

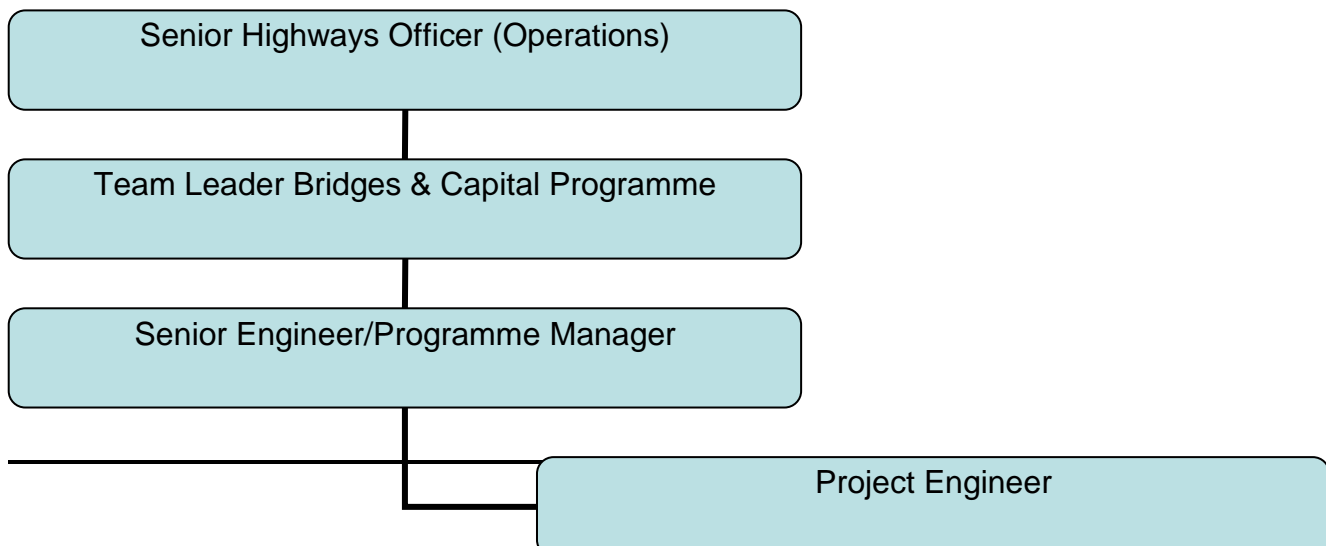
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	Neighbourhoods
SECTION:	Highways
LOCATION:	Princess Street Depot, Princess Street, Rochdale, OL12 0HA
JOB TITLE:	Project Engineer
POST NUMBER:	HECDC0000002
Grade:	8
Accountable to:	Bridges and Capital Programme Team Leader
Accountable for:	
Hours of Duty:	37 hours
Any Special Conditions of Service:	<p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council.</p> <p>Required to travel within the borough. For car owners, car mileage payable.</p>

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

To provide a comprehensive highway design, construction and maintenance service to the Authority.

To design and implement a wide variety of on-highway and off-highway improvement and maintenance projects for various clients, both internal to and external to the Highways Service

Responsible for the project management of all aspects of highways related projects assigned to them including the quantity surveying of individual schemes.

To project lead, motivate and manage projects comprising both internal and external resources, to ensure delivery to cost, quality and programme in accordance with the client's expectations.

To be responsible for the delivery of all related services in a way which meets the requirements of relevant health and safety legislation and the obligations placed on the Council.

To contribute towards Highways Service's corporate and social responsibilities including policy, procedures and governance arrangements.

Control of Resources

Personnel

To operate as part of the Design & Construction Team.

Financial

To operate and monitor budgets within the highways capital budget

To be financially responsible for the management of client budgets allocated to a project or service and contribute to any financial reporting required.

Equipment/Materials

To be responsible for the assets, equipment and materials used in the delivery of services, ensuring they are properly protected from loss and provide value for money.

To be responsible for the efficient and cost effective procurement, commissioning and maintenance of equipment both directly and through third party organisations.

Health/Safety/Welfare

Responsible for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal

Senior Managers and Head of Service of Property & Highways
Staff in other services within the Council.
Elected Members of the authority
Staff in partnership organisations

External

Staff in external organisations providing property & highways services to RMBC
Employees within other local authorities, public bodies and funding bodies
Members of the public and targeted communities/users
Statutory undertakers, highways agency, RDA, TfGM, Contractors, subcontractors

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out below -

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply these values and associated behaviours at all times

Principal Duties

To lead and manage highways related projects in a safe, cost effective and proactive way, to both internal and external customers.

To provide full Contract Administration.

To be accountable for the submission of qualitative and accurate technical and cost reports and service specifications for client approval.

To produce feasibility plans and budget estimates for both internal and external clients

To ensure all traffic management and health & safety obligations are met in the delivery of scheme works.

To assist with the development and implementation of systems and processes to ensure the effective management of project delivery in line with agreed objectives, timescales, costs and other KPI's and SLA's.

To undertake regular reviews of all key projects within own area of responsibility and proactively engage with clients and stakeholder groups to gather feedback and deliver service improvement initiatives.

To attend meetings outside normal working hours e.g., council committee meetings, schools governor meetings etc.

To be responsible for the procurement of all highways related contracts, products or services assigned to them on behalf of the client ensuring that the relevant Contract Procurement and financial procedures are complied with.

To be responsible for Quantity Surveying within individual schemes which includes, accurate pre and post tender estimating, preparation of quotes, cost monitoring and invoicing, financial statements, tender and contract documentation, tender assessment and reports, contractual disputes and claims, final accounts, interim valuations and contract payments.

To assist in the control and management of service budgets in accordance with the Council's policies, priorities and financial regulations.

To ensure that the Council's statutory duties and responsibilities are undertaken and Council policy is discharged in respect of service delivery

Secondary Duties

To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.

To obtain all necessary consents and provide all essential consultations with other sections and outside bodies as required for the projects assigned.

To develop and maintain under constant review, researching as necessary, all matters relevant to particular areas of assignment and keeping up-to-date with new developments in those areas.

Attendance at Committee or Public Meetings, Residents Groups, etc. as may be necessary

To provide advice and professional services, as necessary, to other Council Services, on any matters related to works being undertaken by the postholder.

To represent the Programme Manager or Team Leader at internal and external meetings as required

To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by M Aiken Date 14/12/2021

Agreed by Postholder _____ Date _____

Supervisor _____ Date _____

Service Director _____ Date _____

Rochdale Borough Council Person Specification

Service :	Neighbourhoods	Post:	Project Engineer
Section :	Highways Service	Post Number :	HECDC0000002
Job Ref:		Grade:	8

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria		Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions			
1	Are you willing and able to work evenings, weekends and night times when required to supervise construction works?	E	AF
2	Are you willing and able to travel to various construction sites throughout the borough?	E	AF
(b) Qualifications and Experience			
3	Do you hold a professional Engineering qualification (HNC, Degree, etc.)?	E	AF, I Production of certificates at interview
4	Do you hold a Professional Qualification (I.Eng. or similar)?	D	AF
5	Please provide details of your experience of design and supervision of highway works in accordance with relevant design standards.	E	AF, I
6	Please provide details of your experience of the Construction (Design & Management) Regulations 2015	E	AF, I
7	Please provide details of your experience of using the NEC3 forms of contract.	E	AF, I
8	Please provide details of your experience of managing project budgets	E	AF, I
(c) Skills and Knowledge			
9	Please describe your knowledge of Highway Design Guides and the Highways Act 1980?	E	AF, I
10	Please describe your knowledge of the Manual of Contract Documents for Highway Works?	E	AF, I
11	Please provide details of your ability to produce feasibility studies and scheme estimates.	E	AF, I
12	Please provide details of your ability to use AutoCad, Microsoft Word and Microsoft Excel	E	AF
13	Please provide details of your skills and knowledge of liaising with councillors, members of the public and outside bodies e.g. statutory undertakers.	E	AF, I

14	Please provide details of your ability to prioritise workloads.	E	AF,I
15	Please provide details of your experience of helping to develop and mentor staff	D	AF
(d) Behaviours and Values			
16	<p>Approach the job at all times using the values set out below:</p> <ul style="list-style-type: none"> • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our Approach <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF,I