



**Job Profile and Working for Stockport Council**

Our Council

Our employees are our **greatest asset**. We’re proud of the way we provide vital frontline services every day and work together, as **one team.**

Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>

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| **Role:**  |  | Engineer / Transportation Project Officer |
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| **Service Area:** |  | Capital Delivery / Programme & Project Management |
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| **Directorate:** |  | Services to Place |
|  |  |  |
| **Salary Grade:** |  |  Scale 5/6  |

**About the Job**

**Main Purpose of the Job**

We are seeking to appoint an Officer with experience of working in a highways or transport environment. We are delivering a programme of capital schemes across the borough, including major projects, such as highway improvements along the A34 and around Cheadle to develop a new rail station. The post holder will assist with the delivery of the programme, leading on specific workstreams, preparing financial information and assisting with the preparation of programmes.

**Key Responsibilities**

* Contribute to the key aims and objectives of the organisation, both within the post holder’s specific remit, across Capital Delivery, Highways and Transportation, Place and the Council as a whole.
* To assist in developing and delivering a range of highways and transportation schemes of various types and sizes including; consultations, inspections, investigations, feasibility studies, strategies, design and construction.
* To assist in identifying hazards, completion of risk assessments and compilation of pre-construction information ensuring all works are completed in accordance with Health & Safety legislation.
* To assist in the preparation of tender/contract documentation. To assist in administering of the contract, supervision of contractors on site and verification of valuations for completed works.
* To assist in developing and maintaining effective internal and external stakeholder relationships including Councillors, the public, consultants, contractors and private developers.
* Assist in researching, analysing and interpreting a range of data including asset data held in GIS to aid compliance with the Council’s policies, procedures and past practises.
* Develop a shared understanding and knowledge of your own and other Highways and Transportation service areas.
* Take ownership of enquiries and issues to ensure they are addressed and resolved in a thorough and timely manner.
* Identify issues and opportunities, consider risks and develop solutions through in-depth information gathering and analysis.
* Prioritise work, taking into account own workload, project timelines and other deadlines.
* Make objective decisions at the appropriate level guided by varied procedures and practices and senior management requiring a level of understanding and some interpretation and provide advice and feedback to support accurate decision making.
* Analyse and interpret a range of data sources to inform decisions, taking a creative approach, and with reference to a variety of policies, procedures, and past practices.
* Communicate sometimes complex information in a succinct and engaging manner using appropriate styles, methods and timing including digital channels to maximise understanding and impact.
* Work with colleagues, stakeholders and partners to improve service/project delivery and develop new models of delivery.
* Use project management skills and techniques to achieve outcomes, identifying risks and mitigating actions.
* Develop and maintain systems to review service/project delivery to provide quality and value for money.
* Develop and manage projects to deliver projects and programmes that are aligned with the purpose of the Highways and Transportation Service
* To use Quality Assurance Procedures.
* To work in partnership with officers from other Directorates within the Authority and with other public and private sector organisations and elected members
* To support the preparation of reports to the Council’s Committees and Executive.
* To keep informed of developments within the highway and transport field keeping abreast of technological advances, amendments to legislation and government policies.
* Work with teams to set priorities, goals, objectives and timescales and develop plans to improve service/project quality.

**Additional Information**

The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.

The successful applicant will be required to carry out daily site visits using their own vehicle and will need the necessary insurance for this type of use. The Council has a scheme in place to reimburse employees who are required to use their vehicle for business purposes.

**About You**

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

* Knowledge and experience of design and/or construction of transport infrastructure projects from scheme development through to delivery (highways, structures, cycle and pedestrian solutions, public transport)
* Ability to communicate clearly and concisely on all levels in multiple formats including presentations to varying stakeholders
* Experience of working successfully on multiple projects at the same time to ensure delivery of objectives in line with agreed budgets and timescales.
* Excellent inter-personal skills and the ability to work on your own initiative and work effectively as part of a multi-disciplinary team.
* Dealing with enquiries or complaints from the public
* Successful experience of managing minor projects achieving required objectives with minimal guidance
* Working with external organisations to provide a service
* Experience of working with financial information to monitor scheme performance
* Experience in producing, monitoring and managing progress using, project schedules and programmes.
* Experience of analysing data to inform solutions
* Understanding of construction related health and safety
* Thorough understanding and use of Microsoft Office software and some understanding and use of specialist project management software such as Microsoft Project.
* Association for Project Management qualification or a commitment to achieve this.

To work to the Council’s values and behaviours by:

* Keeping the people of **Stockport** at the heart of what we do
* Succeeding as a **team**, collaborating with colleagues and partners
* Driving things forward with **ambition**, creativity and confidence.

Showing value and **respect** to our colleagues, partners and customers.