

Job Title: Project Engineer Sustainable Development

Grade: 10

Our Vision

We have a clear vision for Staffordshire - an innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy

Our Outcomes

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

Directorate Purpose

Staffordshire County Council is one of the largest local authorities in the UK with an ambitious vision for Staffordshire and its people. Achievement of that vision will be underpinned by the support of the county council's Economy, Infrastructure and Skills directorate (EI&S). The vision for EI&S is to help Staffordshire's economy grow, so that everyone has the opportunity of a good job and good prospects in a beautiful, safe, accessible, vibrant, cultural, prosperous, business friendly and sustainable county.

Service Purpose

The Highways & Built County team is a multi-disciplinary team whose purpose is to manage, maintain and sustainably improve Staffordshire's Built Environment so that amongst other things it is safe, accessible, functions well, promotes inward investment and economic growth, and supports social cohesion and healthy lifestyle choices.

This will be achieved by:

- Keeping the network in the best condition possible with resources available using asset management to enable the lowest whole life cost of asset ownership
- Supporting Staffordshire's economy to grow, generating more and better-paid jobs ensuring that work on the highway is of the required quality
- Improving customer satisfaction with Staffordshire County Council and enhance its reputation
- Ensuring that highway information required to manage and maintain the network and support asset management decisions is available, is held in the best place is accurate and of the required quality
- Taking action to reduce waste generation, re-use resources where possible, reduce energy use, increase sustainable travel, adapt to climate change already taking place and for the future

- Keeping the network safe for all users, improving network resilience and availability, providing a freer flowing network, supporting events on the highway and where issues do occur, efficiently and effectively administering claims
- Keeping people safe from harm, empowering people to deliver and grow, innovate, share knowledge and best practice

Reporting Relationships

Responsible to: Senior Engineer Sustainable Development

Responsible for: Such staff (internal, external or seconded) as may be placed under the postholder's control from time to time

Key Accountabilities:

1. Assist in the overall planning, organization and execution of a diverse range of projects (including major projects, Local Transport Plan initiatives, developer schemes, Divisional Highway Programme priorities, highway maintenance and bridge and highway structure maintenance and improvement schemes), within a non-routine and complex environment, from inception through construction to financial completion.
2. Manage the performance of those elements of the service for which the post holder is responsible and take steps to achieve the strategic aims of the county council, whilst participating in the full range of county council activities and initiatives as required.
3. Prepare and issue comments, advice and recommendations relating to highway/transportation aspects of planning applications; having regard to current design/transportation guidelines.
4. Undertake necessary liaison on matters relating to legal Agreements, Briefs, Statutory Undertakers, sub-consultants and other internal and external bodies to ensure the satisfactory progression of all related activities.
5. Prepare and present evidence in connection with appeals and Court proceedings under the Town and Country Planning Acts and other relevant legislation.
6. Manage and direct the work of employees under the post holder's control.
7. Prepare: feasibility reports; engineering designs and drawings; estimates; bridge inspections and assessments; transport related studies and assessments and examine and approve (if appropriate) applications for the construction of new streets as required by Section 7 of the Staffordshire Act 1983.

8. Maintain good relations with; respond as necessary to, queries from Members, internal and external stakeholders in respect of allocated projects.
9. Participate in public consultation and liaison activities and attend meetings as directed (occasionally outside normal office hours) and utilise customer insight to direct, develop and deliver highway services under the post holder's control.
10. In relation to developments submitted under the Town and Country Planning Act, identify off-site highway works including sustainable transport and traffic management initiatives to be funded and constructed by developers and undertake administrative duties associated with project development, including Statutory Procedures.
11. Analyse highway and transportation aspects of proposals for inclusion in Local Plans and development briefs and audit Transport Assessments and Travel Plans, as may be allocated in the light of the experience, training and knowledge of the post holder.
12. Prepare contract documents and provide ongoing support during the construction stage and undertake the supervision and management of works whilst operating and assisting in the development of The Contract Management Documentation.
13. Proactively instigate, encourage and participate in pre-application discussions with developers to aid the development of sustainable estate street layouts/designs in accordance with relevant Design Guides.
14. Monitor scheme budgets and advise others, as necessary.
15. In the case of specialist skill holders, maintain a high level of knowledge and experience in that skills area and provide specialist support, as necessary.
16. Seek innovative and cost-effective solutions to maximize quality of service.
17. Operate and assist with the development of the current QMS procedures.
18. Comply with the requirements of the Health and Safety Manual, CDM Regulations, Environmental Legislation and Statutory obligations.

19. Undertake such other duties as may be allocated from time to time in accordance with the general nature and grading of the post.
20. Be responsible for delivering the county council's Equality for All policy relevant to the post holder's area of work.
21. Be committed to continuing professional development and the acquisition of new skills, being prepared to undertake further training as and when required.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.



The content of this Job Description and Person Specification will be reviewed on a regular basis.


Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme*	Criteria	Measured by
	<p>Qualifications</p> <ul style="list-style-type: none"> • A Chartered Civil Engineer or Incorporated Civil Engineer or a Graduate Civil Engineer with a minimum of 5 years post graduate experience or a HNC and a minimum of 7 years post qualification experience 	A/I
	<p>Knowledge and Experience</p> <ul style="list-style-type: none"> • Significant experience in the design and delivery of highway and/or bridge related projects. • Experience of contracts, relevant documentation and legal procedures. • Experience relevant to the preparation of responses to planning applications. • Experience of Transport Assessments and Travel Plans. • Experience in AutoCad design. • Experience in asset management and micro-modeling e.g., PMS, BCI, ARCADY, PICADY, RODEL, OSCADY, TRANSYT. • Knowledge and understanding of statutory procedures associated with highway and/or bridge related projects. • Excellent communication skills. 	A/I

	<ul style="list-style-type: none"> • Experience of working in partnership with internal and external bodies. • Experience of negotiations with developers and preparation of relevant agreements. • Experience of the preparation of evidence and appearance at Public Inquiries. • Experience of the operation of agreements for the adoption of new streets and construction of off-site improvement works. • Experience of participating in multi-disciplinary teams. • Proven ability to work to time and budgetary constraints. • Previous experience in urban design. • Full Driving Licence required. 	
	<p>Skills</p> <ul style="list-style-type: none"> • Confidence, energy, commitment to excellence and quality, analytical with bias for action. • Excellent communication skills. • Political awareness. • Representational, persuasive and negotiating skills. • People and customer management. • Breadth of knowledge. • Financial and budgetary skills. 	<p>A/I</p>

This post is designated as a casual car user



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

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