Job Profile comprising Job Description and Person Specification

Job description

Job Title: Head of Engineering	Grade: MG2
Section: Traffic and Engineering	Directorate: Environment and Community Services
Responsible to the following manager: Assistant Director of Environment and Community Services (Traffic and Engineering)	Responsible for following staff: Group of Principal Engineers Senior Engineers Assistant Engineers/Engineers and Technical Assistants
Post Number/s:	Last review date: April 2016

Working for the Richmond/ Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose:

Responsible for the management and performance of a group of engineering staff providing a range of services which may include traffic management, traffic management orders and parking control policy and design, highways, highways asset management, highway structures, street lighting, drainage and flood prevention, cycling and road safety.

Specific Duties and Responsibilities:

- To manage a group of Principal Engineers, Senior Engineers, Assistant Engineers/Engineers and Technical Assistants.

- To ensure that the services for both Councils are dealt with on an equitable basis to deliver the standards required for each, as agreed annually by the Executives of both Councils.

- To provide strategic, operational and motivational leadership of staff, providing a visible presence to the workforce and promoting a good working environment with the primary aim of delivering high quality services.

- To be a member of the Divisional Management Team and lead on recommending policy development and strategic planning for areas of responsibility.

- To provide effective management of staff, including recruitment, training, development and appropriate application of policies and codes of practice on staffing matters.

- To advise and support Members on all relevant service matters, including advising on legislative developments, making policy proposals, commenting on reports, and attending Member and committee meetings.

- To advise and support senior managers on relevant service and other matters, including advising on legislative developments, policy proposals and, committee reports.

- To ensure business and budget plans are produced for all functions within the service and ensure they are effectively managed within the approved budgets.

- To ensure that performance review and improvement and customer focus is embedded within services, as well as seeking innovative and creative solutions to securing highest quality and value for money services.

- To effectively manage programmes and projects to ensure they deliver on time and within agreed budgets.

- To ensure that residents and stakeholders are actively engaged in the future of the service and are able to influence decision making. In Richmond, a key mechanism for this will be the village planning programme.

- To ensure that effective commissioning, market testing and contract management of services processes are in place and operating to all required standards, ensuring delivery to specification and within budget; and to manage processes for the timely re-procurement of relevant contracts in liaison with procurement and legal.

- To promote and develop good working relations and collaborative arrangements with relevant third party organisations and agencies including private, voluntary and other public organisations, to forge effective partnership working.

- To represent the SSA, and where appropriate customers, in dealing with external organisations.

- To act as deputy to the Assistant Director of Environment and Community Services (Traffic and Engineering) as required.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.

- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.

- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.

- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.

- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.

- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

- To ensure that all services are provided in accordance with local and national health and safety requirements.

- To attend evening meetings as required.

- To attend out of hours emergencies as required.

Team structure

To se the current structure please go to The Loop.

Person Specification

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Head of Engineering	MG2
Section:	**Directorate:**
Traffic and Engineering	Environment and Community Services
Responsible to following manager:	**Responsible for following staff:**
Assistant Director of Environment and Community Services (Traffic and Engineering)	Group of Principal Engineers Senior Engineers Assistant Engineers/Engineers and Technical Assistants
Post Number/s: TBC	**Last review date:** April 2016

Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being Open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being Supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being Positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements	Assessed by A & I/ T/ C (See below explanation)
Knowledge	
Proven knowledge of local government finance, processes and procedures.	A/I
Sound knowledge of highway and traffic legislation and of best practice in the industry.	A/I
Working knowledge of health and safety legislation as it affects services provided.	A/I
Experience	
Extensive engineering experience in the range of functions covered by this	A/I

post.	
Demonstrable and successful delivery of programmes of engineering works.	A/I
Successful management and development of engineering staff.	A/I
Demonstrable delivery of continuing service improvement and cost reduction.	A/I
Skills	
Strong leadership and staff management and motivational skills.	A/I
Politically astute.	A/I
Strong written, verbal and presentational skills.	A/I
Strong analytical and negotiating skills.	A/I
Qualifications	
Chartered Engineer and at least 2 years relevant engineering experience or Degree in engineering and at least 4 years relevant post graduate experience	A/I

A – Application
I – Interview
T – Test
C – Certificate