**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

|  |  |
| --- | --- |
| Job Title: | Senior Engineer |
| Salary: | £44711 - £47754 per annum. |
| Grade: | G12 |
| Hours: | 37 per week. We are open to discussions about flexible working. |
| Team: | Highway Agreements Team |
| Service Area: | Place Making |
| Primary Location: | County Hall, Oxford OX1 1ND.  Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process. |
| Budget responsibility: | None |
| Responsible to: | Team Leader (supervision by Lead Officer) |
| Responsible for: | No line management, but technical supervision of engineers and assistant engineers |
| Political Restricted Post: | None |

## Job Purpose

|  |
| --- |
| * Progress proposals for Highway Adoptions from planning permission stage to adoption. * Ensure that legal agreements are fit for purpose and that all construction work is monitored in accordance with government and Council guidelines, policies and procedures. * Assist the Team Leader/Lead Officer in ensuring that layouts of new roads and changes to existing roads are designed and built to meet the Council’s standards and appropriate contemporary urban design standards by working with other Council officers, developers and local planning authorities. |

## Job Responsibilities

|  |
| --- |
| * Assist with the development and implementation of team specific revised policies and working processes and procedures. * Promote a strong customer service focus within the team and provide an excellent level of customer care. * Deputise for the Lead Engineer as necessary. * Provide technical supervision to engineering colleagues. This is to ensure an efficient manner of working to the time scales, targets and standards required by the service. * Receive drawings from developers; ensure that proposals conform with Oxfordshire County Council and national design standards. * Liaison with other sections within the County Council as necessary and advising applicants of requirements. Ensuring that all documentation and work undertaken complies with Government and Council guidelines and policies (including issues of safety). * Advising transport planning and other officers within the council on issues relating to legal agreements, highway safety and highway construction design and specifications. * Assist the Lead Engineer in ensuring that inspection of construction of new roads and highway improvements are carried out in an appropriate manner and that highway adoptions take place efficiently. * Arrange for the Aids to Movement (white lines and signs) to be checked or designed. * Issue technical approval to developers. * Calculate Bond and commuted sums required for each development scheme. * Compile and provide all necessary information to enable legal instructions to be created in relation to development of S38, S278 and private road agreements. * Arrange/carry out site inspections and testing to ensure compliance with permissions, materials/workmanship standards and approved technical drawings. This in relation to both S38 and S278 works. * Agree work’s completion, maintenance periods, formal inspections and remedial works. * Advise/instruct on adjustment of performance Bond held according to progress. * Compile full highway adoption files in order that completed development schemes can be added to the definitive highway map by Land & Highways Records Team. * Assist the Lead Engineer in monitoring and review of the operation of the section to achieve maximum efficiency and high customer service and make recommendations to the Transport Development Manager accordingly.   **For all staff** - You have specific responsibilities under Health & Safety legislation to ensure that you:   * Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do. * Cooperate on all issues involving health and safety. * Use work items provided for you correctly, in accordance with training, instructions and policies. * Do not interfere with or misuse anything provided for your or others health, safety or welfare.   Report any health and safety concerns, near misses or accidents to your line manager as soon as practicable. |

# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

|  |  |
| --- | --- |
| Essential Criteria | Assessed By: |
| Educational achievements, Qualifications, Training and Knowledge**:**   * HNC or equivalent in relevant engineering, planning or transport discipline. * CSCS qualification. | A, D |
| Experience:   * Experience of negotiating and engrossing road agreements (Section 38 and Section 278 Agreements) for the provision of transport services and infrastructure. * Experience of the road adoption process from initial submission to final adoption. * Experience of site supervision of highway infrastructure together with sound record keeping. * A working knowledge and experience of road construction design and specifications and other associated infrastructure. * Knowledge of highway construction materials, their properties and uses. * Understanding of the relevant sections of highway law relating to the function of this post. * Experience of staff recruitment process. | A, I |
| Job related competencies:   * Active Communication – actively consults and supports the flow of communication through the organisation and provides a compelling vision to others. * Improving Performance - Consistently manages towards high performance through appropriate feedback, management of poor performance and respect for individual difference. * Motivating & Influencing - Has impact and influence and effectively motivates others to achieve goals and embrace change. * Decision-making – makes clear management and financial decisions that take full account of value for money, cost management, efficiency and risk. * Delivering Results- Consistently delivers stretching objectives through effective prioritization, project management and the efficient use of resources. * Customer focus – retains responsibility for high levels of external and internal customer service through active feedback and a strong understanding of diverse customers. * Strategic Awareness – develops effective internal and external relationships and networks that enable the understanding and delivery of broad organisational goals. * Personal Effectiveness - Acts with high levels of trust and personal accountability and responds positively to change and opportunities for personal development. | A, I |
| Personal qualities & skills:   * Technical report and letter writing skills. * Proficient in the use of ICT (Word/Excel/Access/AutoCAD). * Proven ability to work under pressure & balance conflicting priorities. * Ability to be assertive when necessary. * Good organisational and analytical skills. * Excellent communication and interpersonal skills. * The ability to deliver presentations to a varied audience. | A, I |
| Special Requirements:   * Full current Driving licence or the ability to travel around the county in order to attend site inspections and meetings throughout Oxfordshire. | A, D |
| Desirable Criteria | Assessed By: |
| Educational achievements, Qualifications, Training and Knowledge:   * Degree in relevant engineering subject. * Member of professional institution (preferably engineering related). | A, D |
| Experience:   * Experience of viewing and editing AutoCAD drawings. * Experience of dealing with complex highway adoption issues; such as land & legal complications. * Experience of Highway Design and or Highway Design checks. * Experience on advising Council Members and local planning authorities and presenting reports to committee. * Knowledge of specification of materials for highway construction. * Line management experience. | A, I |
| Job related aptitude and skills Competencies:   * An understanding of the challenges facing local government. * Enthusiasm for change and innovation in road construction. * Political awareness. * Ability to interpret material test reports. * Understanding of Advance Payment Code. | A, I |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

|  |  |  |  |
| --- | --- | --- | --- |
|  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List |  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
|  | Enhanced Disclosure and Barring Service check with Children’s Barred List |  | Enhanced Disclosure and Barring Service check with Adults Barred List |
|  | Standard Disclosure and Barring Service check |  | Basic Disclosure |
|  | Disqualification for Caring for Children (Education) |  | Overseas Criminal Record Checks |
|  | Prohibition from Teaching |  | Professional Registration |
|  | Non police personnel vetting |  | Disqualification from Caring |

|  |  |
| --- | --- |
|  | Other (please specify): |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

|  |  |  |  |
| --- | --- | --- | --- |
|  | Provision of personal care on a regular basis |  | Driving HGV or LGV for work |
|  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects |  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
|  | Working at height/ using ladders on a regular/ repetitive basis |  | Restricted postural change – prolonged sitting |
|  | Lone working on a regular basis |  | Restricted postural change – prolonged standing |
|  | Night work |  | Regular/repetitive bending/ squatting/ kneeling/crouching |
|  | Rotating shift work |  | Manual cleaning/ domestic duties |
|  | Working on/ or near a road |  | Regular work outdoors |
|  | Significant use of computers (display screen equipment) |  | Work with vulnerable children or vulnerable adults |
|  | Undertaking repetitive tasks |  | Working with challenging behaviours |
|  | Continual telephone use (call centres) |  | Regular work with skin irritants/ allergens |
|  | Work requiring hearing protection (exposure to noise above action levels) |  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
|  | Work requiring respirators or masks |  | Work with vibrating tools/ machinery |
|  | Work involving food handling |  | Work with waste, refuse |
|  | Potential exposure to blood or bodily fluids |  | Face-to-face contact with members of the public |

|  |  |
| --- | --- |
|  | Other (please specify): |

**Agile Working**

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs.  Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.

Feb 2024