

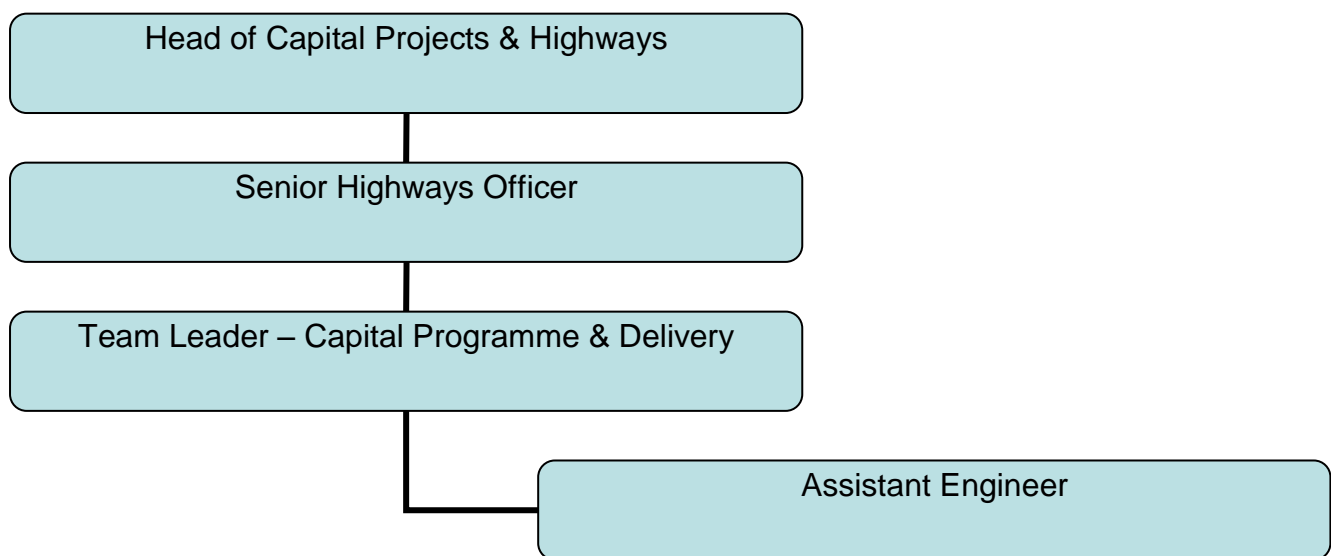
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	Neighbourhoods
SECTION:	Highway Services
LOCATION:	Number One Riverside / Princess Street Depot, Rochdale
JOB TITLE:	Assistant Engineer
POST NUMBER:	
Grade:	Grade 7
Accountable to:	Team Leader – Capital Programme & Delivery
Accountable for:	N/A
Hours of Duty:	37 hours per week in accordance with the services work life balance scheme
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 R B C.</p> <p>This post is not Politically Restricted in accordance with the current regulations</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.

To produce feasibility plans and budget estimates, to progress schemes through detailed design and procurement and ultimately onto site construction and completion. To liaise with contractors and other outside bodies as required. To assist in the supervision and management of contracts.

To put into practice the requirements of the Traffic Management Act and Construction (Design & Management) Regulations and other legislation appropriate to working on the highway.

To provide technical advice to Team Leaders and the Service Management Team. To manage effective customer and stakeholder relationships that will enhance and develop the Highways Service.

Control of Resources

Personnel

To operate as part of the Capital Programme & Delivery Team

Financial

To be responsible for the management of budgets allocated for the successful delivery of the Capital programme and other related budgets. To ensure the effective and efficient use of all resources and funding allocated for the delivery of the service.

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

Responsibility 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 Capital Projects & Highways
Staff in other services within the Council.
Elected Members of the authority
Staff in partnership organisations

External

Staff in external organisations providing highways services to RMBC
Employees within other local authorities, public bodies and funding bodies
Members of the public and targeted communities/users

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 in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties

1. To undertake the site survey and detailed design of highway improvement, maintenance and drainage schemes.
2. To produce feasibility plans and budget estimates for both internal and external clients
3. To procure highway works via competitive tender, framework contracts and term service contracts.
4. To ensure all traffic management and health & safety obligations are met in the delivery of scheme works.
5. To supervise construction works on site, negotiate with contractors and monitor their performance.
6. To measure, agree and authorise payment to contractors on a scheme specific basis.
7. To liaise with and update both internal and external clients on a scheme specific basis.
8. To establish and maintain effective working relationships with internal services and external organisations and ensure the delivery of a responsive and professional service.
9. To be accountable for the submission of qualitative and accurate technical and cost reports and service specifications for client approval.

10. To manage and update 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.
11. 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.
12. To respond to enquiries relating to scheme specific queries and concerns from the general public and elected members via letter, phone, email and at meetings.
13. To ensure compliance with Regulations, Legal Requirements and the Council's Standing Orders.
14. To provide the Team Leader (Capital Programme & Delivery), Senior Highways Officer and the Head of Capital Projects & Highways with detailed information and reports.
15. To assist in the formulation and implementation of the Service's Training Plans for both in-service and ongoing professional training.
16. To provide estimates, programmes, design data plans, networks, specifications, contract documents and all other matters for full and proper execution of projects assigned.
17. To ensure that the Council's statutory duties and responsibilities are undertaken and Council policy is discharged in respect of service delivery

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 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).
3. To obtain all necessary consents and provide all essential consultations with other sections and outside bodies as required for the projects assigned.
4. 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.
5. To provide advice and professional services, as necessary, to other Council Services, on any matters related to works being undertaken by the postholder.
6. To represent the Team Leader at internal and external meetings as required.
7. Attendance at Committee or Public Meetings, Residents Groups, etc. as may be necessary.

Job Description prepared by	<u>A Webster</u>	Date	<u>10/05/18</u>
Agreed by Postholder	<u></u>	Date	<u></u>
Supervisor/Line Manager	<u></u>	Date	<u></u>
Assistant Director	<u></u>	Date	<u></u>

**Rochdale Borough Council
Person Specification**

Service :	Neighbourhoods	Post:	Assistant Engineer Capital Programme & Delivery
Section :	Highways Service	Post Number :	HECSHM000005
Job Ref:		Grade:	7

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 to travel to undertake your duties for which appropriate car allowance will be payable?	E	AF
(b) Qualifications and Experience		
3 Do you hold a professional Engineering qualification (HNC, Degree, etc.)?	E	AF and check qualification at interview
4 Please provide details of your experience of design and supervision of highway works in accordance with relevant design standards.	E	AF/I
5 Please provide details of your experience of the Construction (Design & Management) Regulations 2015	E	AF/I
6 Please provide details of your experience of using the NEC3 forms of contract.	E	AF/I
(c) Skills and Knowledge		
7 What is your knowledge of Highway Design Guides and the Highways Act 1980?	E	AF
8 What is your knowledge of the Manual of Contract Documents for Highway Works?	E	AF
9 Please provide details of your ability to produce feasibility studies and scheme estimates.	E	AF/I
10 Please provide details of your ability to use AutoCad, Microsoft Word and Microsoft Excel	E	AF
11 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
12 Please provide details of your ability to prioritise workloads.	E	AF/I
(d) Behaviours and Values		
13 Approach the job at all times using the values set out in the Rochdale Way: <ul style="list-style-type: none"> Valuing our people Focusing on customers 	E	AF/I

<ul style="list-style-type: none"> • Acting with integrity • Using time and money wisely • Working together • Always learning and improving <p>Please confirm you are willing to adhere to these values and behaviours.</p>		
Armed Forces		
14 If applying as part of the Armed Forces Scheme please confirm your last long term employer was the Armed Forces.	D	AF/I
15 If applying as part of the Armed Forces Scheme please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.	D	AF/I