Senior Engineer - Development and

Major Projects

JE Code: JE2618



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| **Values – We are dedicated, respectful, collaborative, we are Milton Keynes City Council** | |
| **Service:** | Highways and Transportation |
| **Reports to:** | Major Projects and Development Control Manager |
| **Job Family:** | Professional and Technical |
| **Grade:** | J |
| **Political restricted:**  **DBS Required:**  **If Yes:** | N |
| **Date:** | March 2024 |

**Key Deliverables**

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| **1.** | Prepare detailed briefs and work packages for implementation of highway projects/works programmes including planning for delivery within timescales and outline budget. Schemes will likely include preliminary design, risk assessments, method statements, testing/investigation, statutory utility involvement, cost estimates, activity schedules and stakeholder liaison for works, site access, consents, and approvals. |
| **2.** | Manage contracts and the work/performance of design consulting engineers and oversee construction phase contractors to ensure that services or works are delivered in accordance with the scope, contract drawings and specifications in order to achieve quality objectives. |
| **3.** | Review and report on project progress including finances and programme, updating risk assessments in accordance with Council procedures. Ensure compliance with standing orders, financial regulations, governance, and legislative requirements. |
| **4.** | Promote and manage effective relationships within the project team, suppliers, and external stakeholders to meet project requirements for partnership working and continuous improvement in service delivery. Manage key stakeholder aspirations and expectations related to highway development projects through effective communication, information practices with effective stakeholder relationships. |
| **5.** | As required, propose, and implement appropriate project actions or change controls in response to specialist technical, professional, contractual, and managerial input, to ensure solutions comply with standards, legal obligations, and project objectives. |
| **6.** | Manage and implement good health and safety practices in accordance with the Construction, Design and Management Regulations (CDM) in line with legislation, fulfilling the statutory roles as necessary and in accordance will all Health and Safety at work requirements, corporate policies and relevant legislation and guidance. |
| **7.** | Develop schemes by liaising with the various stakeholders to produce a brief of scope of works, design, procure and deliver the schemes on time and within budget. The role holder will also attend public and other meetings to deal with public request for information and explanation. |
| **8.** | Plan and undertake inspections for asset adoption, accurately recording extent and severity of defects, remedial works recommendations, priorities and cost estimates. |
| **9.** | Manage Highways Major Project budget up to the value of £5 million. To supervise the Engineers and Site Engineers |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide needs*

**Essential Requirements (key skills & qualifications)**

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| **1.** | Chartered/Incorporated Engineer. Degree or HND/HNC in Civil Engineering or related discipline. Demonstrable post-graduate previous experience of highway project design/management. |
| **2.** | Demonstrable knowledge and understanding of The Highways Act 1980, New Roads and Streetworks Act 1991, Construction Design and Management Regulations and a deeper knowledge of major highway scheme contracts, specification, claims management and pricing, including NEC suite Conditions of Contract. |
| **3.** | Broad practical knowledge of highway and transportation technology, construction forms, materials, construction practices and design standards such as the Design Manual for Roads and bridges (DMRB). |
| **4.** | Effective communication, consultation and engagement with clients, general public, elected members, their representatives and team members and the ability to prepare and present clear, informed reports to a wide range of audiences. Managing of stakeholder expectations in line with deliverables and proven negotiation skills in dealing with stakeholders, contractors and external partners to achieve a positive outcome. Advising on and resolution of technical, financial and contractual problems in Major Projects. |
| **5.** | Computer skills to include a good knowledge of Word and Excel, ability to use computer software packages and produce drawings in AutoCAD, extensive experience in using Asset Management Systems, data management, monitoring and running reports. |
| **6.** | Experience in highway design and construction, including the supervision and management of schemes throughout the project cycle. |
| **7.** | Experience of Highways Management & Asset System processes, budget monitoring and reporting. |
| **8.** | Proven knowledge of risk management and its application to the management of highway projects and programmes, to develop and promote risk mitigation measures through the contract. |
| **9.** | Ability to work in all environments, adjacent to watercourses, live carriageways and restricted spaces. Working outside normal hours, overnight or at weekends as necessary to support the authorities delivery of highway and non-highway related schemes and responses to major events/incidents. |



Job Family

Professional/Technical

Grade J

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| **Colleagues expectations**   * Be professional at all times * Work together for the good of the team, council and local people * Promote a supportive culture * Challenge assumptions * Take ownership * Be willing to change and do things differently * Always work in a safe manner | **Managers expectations**   * Be a role model by displaying positive behaviours at all times * Make well-considered decisions * Support, coach and communicate with my team * Be accountable for my team’s performance |

Professional/Technical job holders rely upon their deep knowledge of the specialism or discipline in which they work to carry out vital tasks and provide authoritative advice to others. Often developing within recognised career paths, their evolving expertise sees them bear increasing responsibility for managing Council assets, the development of policies and procedures and the strategic direction of the functions they support.

This element of the profile, taken from the job family descriptor for this grade, provides a general understanding of the level of work and demands required.

**Role characteristics**

At this level job holders usually report to a Head of Service and are responsible for the development and implementation of strategy relating to a whole function within that Service. Posts carry significant responsibilities for finance and a range of other non-financial assets and job holders will make autonomous decisions and lead the management of change throughout their functional area.

**The knowledge and skills required**

The advanced theoretical knowledge required to make appropriate judgements and decisions at this level is augmented by ongoing professional development and awareness of external legislative and societal change. Also, by a deeper understanding of the Council operational structures which both support and depend upon the job holder’s actions and advice. Roles will be professional experts, providing guidance to those in earlier career stages.

**Thinking, planning and communication**

Job holders will use their professional expertise to deal with complex, pressing issues on a day to day basis, but will also look well ahead and take a more strategic view of their project and service delivery objectives, shaping their teams’ composition, approach and operating procedures in accordance with wider service goals mandated by Service management.

The information exchanged at this level will be routinely complex and even contentious in nature. Job holders will, however, have additional demands placed upon them by the need to persuade others to adopt courses of action they may not otherwise wish to take, based on evidence-based and reasoned argument. This will occur in written interactions but can also be the case in face-to-face verbal exchanges where job holders will advocate a position in response to opposing opinion in a formal or informal setting.

**Decision making and innovation**

The limitations to job holders’ decision making will be only the broad policy and practice guidelines that exist at both a corporate and even national/professional level. At this level of autonomy, job holders will be the final arbiter of many escalated technical and professional disputes and problems. They will probably report to a Head of Service and will devise and implement strategic plans in relation to their specific functional area.

**Areas of responsibility**

With a diverse range of jobs being represented at this level, the precise blend of responsibilities for which the job holder is accountable will depend upon the service in which they operate.

External facing roles will focus on the needs of people, whether external service users or partners and will be responsible for critical day to day decisions with legal and reputational dimensions. Job holders will make a major contribution to the development of policy and functional procedures. Job holders will also lead the implementation of appropriate programmes on behalf of large groups of people.

Such roles are likely to have at least two other elevated levels of responsibility for such elements as finance (substantial budget management), information assets (statutory corporate databases and council-wide applications) or premises (of very high value and operational importance).

Internal facing roles are likely to have this pattern reversed, with the weightiest responsibility for very high value or significant financial and non-financial assets including policy development, but somewhat less accountability for the assessment of group needs. Roles will have full line management responsibility over a number of teams with differing functional specialties and employee profiles.

**Impacts and demands**

Tasks and duties will be generally carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

The combination of both tactical and strategic matters that job holders deal with means that roles are inherently very complex, demanding of particularly lengthy periods of concentrated mental attention while also managing very high levels of work.

Duties of jobs at this level will not require job holders to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Many Professional / Technical job holders find themselves exposed to some disagreeable, unpleasant or hazardous working conditions. Particularly when the needs of their specialism require them to work on external sites exposed to the weather, in or around refuse and waste plant, close to particularly noisy machinery and in similar environments.

Other jobs, such as enforcement roles, may also see job holders exposed to verbal abuse and threatening environments. In all cases, job holders will minimise risk and conform to health and safety regulations to mitigate any negative effects of such exposure.