be able to drive, have a driving licence and be a car owner, however for disabled applicants, reasonable adjustments will be made where required.</p>		
Special Conditions	This post is subject to hybrid working, however time on site will be required and may vary according to work programmes.		

Role Purpose

Working in partnership with colleagues, contractors and stakeholders, to design, manage and deliver a variety of highway management projects.

Role Responsibilities

- To manage projects relating to SMBC schemes and those of other works promoters, often combining multiple elements, in the following areas:
 - Traffic regulation orders [and temporary traffic regulation orders),
 - public rights of way,
 - road safety assessments/analysis,
 - road safety audits,
 - abnormal loads,
 - aids to movement,
 - new roads and Street Works Act,
- To manage a range of projects from initial project brief to completion so that schemes meet project specifications, related standards and legislation.
- To work collaboratively with partners and contractors to consider all requirements of schemes, and to project manage throughout the scheme lifecycle from inception to delivery.
- To seek maximum opportunities in terms of concept, design and value for money, to bring ideas, inspiration and innovation from relevant sources, and to analyse and problem solve at the appropriate time.
- To assess highway related implications of planning applications and to feedback constructive comments and advice.
- Ensure early engagement with contractors.
- To carry out site surveys and to oversee implementation of schemes on site.
- To undertake site management and resolve issues as they arise during the delivery process.
- To ensure all contract management processes are followed and recorded.
- To maintain appropriate records, both manual and computerised, and arrange collection and analysis of data.
- To liaise, influence and negotiate with colleagues, the public, stakeholders, statutory undertakers and landowners, as appropriate.
- Prepare reports to brief senior colleagues and deliver scheme presentations to Project Boards.
- To respond to correspondence, enquiries and complaints from Councillors and members of public,
- Use of ICT to manage spreadsheets, word documents and design packages.
- To liaise with Councillors, customers and stakeholders to share information and ensure good communication and excellent customer service.
- Any other duties as and when required.

Section B: Person Specification

	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	<p>Level 4 qualification (e.g.HNC) or above in an engineering, construction, or related subject.</p> <p>Or able to demonstrate substantial relevant experience and training in civil engineering, highway management or similar</p>		Application Certificates
Experience & Knowledge	Experience in traffic management, NRSWA, rights of way, aids to movement and road safety.		Application
	Experience of managing engineering, highway or construction related projects		Application
	Experience of problem solving and evidence-based decision making where sound judgement and informed risk taking was exercised	Examples of managing outcomes from Multidisciplinary working	Application Interview
	Experience and successful examples of Partnership Working		Application Interview
	Experience and working knowledge of relevant legislation and regulations including the Traffic Management Act the New Roads and Streetworks Act and Traffic Signs Regulations and General Directions (TSRGD).	Experience of Traffic Regulation Order procedures	Interview Assessment
	Experience of assessing/checking technical plans and specifications for suitability and compliance.		Application Interview Assessment
	Experience of supervising site teams		Application Interview
Skills & Abilities	Able to demonstrate effective negotiation, influencing and diplomacy skills.		Interview
	Effective verbal and written communication skills to engage with a wide variety of audiences and stakeholders		Application Interview Assessment

	Able to demonstrate an innovative approach to secure successful outcomes.		Interview
	Able to demonstrate effective organisation skills, with ability to manage own time, prioritise workload and manage competing demands to meet project deadlines.		Interview
	Have a good understanding and ability to use a variety of ICT packages		Application
	Able to interpret policy and guidance information and to apply intelligently across a range of issues.		Application Interview
	Ability to deal with core project management issues required to drive the successful delivery of a variety of projects		Application Interview

Core Behaviours	Excellence - With enthusiasm, you work to deliver a high-quality service from your work location, whether that be in a Council building or in a remote working location, to meet customer, organisation and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.	Interview
	Simplicity - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all taking into account hybrid working.	Interview
	Trust and Respect - You are aware of your impact on others including confidentiality, team relationships and wellbeing. You value openness and listen carefully to understand the views of others. You promote the values of inclusion and diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect	Interview
	Working Together - You work with others to reach a common goal; sharing information, supporting colleagues, both in their work and wellbeing, and searching out expertise and solutions from relevant partners and/or the communities we serve.	Interview
	Responsibility - You take ownership for your own wellbeing, work and working environment and use your initiative to deliver. You are accountable for your own performance and development, and you take responsibility for your actions and decisions.	Interview
	Leadership - Your leadership is demonstrated by delivering outcomes and inspiring your team and individuals to improve and develop within an environment that enables individuals to achieve their potential.	Interview

Other Requirements	The post holder must have use of own vehicle, a valid driving licence and insurance cover for work related use.		
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Compiled/Reviewed by	Duljit Madahar
Date	December 2024

Section C: Additional Information

Corporate Parent Responsibilities

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

Health and Safety

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council's Corporate Health and Safety Policy and any local safety procedures.

Information Management

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

Training and Development

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

Solihull Behavioural Framework

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

Mobility

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

Variations to Job Descriptions

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.