

# Highway Maintenance Engineer (Client)

## Grade 10

### **Our Vision**

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 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:** Highway Maintenance Manager (Client)

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

### Key Accountabilities:

1. To develop, maintain and review service specifications for emergency, routine, reactive and cyclical and winter highway maintenance services engaging with key stakeholders to gain insight to inform future requirements including reparation and updating of service information for contract documents.
2. Review of annual service plans submitted by delivery partners to meet the requirements of the service specification for emergency, routine, reactive and cyclical and winter highway maintenance services ensuring business continuity and appropriate emergency planning is in place.
3. Develop, agree and review the performance management framework for highway maintenance contracts in conjunction with key stakeholders and contractors.
4. Contract management on or behalf of the Service or Project Manager ensuring that delivery partners are achieving the required level of service.
5. Liaison with delivery partners and colleagues to ensure that information is available to support Member, highway user, customer and other stakeholder enquiries.
6. Ensure that service specifications and plans provide for business continuity and emergency planning working with colleagues, delivery partners and other stakeholders in identifying requirements and actions.
7. Assist with the development of policies for the management of highway maintenance activities.
8. Investigate and respond to non-routine Member, customer and other third-party enquiries, complaints and freedom of information act requests.
9. Application of Engineering knowledge to arrange and review investigations on highway maintenance issues and solutions.
10. Encourage innovation, sustainability and low carbon solutions through early contractor involvement and liaison with Staffordshire's specification group.

11. Lead on public engagement for highway maintenance services and communications across multiple formats including in person presentations, written communications, web pages and responding to public queries applying asset management principles to influence stakeholders.
12. Ensure that the latest health and safety legislation, with particular regards to the duties of the 'client' and 'designer' role under Construction (Design and Management) regulations are met.
13. Availability to work outside of normal working hours on occasion to meet business need which may include supporting the Councils incident management team.

### **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

<b>Minimum Criteria for Disability Confident</b>  <b>Scheme *</b>	<b>Criteria</b>	<b>Measured by</b>
	<p><b>Qualifications/Professional membership</b></p> <ul style="list-style-type: none"> <li>• Educated to degree level in a relevant discipline e.g., civil engineering and/or</li> <li>• Professional qualification at Incorporated Engineer (IEng) level or</li> <li>• Knowledge and experience equivalent to the standards published by the Engineering Council in the UK-SPEC at IEng level.</li> </ul>	All A/I
    	<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>• Significant experience in the management or delivery of emergency, reactive, routine and cyclical highway maintenance</li> <li>• Knowledge of statutory obligations of highway authorities, highway inspections and work identification procedures</li> <li>• Understanding of highway asset management principles</li> <li>• Knowledge and understanding of design standards, design guidance and statutory requirements associated with highway maintenance activities.</li> <li>• Experience of working with highway contracts, highway legislation and legal agreements.</li> <li>• Demonstrable understanding and management of customer and public interfaces.</li> <li>• Demonstrable experience of contract and performance management with providers to deliver services.</li> <li>• Demonstrable experience of working with parish and district councils, elected members, community groups, businesses and other organisations.</li> <li>• Ability to develop and maintain partnerships to support ongoing service delivery.</li> <li>• Demonstrable experience in working in multi-disciplinary teams.</li> <li>• Demonstrable experience of working in a political environment.</li> <li>• Experience of innovation in the delivery of services.</li> </ul>	All A/I

	<ul style="list-style-type: none"> <li>• Experience in tackling climate change at a service level to make Staffordshire sustainable.</li> <li>• Commitment to continuing technical and professional development and competency.</li> </ul>	
 	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Persuasion and negotiation skills.</li> <li>• Financial and budgetary skills.</li> <li>• Analytical skills with an attention to detail.</li> <li>• Planning, organising and coordinating skills.</li> <li>• Written, verbal and digital communication skills, with the ability to pitch communications at an appropriate level to the target audience.</li> <li>• Computer literate with ability to use Microsoft Office and AutoCAD.</li> <li>• Current valid UK driving licence.</li> </ul> <p>This post is designated as a casual car user.</p>	<p>All A/I</p>



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.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting  
Talent & Resourcing Team 01785 278300