



Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Principal Engineer	Grade: PO6 – MG1
Section: Traffic and Engineering	Directorate: Environment and Community Services
Responsible to following manager: Head of Engineering	Responsible for following staff: Team of Senior Engineers, Assistant Engineers/Engineers and Technical Assistants
Post Number/s: TBC	Last review date: April 2022

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 managing a team of engineering staff in the development and delivery of a range of engineering services and projects which may include traffic management, highways, highways asset management, street lighting, drainage and flood prevention and cycling.



Specific Duties and Responsibilities:

1. To manage a team of Senior Engineers, Assistant Engineers/Engineers and Technical Assistants.
2. 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.
3. To provide 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.
4. To provide effective management of staff, including recruitment, training, development and appropriate application of policies and codes of practice on staffing matters.
5. To ensure all Member queries about service delivery are dealt with promptly and effectively.
6. To advise and support senior managers on relevant service and operational matters.
7. To manage the team’s budgets, including ensuring that all necessary processes and procedures are carried out in a timely and effective way.
8. To proactively assist with and as required carry out performance review and improvement measures on an ongoing basis, helping to ensure that a customer focus is embedded within the function and innovative and creative solutions are evaluated to securing the highest quality and value for money function.
9. To assist with and as required lead change programmes within the service.
10. To promote ways of working that ensure residents and stakeholders are actively engaged in the future of the function and are able to influence decision making.
11. To ensure that effective commissioning, market testing and contract management of services processes are in place and operating to all required standards.



12. To contribute towards the development of good working relations and collaborative arrangements with relevant third party organisations including private, voluntary and other public organisations, to forge effective partnership working.
13. To support the Head of Service in representing the SSA, and where appropriate customers, in dealing with external organisations.
14. To prepare technical and committee reports and associated documentation and to draft briefs, consultation and publicity documentation and press releases.
15. To act as deputy Head of Engineering as required.

Progression Criteria

Progression through the grade is based on the needs of the Council and is not automatic. The need for employees working at the higher grade/s will be assessed by the relevant manager in conjunction with the Head of Human Resources. If it is established that there is a need, then the postholder will be subject to a full assessment about their ability to work at the higher level

Additional Criteria for progression to MG1 of the linked grade.:

16. . Incorporated / Chartered Engineer registration with Professional Body Membership or Equivalent Experience
17. To Prepare Contracts and Tenders.
18. Contract management and review.
19. To develop and implement highway management systems.
20. To develop and implement asset management systems.
21. To assist with the development of policies in accordance with green agenda (WESS etc).
22. To mentor staff professionally leading to ICE / CIHT professional recognition.



23. To attend evening meetings/committees as required as team representative

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 attend evening meetings as required.
- To ensure that all services in the team are provided in accordance with local and national health and safety requirements.

Team structure

To see the current structure please go to The Loop.



Person Specification

Job Title: Principal Engineer	Grade: PO6 – MG1
Section: Traffic and Engineering	Directorate: Environment and Community Services
Responsible to following manager: Head of Engineering	Responsible for following staff: Team of Senior Engineers Assistant Engineers/Engineers and Technical Assistants
Post Number/s:	Last review date: April 2022

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 for explanation)
Knowledge	Essential	Desirable	Assessed
Proven understanding of local government processes and procedures.		X	A/I



Working knowledge of highway and traffic legislation and best practice in the industry.	X		A/I
Knowledge of health and safety legislation as it affects services provided.	X		A/I
Experience	Essential	Desirable	Assessed
Engineering experience in the range of functions covered by this post.	X		A/I
Demonstrable and successful engineering project and service delivery management to specification, time and budget.	X		A/I
Management and development of professional engineering staff.	X		A/I
Delivery of service improvement and cost reduction.		X	A/I
Skills	Essential	Desirable	Assessed
Effective leadership, management and motivational skills.		X	A/I
Effective written and verbal communications skills.	X		A/I
Politically aware.	X		A/I
Good analytical and negotiating skills.	X		A/I
Qualifications	Essential	Desirable	Assessed
Membership of appropriate professional body		X	A/C
Degree or HND in appropriate subject and at least 3 years relevant engineering experience		X	A/C
At least 5 years relevant engineering experience.	X		A/I

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