

Job Description

Senior Engineer

Highways S106

Infrastructure Delivery

Role Structure	Role Details
Directorate:	Economy & Environment
Grade:	HC10
Location:	Thorn Depot
Responsible to:	Infrastructure Delivery Director

Main purpose of the role

To manage the development and delivery of S106 highway works engaging with elected members, parish councilors and local residents to develop, design, procure and construct highway works.

Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> Lead on the engagement with local members and parish councils to develop highway S106 works that meet local needs but which also are compliant with highway standards, guidance and consistent with other Council highway works. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Work closely with Road Safety highway colleagues to agree outcomes and design standards. 	<ul style="list-style-type: none"> As required
<ul style="list-style-type: none"> Develop schemes from feasibility to detailed design <ul style="list-style-type: none"> Securing project scopes through Working Groups Putting together design briefs & ensuring stakeholder support Commissioning, instructing & managing consultant design engineers Commissioning and instruction of all Road Safety Audits and surveys Technical design reviews and alterations Prepare work packs including PCI's and all CDM requirements Prepare tender documents Respond to tender clarifications and technical queries Finalize procurements, award contracts, writing RoODs Ensuring governance and decision making process is followed Develop communications plans for scheme delivery Raising of all required highway permits Coordinate works with Network Management 	<ul style="list-style-type: none"> Daily



Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> Management of the day to day activities of the project ensuring that key stakeholders, particularly the local elected member and parish clerk, are informed of traffic management plans during construction, deviations from the plan or other changes to the scheme. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Supervise the delivery of highway works on site: <ul style="list-style-type: none"> facilitating the mobilization of contractor(s) ensuring smooth and effective hand over with contractors for construction start Supervision of construction Sign off on completed construction Control of records and storage of as-built drawings 	<ul style="list-style-type: none"> Weekly
<ul style="list-style-type: none"> Prepare project highlight reports on the Council's project management system, reporting to board(s) as appropriate. 	<ul style="list-style-type: none"> Monthly
<ul style="list-style-type: none"> Provide timely and accurate reporting from each workstream / project, and track progress towards achievement of project deliverables and as part of the overall highway S106 programme. 	<ul style="list-style-type: none"> Monthly
<ul style="list-style-type: none"> Act as the capital Spend Manager for Highways S106, including forecasting and to be responsible for managing the delivery of over £3m of highways S106 budget effectively across the lifecycle of the projects 	<ul style="list-style-type: none"> Monthly
<ul style="list-style-type: none"> Manage and profile project budgets effectively across the lifecycle of the project. 	<ul style="list-style-type: none"> As required



Person Specification

Requirements	Essential or Desirable	Identified by A – Application I – Interview
Qualifications and Training		
<ul style="list-style-type: none"> HNC or HND in Civil Engineering or substantial vocational experience in highway design and construction 	Essential	A
<ul style="list-style-type: none"> Degree in Civil Engineering and/or a Chartered Engineer or pursuing chartered status 	Desirable	A
Experience & Knowledge		
<ul style="list-style-type: none"> Significant experience in highways design and construction with a wide knowledge of Highway legislation (DMRB & TSRGD) 	Essential	A, I
<ul style="list-style-type: none"> Experience in working with elected members and parish council's providing technical advice on the development of highway works 	Essential	A, I
<ul style="list-style-type: none"> Experience in supervising and managing contractors during construction 	Essential	I
<ul style="list-style-type: none"> Experience with tendering and managing NEC4 construction contracts 	Desirable	I
<ul style="list-style-type: none"> Good knowledge of highways construction health and safety requirements and CDM responsibilities and regulations 	Desirable	I
<ul style="list-style-type: none"> Good knowledge of planning and associated S106, S38 & S278 agreements and required legal obligations 	Desirable	I

Requirements	Essential or Desirable	Identified by A – Application I – Interview
<ul style="list-style-type: none"> Experience in the process and delivery of Traffic Regulation Orders 	Desirable	I
<ul style="list-style-type: none"> Good understanding of private and DNO electrical networks 	Desirable	I
<ul style="list-style-type: none"> Good understanding of Traffic Management systems and good practice 	Desirable	I
Skills and Abilities		
<ul style="list-style-type: none"> Ability to develop highway works from feasibility to detailed design and onto construction. 	Essential	A, I
<ul style="list-style-type: none"> Ability to apply technical/specialist judgement to ensure the development of works are within highway design and Council standards 	Essential	I
<ul style="list-style-type: none"> Ability to understand and interpret technical drawings and information. 	Essential	I
<ul style="list-style-type: none"> Ability to communicate effectively with technical and non-technical audiences and demonstrate knowledge of highway design 	Essential	I
<ul style="list-style-type: none"> Excellent report writing 	Essential	A, I
<ul style="list-style-type: none"> Ability to collaborate, influence and challenge, with excellent verbal and written skills 	Essential	A, I
<ul style="list-style-type: none"> Ability to analyse complex information and use this to support improvement in practice 	Essential	I

Requirements	Essential or Desirable	Identified by A – Application I – Interview
<ul style="list-style-type: none"> Ability to organise own workload and to also help organise the work of the team 	Essential	I
<ul style="list-style-type: none"> Ability and willingness to undertake travel to and within Herefordshire, and throughout the UK, where required for meetings and other work-related circumstances. 	Essential	I
<ul style="list-style-type: none"> Flexible approach to work and hours to satisfy the needs of the business. 	Essential	I

All council staff have a duty to promote the welfare of children, young people, and adults with care and support needs at risk of abuse and neglect who cannot take steps to protect themselves. Ensuring you attend mandated safeguarding children and safeguarding adults training to enable you to recognise the concerning behavior, know how to talk about it, and consent/duty to share information effectively. You will also learn about the legalities and procedures the social care staff can take.





**Herefordshire
Council**

Our Values and Behaviours



**Spirit of
Herefordshire**

A place to Live, Work & Thrive

The council's THRIVE core values are our guiding principles and beliefs that shape our culture and behaviour within the council. They help us to achieve our Council Plan vision "do our best for Herefordshire" acting as our DNA and the "way that we do things around here". We expect all colleagues to act as a role model by living our values and setting an example for others. Our values strive to promote a thriving workforce by fostering a culture of trust, being honest and responsible, inclusive, valuing people and resources and leading with empathy.

Trust - Developing and maintaining relationships based on a culture of transparency and open communication. Supported by integrity and the confidence that you are reliable and fulfil commitments.

Honesty - Demonstrating truthfulness, integrity, and transparency in all communications, decisions, and relationships. Being trustworthy, reliable, and accountable for your actions. Acting with sincerity and fairness, even in challenging situations.

Responsibility - Taking ownership of individual and collective actions, decisions, and delivering on commitments. Being reliable, fulfilling obligations and being accountable for outcomes and results. Proactively contributing to the achievement of your own, the team and council goals.

Inclusivity - Embracing diversity, equity and inclusion by recognising and valuing the unique perspectives, backgrounds and experiences of our staff, customers and residents. Creating an environment where every individual is valued, respected and can belong.

Value - Upholding high standards, ethics and integrity to guide our actions and decisions. Demonstrating commitment to creating and delivering value in our work by recognising and appreciating each other, our resources, processes, customers, community and environment.

Empathy - Demonstrating a genuine and caring understanding of others' feelings, perspectives, and experiences. Listening attentively, acting with compassion, supporting with respect and kindness and considering the impact of our actions on others.

