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## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Senior Engineer	<b>Grade:</b> PO3 – PO4
<b>Section:</b> Traffic and Engineering	<b>Directorate:</b> Environment and Community Services
<b>Responsible to following manager:</b> Principal Engineer	<b>Responsible for following staff:</b> Assistant Engineers/Engineers and Technical Assistants
<b>Post Number/s:</b>	<b>Last review date: April 2016</b>

#### 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 design, management and delivery of engineering services and projects which may 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 Engineer/Engineer 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 carried out 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 are able to influence decision making.
11. To contribute as required to the commissioning, market testing and contract management of services.



### **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.

### **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**

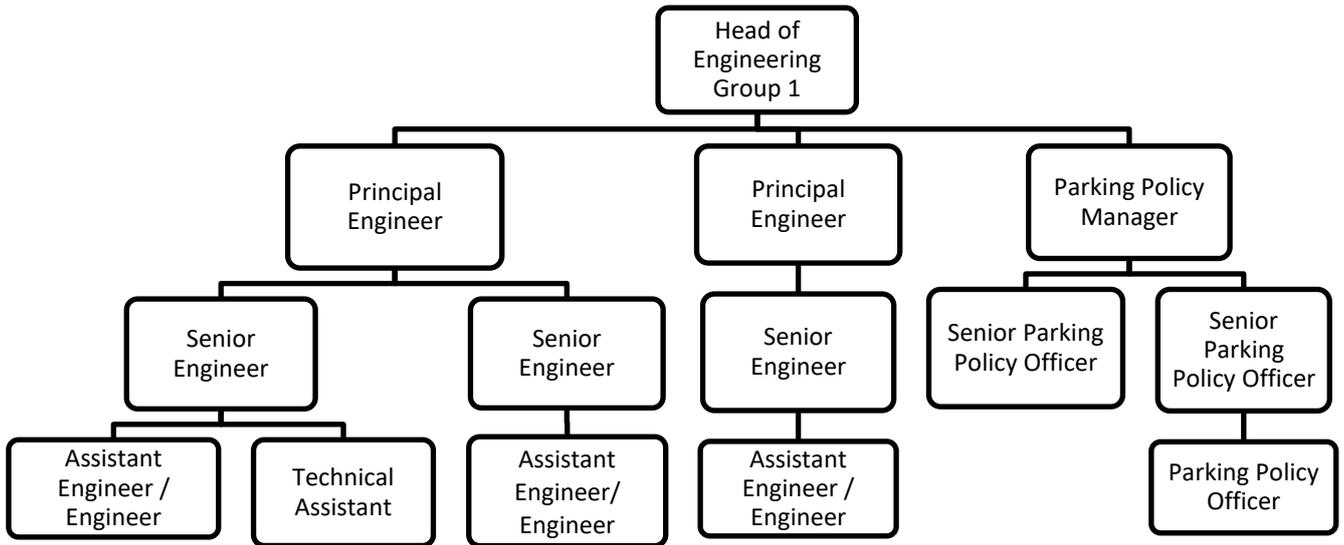
- To ensure the effective financial management of assigned service areas and projects.
- To ensure that all services are provided in accordance with local and national health and safety requirements.
- To attend evening meetings as required.



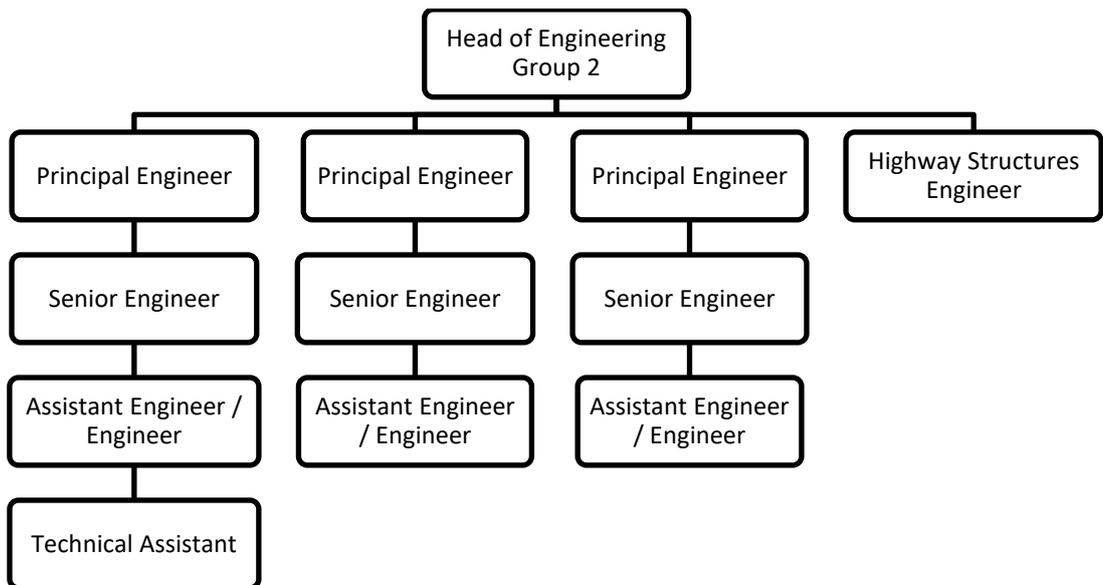
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**Current team structure**

**Engineering Group 1**



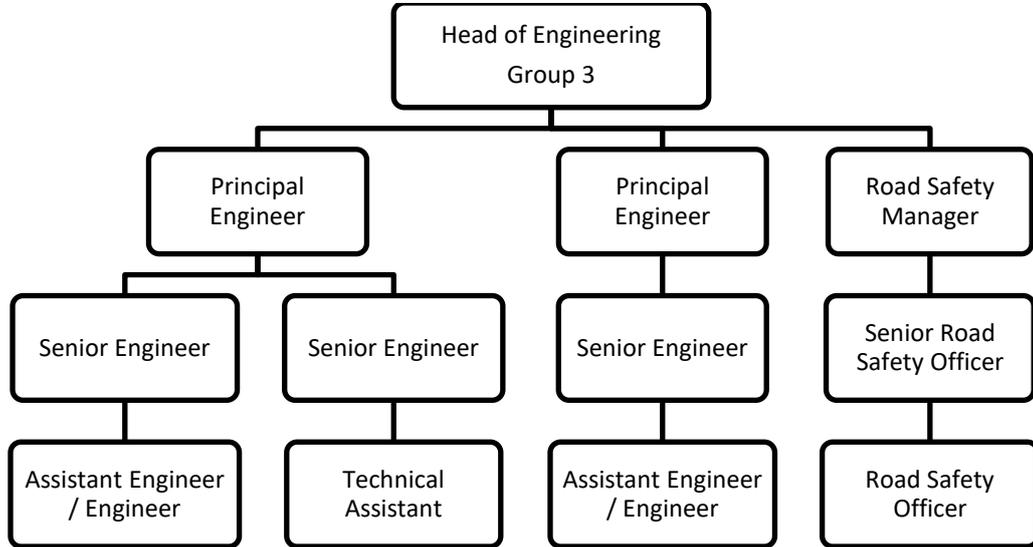
**Engineering Group 2**





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### Engineering Group 3





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## Person Specification

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### 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)
<b>Knowledge</b>	
Sound practical highway/traffic engineering knowledge.	A/I
Streetworks, highways and other relevant legislation and associated health and safety requirements.	A/I
Working knowledge of asset management and prioritising and programming of schemes.	I
Local government processes and procedures.	A/I
<b>Experience</b>	



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Engineering experience in the range of functions covered by this post.	A/I
Engineering project and service delivery management to time, budget and specification.	A/I
Experience of budget and financial management in relation to engineering schemes.	I
Experience of supervising a small team of Engineers and Assistant Engineers.	A/I
Contributing to service improvement and cost reduction.	A/I
<b>Skills</b>	
Ability to instruct and motivate more junior staff.	A/I
Proven contract management skills including bills of quantities, use of methods of measurement.	I
Good written and verbal communications skills.	A/I
Good analytical skills.	I
<b>Qualifications</b>	
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.	A/I

**A – Application form**

**I – Interview**

**T – Test**

**C – Certificate**