



Role Profile

SWINDON
BOROUGH COUNCIL

Job Title: Senior Engineer / Technician – Highway Agreements (Career Grade)	Role Profile Number:
Grade: L to Q	Date Prepared: 11 December 2019
Directorate/Group: Communities & Housing Planning, Regulatory Services and Heritage – Transport Planning, Development & Street Works Management	Reporting to: Highway Agreements Manager
Structure Chart attached:	

Job Purpose

- To provide an effective and efficient service covering all aspects of Highway Agreements across the Borough. The role mainly involves dealing with Technical Approvals and Inspections of Highway Works, which may range from (including, but not limited to) an uncontrolled pedestrian crossing, junction introductions and/or alterations to major or minor infrastructure delivery schemes associated with urban extensions projects within the Borough.
- Responsibilities include interpreting, advising on and applying national and/or corporate guidance to help formulate the Council's Policy & working practices in the delivery and management of the professional and technical services provided by the team.
- This is a career grade role where applications will be considered from Assistant Technician grade L to Senior Engineer grade Q. At the lower grades, training will be provided and not all technical aspects of the role will initially apply since it is envisaged that a less experienced candidate would be working towards fulfilling all of the criteria applicable to Senior Engineer. At the Senior Engineer level the role will be as set out below.

Key Accountabilities

- Provide expert professional advice and guidance to planning officers, developers, agents and internal consultees on highway design issues and requirements, in line with National standards and Council policy. Undertake technical approvals for the detailed design submissions and assess and agree specifications which will form the basis of proposed highway infrastructure agreements (including, but not limited to) under Section 38 and 278 of the Highway Act 1980.

- Deal with enquiries and complaints from Borough Councillors, members of the public and other bodies or stakeholders in accordance with SBC standard procedures.
- Negotiate with developers, agents and other Council officers on all Highway design and construction works, and associated legal agreements. Agree to and justify acceptable departures from standards having regard to highway designs, highway safety and sustainability in consultation with the Line Manager.
- Calculate or assess bond and commuted sums requirements for each development scheme.
- Carryout detailed design audits, instruct the Borough Solicitor to prepare and enter into legal agreements with developers for completion of highway works to the satisfaction of the Authority. Initiate enforcement action as necessary where a developer is in default. Compile full highway adoption files for future records.
- Undertake site inspections and the adoption of new transportation assets. Site inspections should be undertaken to ensure that all works are completed in a safe manner and in accordance with approved plans, current regulations, standards, legislation, codes of practice, and having regard to highway network conditions within the borough. This would include (but not limited to) overseeing and when required, directing the construction of new roads, roundabouts, traffic signal junctions, cycle-ways and footpaths, ensuring compliance with current design criteria and in accordance with the Borough Council's agreed standards
- Ensure that construction of new/improved transport infrastructure improvements and testing is carried out in compliance with permissions, materials/workmanship standards and approved technical drawings is carried out in an appropriate manner and that highway adoptions take place efficiently. Agree work's completion, maintenance periods, formal inspections and remedial works.
- Keeping abreast of national best practice, emerging engineering designs and creating/maintaining links with other Local Highway Authority.

Supplementary Accountabilities

- To assist in preparing reports to committee relating to highways matters and to provide information to working parties, commissions and project teams as appropriate. Ensure compliance with Standing Orders, Financial regulations and all relevant legislation. Respond to requests and queries from Council Members and members of the public, in a helpful and constructive way. Provide good communication with the team and the wider organisation.
- Chairing or attending evening meetings, including those that may be required outside normal working hours, or outside the Borough. Undertake any other duties that can be accommodated within the level of the post.

- Develop and practice awareness of professional responsibilities and obligations to colleagues, employer and community. Ensure that the quality assurance systems are adhered to, monitored and reported as required.
- Deputise for the Highway Agreements Manager at a local, regional and national level.
- In accordance with the provision of Health & Safety at Work Act 1974, take responsible care for the health and safety of myself and other people who may be affected by acts or omissions at work. Also co-operate with the Council so far as is necessary to enable the Council to perform or comply with its duties under any statutory health and safety provisions.

Knowledge & Experience

- At the Senior Engineer level, you will have considerable technical experience relating to detailed design and specification of highway schemes.
- Writing clear, cogent and plain English report on complex issues, drawing evidenced conclusions, and making formal recommendations of behalf of the Local Highway Authority.
- Contributing to and reviewing Policy documents, Construction and Design specifications.
- Ability to communicate effectively with technical and non-technical audiences. Ability to do so orally and written to convey information accurately and concisely with diplomacy, tact, sensitivity and assertiveness.
- Understand and interpret technical drawings and information. Computer literacy in word processing, databases, spreadsheets, GIS and presentation packages (required for day to day undertakings of the job).
- Undertake site visits to construction sites, knowledge of Health & Safety, CDM regulations. Carry out duties above with little management supervision.

Qualifications

The level of qualification requirements are based on the level of experience and responsibilities.

- For an appointment at Senior Engineer level, you will ideally have a degree in Civil Engineering or related discipline, or significant related experience. Member of the Institution of Highway Engineers, Chartered Institute of Highways and Transport, Institution of Civil Engineer or equivalent professional body.

- At the Technician level, HND/HNC level qualification or compensatory experience in civil engineering, highway/transportation or related discipline would be desirable, along with other membership of other professional institutions, or being worked towards.
- At the Assistant Technician level, applicants would be considered with Level 3 Qualifications in a related subject, for example Ordinary National Certificate (ONC) in Civil Engineering or A-Levels in STEM subjects or equivalent, with grades that permit direct access to a Foundation Degree in Civil Engineering or similar relevant subject, willingness to participate in further development to become fully competent in all aspects of the role would be required.
- At all levels, an ability to drive in order to undertake site visits and attend meetings across the Borough is essential.
- CSCS Card holder in relevant category (training may be provided)
- NRSWA supervisor accreditation (training may be provided)

Decision Making

- Post holder will be required to use own judgement to know when to seek advice or act on own initiative.
- Post holder required to prioritise own workload on daily basis to meet the service needs, ensuring any statutory deadlines are met as part of the team.
- Prepares advice and makes recommendations, concerning all matters within this work area.
- Makes recommendation on the highways impact of planning applications and other submissions that have the potential for a significant and lasting impact on communities and have the ability to compromise the Councils ability to effectively manage and maintain the public highway.

Creativity and Innovation

- The post holder is frequently required to use their own initiative, experience and judgement in assessing the acceptability of innovative and experimental road layouts that fall outside of current guidelines and is required to seek through their own initiative and creativity, workable solutions to highway issues.
- The resolution of problems is often unique to individual assets and creative and innovative solutions are often explored in the search to provide Best Value. Tight deadlines and other targets often prompt creativity and innovation, but always staying within the bounds of accepted good practice.

- The job requires continual professional development to ensure an awareness of the development of new professional and industry practices, which need to be applied in an informed manner in order to support the Council's overarching aims and objectives.

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • No direct reports <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • Ensure accurate and timely responses to service users and stakeholders. • Ensure timely inspection of works. • Document management. 	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>No</p> <p>Day to day management of the workload.</p> <p>The post holder will be provided with the necessary safety equipment to make site visits, etc, and will be responsible for its safe keeping, as well as ensuring new equipment is provided by the Council if it is damaged.</p>
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Contacts and Relationships

- The post holder communicates both orally and in writing, with an extensive and varied range of contacts in order to provide professional advice or exchange information. The work entails daily contact with the Transport Planning, Development & Streetworks Team; Local Planning Authority; other SBC specialist highway and traffic engineers; developers; agents; architects; transport consultants and contractors; and regular contact occurs with Councillors, internal and external solicitors, members of the public and statutory utility organisations.
- Detailed advice, assessment and evaluation of development proposals are often given where the outcome may not be straightforward and can be contentious or complex. Therefore the post holder requires tact and sensitivity when dealing with members of the public regarding the status of legal agreements and development works. It is also necessary to use tact and persuasion when communicating with developers, agents and other external bodies to negotiate for highway detailed design solutions.
- Written and verbal communication with the public, members, officers, developers, environment agency and external consultants on routine basis

- Verbal communication is integral to this post and will involve constant communications with member of the team and will include one to one and team meetings and with individuals and groups external to the team. Verbal communication externally is required when discussing issues and when working with our partners and also with contractors on site as it is with Business Unit's wide client base. Speaking with member of the public and Councillors can be a daily occurrence. In all cases it is vitally important that the communication is accurate and is understood by the receiver.

Values and Behaviours

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours , this means in our work we are:

Connected: We put Swindon and its people at the heart of everything we do.

We display a communication and behavioural style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders.

Resilient: We are forward thinking and work intelligently

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

Brave: We respect and work together with our colleagues and customers to achieve success

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

Other Key Features of the role

The post will require regular outside work in all weather conditions. It will also require dealing with contractors and members of the public in a professional manner.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date: 11 December 2019	