

Job Description

Job title	Senior Engineer – Highway Adoption
Directorate	PLACE : Regeneration, Community and Culture
Division	Transport & Parking Service
Range	MPR 6
Reports to	Transport Engineering Manager

Main purpose of the job:

To lead the Highway Adoptions Team, ensuring that new roads offered for adoption and associated changes to existing public highway are designed and built in accordance with the Council's requirements and to appropriate standards. Working with developers and stakeholders to secure agreements under Section 38 and Section 278 of the Highways Act, and to support the wider service in the delivery of transport engineering projects and schemes.

Liaise with stakeholders in a way that promotes the [vision and values](#) of the Council.

Accountabilities and outcomes:

- Managing the highway adoption process, covering the adoption of new roads and development related highway improvements.
- Managing the activities of the Highway Adoptions Team, coordinating the day-to-day delivery of the Highway Adoptions service area, including planning, coordination and delivery of workstreams.
- Responsibility for the recruitment, selection and development of officers within the Highway Adoptions Team (in conjunction with the Transport Engineering Manager).
- Overseeing programmes of development related highway alteration projects, including undertaking the role of Client representative for projects.
- To apply technical expertise, providing recommendations and advice when assessing and approving technical drawings and associated documentation, negotiating with developers and consultants to secure layouts suitable for adoption.
- To oversee the calculation and negotiation of quantities and financial bond figures, and to identify and secure applicable fee payments / other financial obligations.
- To prepare instructions and secure legal agreements for adoption and changes to the highway network in accordance with S38 and S278 of the highways act.

- Lead and oversee the monitoring of works progress and address day to day technical queries with external stakeholders and their representatives to ensure construction works comply with legal agreements and are undertaken to the required specifications and standards.
- To manage all enquiries relating to the Highway Adoption service area, liaising with and advise internal and external stakeholders to secure the adoption of new roads.
- To oversee advice given to Highways Development Control/Planning Officers on acceptability of construction proposals and adoption issues that may arise.
- To prepare reports for delegated approval to enter into legal agreements and obtain authority to adopt on completion of all works.
- Provide specialist guidance and advice to senior officers and elected members.
- Supporting the development and updating of relevant guidance and policy.
- Representing the Highway Adoption service area at internal and external public meetings and other appropriate related forums.
- Deputising for Transport Engineering Manager as required by the Head of Transport and Parking.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Organisation:

This role reports to the Transport Engineering Manager.

The post holder will be required to line manage staff within the Highway Adoption Team, providing supervision, mentoring and training.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis. The role involves site working/attending site as required.

Person Specification

All criteria at level A are considered essential unless stated otherwise.

Qualifications

Level A

- Degree in Civil Engineering / appropriate related discipline or equivalent, or demonstrable relevant experience.

Level B (in addition)

- Certificates relating to formal training in the operation and application of the service area specialism or relevant equivalent.
- Relevant project management qualification/accreditation.
- Membership of an appropriate professional body such as IHIE/CIHT (for example)

Level C (in addition)

- Relevant leadership and management qualification or equivalent (Team Leader level or equivalent)

Knowledge

Level A

- Detailed knowledge of Highway legislation relating to Highway Adoption processes.
- Highway engineering and construction, including oversight of highway alteration projects and new highway construction.

- Knowledge of the application of highway design and construction principles, guidance, standards, specifications and best practice.
- Project Management principles and methods.
- Health and Safety Legislation and application.
- Highway engineering software packages.
- Construction Design and Management Regulations (CDM)

Level B (in addition)

- Extensive demonstrable knowledge of the application of highway design and construction standards and guidance, such as: DMRB, Manual for Streets, TSRGD, CDM.
- In depth knowledge and understanding of financial processes and systems, including service area budget accountability.
- Project management processes, overseeing programme delivery via these processes across a specialist service area.
- Detailed understanding of Highway law and private streets: Highways Act 1980, Road Traffic Regulation Act, Road Traffic Act, Traffic Management Act, New Road and Streetworks Act etc.
- Highway Development Control roles and responsibilities and the assessment of the highway and transport aspects of planning applications.
- Knowledge of developing and producing designs for traffic management, pedestrian and cycle movements.

Level C (in addition)

- Advanced theoretical / practical / procedural / organisational / policy knowledge across a specialist area and has detailed knowledge of organisational policies, practices or procedures.
- Ability to demonstrate the advanced theoretical, practical and procedural knowledge across a specialist area/discipline, as well as the ability to turn theoretical knowledge into practical applications, or an equivalent level of organisational, procedural and policy knowledge.
- Extensive demonstrable knowledge of managing specialist service area including Highway legislation, design standards, guidance and policy, commensurate with experience.

Experience

Level A

- Relevant demonstrable experience (minimum 8 years) of working in a Highway Engineering/Highway Development or other comparable discipline in a local authority, public body or similar organisation, including applying transport engineering solutions, political awareness, partnership working and best value principles.
- Managing programmes highway related projects and or workstreams.
- Experience of applying project management principles, best practice and methods.

- Client representative for highway alteration projects and works on behalf of the Highway Authority.
- Experience in the review and interpretation of road safety audits.
- Experience of managing a Team of professional and technical officers in Highway Adoption/Highway Construction/Traffic Engineering, undertaking direct responsibility for the line management of others (undertaking Team Leader role).

Level B (in addition)

- Proven level of experience of applying relevant knowledge of highway design and construction standards, guidance, best practice, and regulations to scenarios successfully within a multi-disciplinary environment.
- Extensive demonstrable experience of independently overseeing relevant workstreams and providing advice on any areas of concern.
- Significant demonstrable experience of interpreting design drawings, preparing cost estimates and scheduled bill of quantities.
- Demonstrable Experience of budget management / financial accountability.
- Demonstrable experience of leading a team of professional and technical officers to ensure the efficient and effective operation of the team.

Level C (in addition)

- Significant demonstrable experience overseeing highway adoption service area, including delivery of highway engineering projects. Relevant discipline experience (E.g. minimum 5 years' experience at equivalent level of responsibility).
- Significant demonstrable experience of analysing and interpreting varied and complex information or situations and taking authoritative action within specialist service area without referral to line manager.
- Experience of deputising for next level of management as appropriate to service area.

Skills

Level A

- Competent user of standard ICT packages i.e. Word, Excel, Outlook and PowerPoint.
- Demonstrates the ability to manage programmes of projects and service area workstreams.
- Ability to oversee the work of Engineers and Assistant Engineers within service area providing line management.
- Demonstrates the ability to work all or most of the working day being alert to risks or checking of documents or equivalent.
- Can demonstrate dexterity, co-ordination or sensory skills, where there is high demand for precision in the use of these skills.

- Demonstrates the ability to deal with periods of hours at a time (e.g. a morning or afternoon) undertaking repeated manual calculations or other work with figures, or report writing or preparing for a presentation.
- Demonstrable ability to deal with high levels of work-related pressure, for example from deadlines, interruptions or conflicting demands.
- Excellent communication skills with the ability to communicate clearly and present complex and/or sensitive information in an understandable way, using a variety of methods across a range of audiences. Can understand with ease virtually everything heard or read.
- Demonstrable ability to use analytical skills to interpret complex information and situations.
- Self-motivation with excellent interpersonal and leadership skills.
- Negotiation and persuasion in relation to changes considered necessary in highway adoption proposals.
- Ability to apply sound engineering principles and identify solutions in negotiation with stakeholders taking account of highway legislation, designs standards and guidance.
- Excellent organisational skills, ability to maintain accurate and detailed records for future examination.

Level B (in addition)

- Demonstrable ability to oversee and progress a series of activities working independently within recognised guidelines making frequent decisions without ready access to more senior officers except for advice on policy or resource issues.
- Demonstrable ability to have direct impact on the well-being of individuals or groups of people, either (i) by implementing regulations which have a direct impact on the health, safety and well-being of people, (ii) by providing advice and guidance on established internal procedures and may involve some interpretation of policy and procedures to meet specific circumstances or problems relating to the well-being of people
- Demonstrable ability to have considerable direct responsibility for financial resources, involving either: (i) accounting for large sums of money, in the form of cash, cheques, direct debits, invoices or equivalent, where care, accuracy and security are important or (ii) being accountable for considerable expenditures from an agreed budget or equivalent income. The responsibility may include contributing to the setting and monitoring of the relevant budget and ensuring effective spend of the budgeted sums.
- Demonstrable ability to take responsibility for line managing others, providing direction, monitoring progress and empowering them to achieve objectives and/or demonstrable experience of providing guidance on internal policies and procedures relating to employees, and interpret them based on the needs of individual situations.

Level C (in addition)

- Demonstrable ability to analyse and interpret varied and complex information or situations, develops solutions and/or strategies that take more than a year to formulate, taking authoritative action within specialist service area

- Demonstrable ability to deputise for next level of line management, exhibiting appropriate skills, behaviours and corporate awareness.
- Provide advice and guidance on the operation of established internal procedures in relation to human resources, this may include interpretation of policies and procedures to meet specific circumstances or problems.
- Conflict resolution, including corporate, professional, and reputational awareness/responsibility.
- Demonstrable ability to use highly developed communication skills to confidently present complex/sensitive information in an understandable way, adapting the style to a range of audiences/stakeholders in all arenas.



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