



number one for
service and value

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Senior Engineer	Grade: PO3 – PO6
Section: Traffic and Engineering	Directorate: Environment and Community Services
Responsible to following manager: Principal Engineer	Responsible for following staff: Assistant Engineers/Engineers
Post Number/s:	Last review date: January 2025

Working for the Richmond / Wandsworth Better Service Partnership (BSP)

This role is employed under the BSP between Richmond and Wandsworth Councils. The overall purpose of the BSP 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 BSP 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 design, management, and delivery of engineering services and projects which include traffic management, highways, highways asset management, street lighting, drainage and flood prevention and cycling.



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Specific Duties and Responsibilities:

1. To line manage Assistant Engineers/Engineers and Technical Assistant staff as required.
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 operational line management to staff including a visible presence to employees, promoting a good working environment with the primary aim of delivering a high-quality service.
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 assist as required with the management of budgets, including ensuring that all necessary processes and procedures are conducted in a timely and effective way.
8. To assist as required with 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 contribute as required to change programmes within the service.
10. To support ways of working that ensure residents and stakeholders are actively engaged in the future of the function and can influence decision making.
11. To contribute as required to the commissioning, market testing and contract management of services.



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Progression Criteria

Progression through the grades 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.

Progression to grade PO4

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.
13. To assist prepare technical and committee reports and associated documentation.
14. To act as deputy Principal Engineer as required.

Progression to grade PO5

15. Working toward Incorporated / Chartered Engineer registration with Professional Body Membership or Equivalent Experience
16. To assist in the Preparation of Contracts and Tenders.
17. To assist to develop and implement highway management systems.
18. To assist in the supervision of major highway works & projects.

Progression to grade PO6

19. Contract management and review.
20. To develop and implement asset management systems.
21. To assist in development of staff professionally leading to ICE / CIHT professional recognition.
22. To attend evening meetings/committees as required as team representative.
23. To assist in the recruitment of staff.

24. Preparation of Committee & Technical reports.
25. Supervision of major highway works & projects.
26. Development of policies in accordance with green agenda (WESS etc).
27. Preparation of budget estimates.
28. Knowledge and understanding of Contract/Tender document preparation.
29. Knowledge and understanding of project and programme management.

Generic Duties and Responsibilities

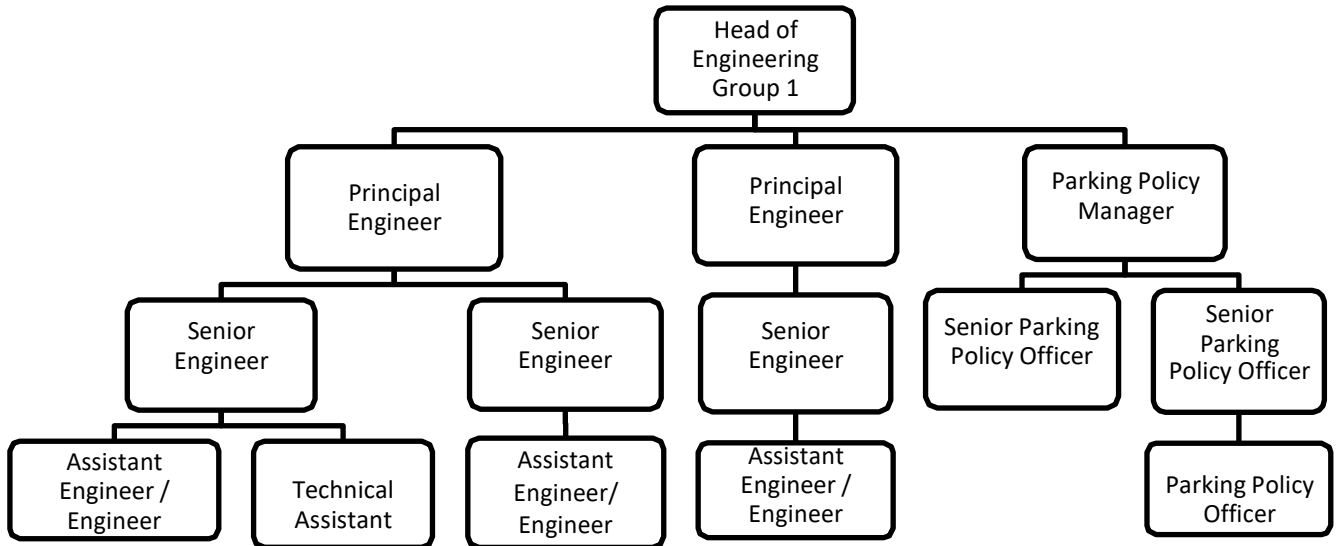
- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, and health & safety.
- To adhere to security controls and requirements as mandated by the Richmond & Wandsworth BSP 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 profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Additional Information

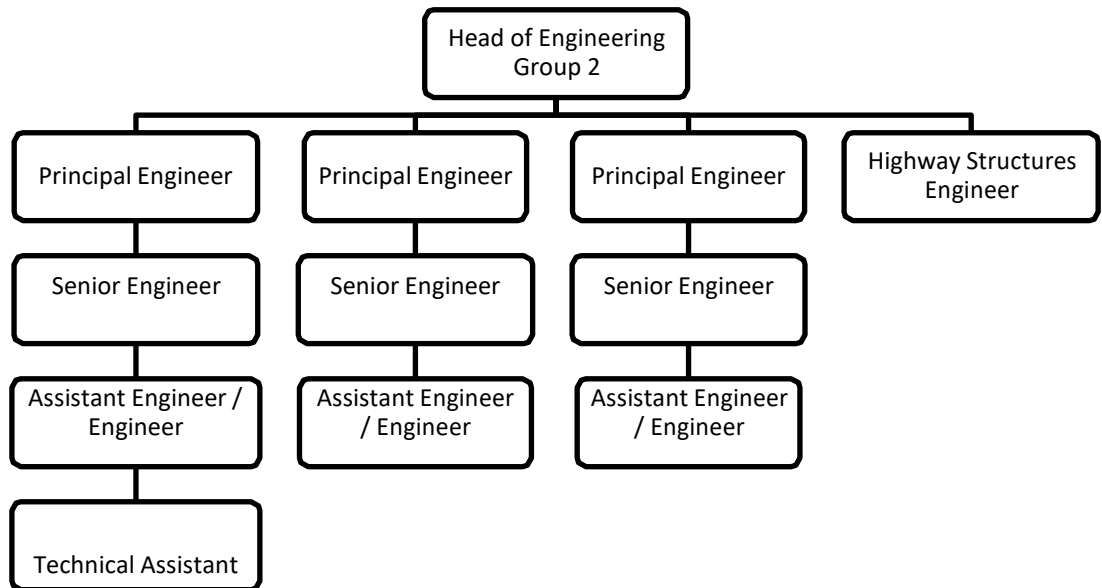
- To ensure the effective financial management of assigned service areas and projects.
- To ensure that all services are provided in accordance with local and national health and safety requirements.
- To attend evening meetings as required.

Team structure

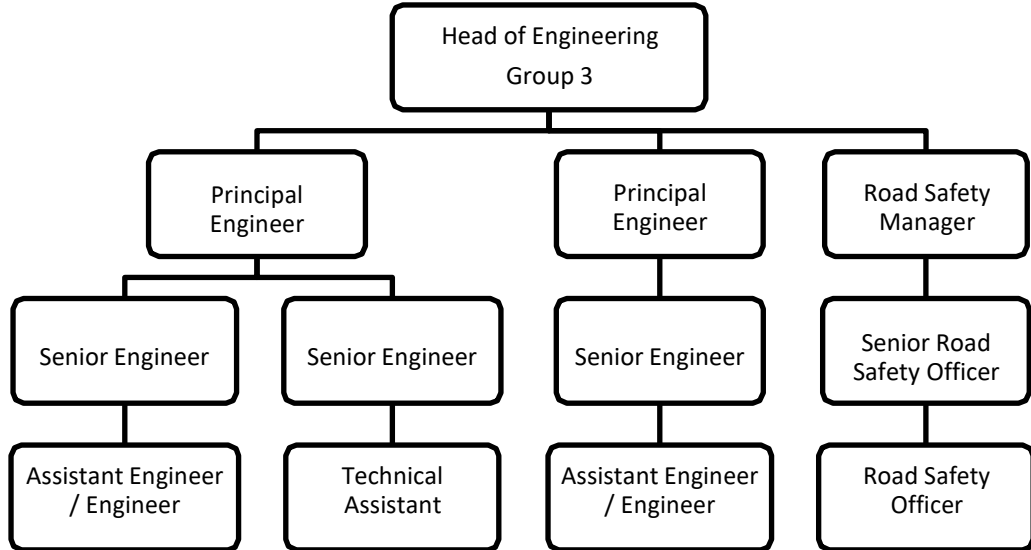
Engineering Group 1



Engineering Group 2



Engineering Group 3



Person Specification

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Section: Traffic and Engineering	Directorate: Environment and Community Services
Responsible to following manager: Principal Engineer	Responsible for following staff: Assistant Engineers/Engineers
Post Number/s:	Last review date: April 2024

Our Values and Behaviours

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the BSP and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see overleaf for explanation)
Knowledge	Essential	Desirable	Assessed
Sound practical highway, and structural engineering knowledge.	X		A/I
Street works, highways and other relevant legislation and associated health and safety requirements.	X		A/I
Working knowledge of asset management and prioritising and programming of schemes.	X		A/I
Local government processes and procedures.	X		A/I
Experience	Essential	Desirable	Assessed
Engineering experience in the range of functions covered by this post.	X		A/I
Engineering project and service delivery management to time, budget and specification.	X		A/I
Experience of budget and financial management in relation to engineering schemes.	X		A/I
Experience of supervising a small team of Engineers and Assistant Engineers.		X	A/I
Contributing to service improvement and cost reduction.		X	A/I
Skills	Essential	Desirable	Assessed
Ability to instruct and motivate more junior staff.		X	A/I
Proven contract management skills including bills of quantities, use of methods of measurement.	X		A/I
Good written and verbal communications skills.	X		A/I
Good analytical skills.	X		A/I
Qualifications	Essential	Desirable	Assessed
Appropriate professional qualification and at least 1 year's post qualification experience, or Degree or HND and at least 2 year's post qualification experience, or Minimum of 5 year's relevant highways and traffic management experience.	X		A/I

A – Application form / CV

I – Interview

T – Test

C - Certificate