

<b>Role Title</b>	Senior / Principal Engineer (Traffic & Road Safety)
<b>Business Hub / Directorate</b>	Highways & Infrastructure / Neighbourhoods
<b>Grade</b>	PO6
<b>SAP Position Number</b>	50010451
<b>Date Prepared</b>	June 2016
<b>Purpose</b> To develop review and implement the Council's Traffic and Road Safety Policy in line with current legislation and best practice to achieve an overall reduction in road traffic casualties and create a safer urban environment.	
<i>Generic Accountabilities</i>	<i>End Results / Outcomes</i>
Plan and ensure service delivery within a diverse environment. Control activities within the service area and ensure professional standards are met.	<p>The service is delivered to the Council's quality, professional and legislative standards required.</p> <p>Integrated service development and delivery is informed by client, partner and stakeholder views, latest thinking, good practice and legislative requirements.</p> <p>Corporate strategies are effectively implemented within the area of responsibility.</p> <p>Service delivers excellent customer service.</p>
Advise Senior Management, elected Members and others on issues relevant to the service area. Provide professional challenge and advice to colleagues, managers and partner organisations.	<p>Expert professional advice, interpretation, information, support and challenge are provided to internal and external parties on the full range of operational, legislative and strategic issues within the field of expertise.</p> <p>Responses to major corporate or partner initiatives and complex strategic or operational issues are managed effectively.</p> <p>Major issues are managed through to a satisfactory conclusion.</p> <p>Feedback and complaints procedures are developed and managed. Complaints are effectively resolved.</p>
Ensure the development and delivery of continuous improvements in all aspects of the service.	<p>Improvements are developed and delivered effectively.</p> <p>Stakeholder requirements are met.</p>
Lead, motivate and develop staff to create and maintain a highly competent and participative workforce.	<p>Instrumental in ensuring a workforce development strategy is designed and delivered, including induction of new staff.</p> <p>The team is highly competent, effective, motivated and outcomes focussed.</p> <p>Recruitment, induction, development, performance</p>

	<p>reviews, employee relations and all HR processes and planning is completed to the required standards and timescales.</p> <p>Effective team meetings take place to required timescales.</p> <p>Regular supervision is undertaken and clear objectives set and monitored through the Council's Appraisal process.</p>
<p>Identify, secure, deploy and manage the resources necessary for the professional service area to meet, preferably exceed its objectives.</p>	<p>Resources including, equipment, people, and systems are utilised optimally and efficiently.</p> <p>Budgets are planned, developed and delivered. Value for money is maximised.</p> <p>Financial expenditure and financial integrity are controlled to assure regulatory and Council policy compliance.</p>
<p>Prepare and present a full range of reports (both standard and non-standard) covering area of responsibility.</p>	<p>Reports are prepared, distributed / presented to the appropriate committee to the required standards and timescales.</p> <p>Evidence based recommendations are made.</p>
<p>Ensure the successful implementation of health and safety legislation, policies and practices.</p>	<p>Risks to staff and others are assessed and managed.</p> <p>Suitable health and safety instruction and training are provided.</p> <p>There is a safe working environment.</p>
<p>Act in accordance with all policies and procedures which apply to the job including the Council's Equal Opportunities Policy and understand the reasons for this.</p> <p>Demonstrate a commitment to the Council's Core Values and to the Council's Management Standards.</p>	<p>All policies and procedures are complied with.</p>
<p><i>Job Specific Accountabilities: (These accountabilities are service specific linked to the role)</i></p>	
<p>To adopt a key role developing appropriate policies and procedures relating to traffic and road safety matters consistent with strategic priorities, relevant legislation and regulations and best practice.</p>	<p>Consistent approach towards the improvement of road safety.</p>
<p>To stay informed of latest highway and civil engineering industry standards, best practices, innovations, materials and most cost effective practices. Research and develop innovative solutions for greater efficiency.</p>	<p>Best practices shared, thereby realising operational efficiencies.</p>

<p>To prepare reports and correspondence, particularly with reference to traffic and road safety matters.</p>	<p>Ensure a transparent, documented and consistent approach towards improved road safety for the Council exists.</p>
<p>To accept responsibility for annual reviews of road traffic collisions and to identify any patterns from specific transport modes including vulnerable road users to inform future LIP's and road safety strategies. Corresponding data is interpreted and reports produced for use by the service and other stakeholders.</p>	<p>Transparent, documented and consistent approach towards achieving a reduction in road traffic collisions through the implementation of road safety schemes exists.</p>
<p>To be responsible for the effective and efficient execution of traffic and road safety related improvement schemes including traffic calming, vehicle activated signs, cycling priority measures and control parking schemes.</p>	<p>Ensure all schemes are delivered to the required to Council standards.</p>
<p>To be responsible for regular update programmes, cost estimates and expenditure profiles, monitor expenditure against targets and take action on variances.</p>	<p>Delivery of traffic, road safety and parking schemes in accordance to all associated timescales and budgets.</p>
<p>To be responsible for the design and implementation, where necessary, of temporary traffic management schemes for the safe and efficient construction of projects. To arrange for appropriate Traffic Management Orders.</p>	<p>Co-ordinated working between the service and other internal and external stakeholders.</p>
<p>To use and develop appropriate software consistent with corporate ICT infrastructure and mindful of service needs.</p>	<p>Software employed is relevant, appropriate, fit-for-purpose and informs efficient service delivery.</p>
<p>To establish, maintain and develop beneficial professional relationships with colleagues and stakeholders.</p>	<p>Joined-up approaches towards service delivery and improved corporate reputation.</p>
<p>To prepare and manage the highway improvement LIP scheme programme for the borough's road network in partnership with Transport for London</p>	<p>The borough's road network remains safe and suitable for all service users and inward and external investment secured.</p>
<p>To uphold and promote customer care principles, appropriately responding to</p>	<p>Corporate reputation maintained and improved.</p>

stakeholder communications	
To provide specialist advice, guidance and recommendations on request.	Service provision remains relevant and responsive to stakeholder needs.
To establish, administer and manage appropriate contracts consistent with all council procurement protocols, from identification of need to the settlement of final account.	Fit-for-purpose procurement and timely, cost - effective project implementation and service delivery.
To be responsible for a comprehensive consultation process with residents, key stakeholders and elected members to ensure that the aims and objectives of proposals / schemes are fully communicated and, where possible, supported.	All Council protocols and standards are met and adhered to.
To comply with procedures established under all relevant regulations including the New Road and Streetworks Act, Traffic Management Act and Road Traffic Act etc. in the course of planning and delivering projects in a safe and coordinated manner.	Co-ordinated approach towards improved road safety.
To consult, liaise and negotiate with statutory undertakers regarding all aspects of supply or diversionary works required for projects.	Joined-up approaches towards service delivery and improved corporate reputation.
To establish, maintain and develop beneficial professional relationships with peers in order to share ideas, knowledge, achieve best practice and benchmark operations.	Efficiencies realised and shared.
To work outside office hours and on-site, in all climate conditions, when service provision demands.	Service provision remains consistent and relevant to stakeholder needs.
To act on behalf of the Director of Highways and Traffic Management when required.	Consistency of service provision.

**Nature of Contacts**

Typically involves regular contacts with elected Members, Directors, Heads of Service, and Senior Managers across the authority, and external agencies and organisations providing advice, guidance and support.

Work directly with colleagues internal and external including other councils, to gather and exchange information and co-ordinate actions.

Provide specialist advice, guidance and support on issues within area of responsibility; develop and maintain joint working and promote the Council position.

Establish and maintain diplomatic relationships with key stakeholders and delivery partners including management of complex negotiations.

### ***Procedural Context***

Accountable for the performance of the service area against agreed objectives. Develops service plan for the area of responsibility and contribute to wider service planning.

Development of policies and procedures and strategy for own area. Lead in partnership development, working with a range of agencies and extended services to meet strategic, legislative and Council policy requirements.

The post holder will be required to work independently and as part of a team and will contribute to the short and medium term planning of the department.

Provide support to customers, colleagues and other stakeholders through applying knowledge of systems, procedures and best practice.

Use initiative to deal with complex issues and respond appropriately in an unpredictable work environment. May involve occasional work outside normal working hours.

### ***Key Facts and Figures***

Delegated responsibility for financial resources.

Post holder will be expected to work both on-site and in office environment.

### **Resourcing:**

Staff Management

Responsible for: Senior Engineers x1 – PO4  
Assistant Engineers x 1 - PO1  
Trainee Technicians x1 – Sc6-PO1  
External Consultants x3 (On average)  
External Contract Managers x3 (On average)

Reports to: Network Operations Manager.

Budgetary responsibilities: Yes, up to £1m p.a.

**Competency Level:** Principal Officer/Manager (PO6)

### **Knowledge, Skills and Experience**

High level of self-management, organisational and leadership skills with a skill in problem solving and negotiation skills.

Ability to deal effectively and provide professional advice to a wide range of external and internal stakeholders and partnership organisations.

Knowledge and understanding of wide range of highway design, construction, assessment and maintenance methods.

Ability to interpret and utilise technical and/or complex information and to prioritise work programmes, showing evidence of strong communication skills, both written and verbal.

Ability to present reports sometimes of a contentious nature to a large audience and to defend the Council's policy/stance on the issue and to chair/represent the Service or Council at public and professional meetings.

Should possess political awareness and an understanding of the democratic process within a Local Authority environment.

Should possess excellent IT skills including the ability to use Microsoft and bespoke engineering software packages.

Be a car owner/driver/valid car driving licence.

Be fit and mobile for site work.

Evidence of previous positions held within the highway engineering and maintenance field and of management of professional and technical staff, including commissioning and management of consultants and contractors on a range of projects, and ensuring that their work is carried out effectively.

Evidence of previous experience in the following:

- Planning, programming and monitoring workloads, resources and budgets.

- Ability to lead and motivate staff and to act as a coach and mentor and to promote and encourage innovation and excellence within the Section.

- Stakeholder consultation

- Research and development in highway related technology.

- Experience in public sector employment and an understanding of Local Government would be desirable, but not essential.

The ability to speak the most common community languages in Waltham Forest other than English would be desirable. These include Turkish, Urdu, Somali, Albanian, Bengali, Hindi and French.

### **Indicative Qualifications**

Minimum civil engineering (or similar) first degree and subsequent proven industry record.

Evidence of recent training on subjects related to the post.

Chartered or incorporated membership of a relevant engineering institution. (Desirable)

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed