

JOB DESCRIPTION

1.	Service:	HIGHWAYS & DESIGN
	Location:	Barnet House
	Job Title:	CHIEF ENGINEER (Infrastructure)
	Grade:	BBB (SCP 210-213)
	Post No.:	051/7200
	Reports to:	Head of Highways & Design

2. Context and Purpose of the Job

- 2.1 To be the Lead Officer in the effective and efficient provision of the Council's engineering section dealing with a range of functions including carriageway, footway and structure maintenance, provision of crossover service to residents and winter maintenance in the provision of value for money service to the Council.
- 2.2 Manage the staff within the above teams.
- 2.3 To act as Lead Officer for reporting to Committee all Infrastructure-related issues including programmes of works and procurement contracts.
- 2.4 To lead on the drafting of Committee reports, technical specifications and complex contracts including most of Highways term contracts to ensure that services are provided to required standards and ensuring continuity of service delivery.
- 2.5 To assist the Head of Highways and Design in providing advice to Cabinet and Committee on highway and infrastructure related issues.
- 2.6 Manage term and other contractors providing infrastructure services.
- 2.7 Ensure the cost effective and efficient procurement and provision of engineering services from internal and external providers.

3. Accountable for:-

3.1. Key Accountabilities Specific for This Post

- 3.1.1 Provide an effective engineering service that meets the Council's and other Clients' specification.

- 3.1.2 Manage the activities of the Infrastructure Team to ensure optimum levels of effective and efficient work output in line with agreed targets, priorities and the Corporate Plan.
- 3.1.3 To assist the Head of Highways & Design to manage the activities of the Infrastructure Team to ensure the delivery of effective and legal advice on highway and infrastructure related policy and practice.
- 3.1.4 To monitor the financial programme performance to ensure services are delivered to cost, timescale and quality required by the Council. To report to the Group Management Team on any exceptions to agreed financial infrastructure and winter maintenance programmes.
- 3.1.5 To act as lead officer in providing technical advice to Members and senior officers in all infrastructure related activities of the Council.
- 3.1.6 To act as lead officer in providing planning advice to Members and senior officers in all infrastructure related activities of the Council.
- 3.1.7 To assist the Head of Highways & Design and the Transportation / Public Transport Manager in providing advice to Members and senior officers in all infrastructure policy and practice issues.
- 3.1.8 Monitor the work of the teams to ensure that the highest standards of quality and customer care are maintained and ensure that systems are in place to monitor client satisfaction.
- 3.1.9 Monitor outside developments, technical innovations and trends affecting the work of the teams and make adjustments to provide improved mechanisms for the development, delivery, monitoring and review of service and performance.
- 3.1.10 Ensure effective liaison with other teams, services and appropriate outside agencies in order to facilitate efficient working and adequate funding and remove potential sources of friction or duplication of work.
- 3.1.11 Promote continuous improvement and best value in the work of the area team and to service.
- 3.1.12 Develop performance indicators and assessment tools to enable improvements to service and quality.
- 3.1.13 Manage the day to day work of the professional / functional area in order to meet the Council's objectives and requirements within the context of the Corporate Plan and Highways & Design Performance Management Plan. Ensure that:-
 - (a) the resources available are used for the benefit of all the Borough's residents;
 - (b) local people and communities are served in a way which enables people to control their own lives and participate in making services better;

- (c) partnership and developed with agencies, businesses and community organisations which enhance service delivery;
- (d) services are responsive, relevant and provide best value;
- (e) service users, residents and other stakeholders are treated equally with understanding and respect, ensuring that they receive clear information about the standards that services should meet and are able to obtain services and information easily;
- (f) no resident or user is prevented from accessing services by reason of understanding, disability, mobility, gender, race and religion, in line with the Council's Equalities Policy;
- (g) change is anticipated and responded to in order to help improve the quality of life for Barnet's residents and users of the authority's services;
- (h) an environment of continuous improvement is provided within the service; and
- (i) full and proactive compliance with the Council's liP strategy and policies.

3.1.14 Implement Council policy and strategy within the service area.

3.1.15 Assist in establishing standards that ensure that the service is organised to deliver Council policy in the most effective and efficient way possible.

3.1.16 Produce mechanisms for the development, delivery, monitoring and review of service targets across the team's activities.

3.1.17 Responsible for the provision of a quality service and for establishing and ensuring compliance with quality assurance systems within the specific work area.

3.1.18 Appoint and manage private contractors and consultants.

3.1.19 Manage any sub-contractors within the work area and ensure that a quality, best value service is provided in accordance with the contract specification.

3.1.20 Marketing the services provided by the Highways Group in order to optimise usage of the service and generate income within the constraints of local government legislation.

3.1.21 Carry out analysis and benchmarking of private sector and other competitor organisations to ensure that the service provided by the consultancy is best value in terms of both quality, cost and service provision.

3.1.22 Manage the preparation of technical reports on the feasibility of proposed projects.

3.1.23 Establish standards that ensure the professional service area is organised to deliver council policy in the most efficient and effective manner possible.

Produce mechanisms for the development, delivery, monitoring and review of service and performance targets across all professional service activities.

- 3.1.24 Advise Heads of Service, Strategic Directors, Chief Executive and Members on issues relating to the professional areas under the post holder's control.
- 3.1.25 Ensure that Customer Care strategies are implemented within the teams and that value for money services are delivered in accord with agreed Council standards and practices.
- 3.1.26 Ensure that communication processes within the teams are efficient, timely and responsive to the needs of Members, council officers, service users and other stakeholders.
- 3.1.27 Responsible for the liaison with Information Services on the Highways Group's IT requirements, including maintaining and developing IT management systems such as the Mayrise and Symology systems.
- 3.1.28 Deal with complex, contentious and sensitive issues to ensure a correct outcome for both the community in Barnet and the Council.
- 3.1.29 Assessing and responding to changes in legislation, statutory requirements, codes of practice, British and European standards to ensure that practices, procedures and working methods of the teams are reviewed and updated as necessary to ensure compliance.
- 3.1.30 Dealing with contentious issues with contractors such as claims and legal challenges and disputes which can have an impact financially in terms of service delivery. Liaison with legal department as necessary to resolve such claims and disputes.
- 3.1.31 Acting as the Engineer's representative on behalf of the Engineer (Head of Service) on all matters relating to service delivery contracts.

3.2 Financial and Asset Responsibilities

- 3.2.1 Manage budgets in excess of £10m, involving financial profiling and monitoring to ensure value for money and ensure effective use of resources to meet client needs in accord with Member priorities and public demand.
- 3.2.2 Assist in formulating capital expenditure, income and revenue expenditure proposals for the service. Ensure that services provided by the teams are managed, monitored and adjusted to meet financial service and business targets in line with member priorities.
- 3.2.3 Certify payments, certificates and instructions issued to ensure the proper administration of contracts and compliance with financial regulations.

3.3 Staff Responsibilities

- 3.3.1 Ensure that the principle of the Council as a single employer is upheld and protected in all areas of the team's work and is communicated to all staff and service users.
- 3.3.2 Ensure full compliance with the Council's Health and Safety policies and maintain a high Health and Safety profile for all the work of the teams.
- 3.3.3 Implement the Council's employment policies and procedures in the intended spirit of corporatism and good practice and ensure that sub-ordinate line managers are adequately instructed and coached in personnel and equal opportunity management.
- 3.3.4 Ensure that staff are treated equally with understanding and respect and that their entitlement to a fair hearing and trade union representation is upheld.
- 3.3.5 Properly identify the training and development needs of staff so that each employee can do his or her best to play their part in aiming for high performance. Ensure that staff are given clear direction and understand the standards performance expected of them.
- 3.3.6 Operate efficient and effective consultation mechanisms within the professional / functional area and ensure that the Council's corporate approach to handling trade union consultation is properly implemented.
- 3.3.7 Staff supervised:
 - 2 x Principal Engineers
 - 4 x Senior Engineers
 - 3 x Engineers
 - 2 x Assistant Engineer
 - 3 x Technicians
 - 9 x Clerk of Works

3.4 Corporate Management:

- 3.4.1 Chair or participate in any service / corporate teams as requested by the Chief Executive, Strategic Directors and / or Head of Highways & Design.
- 3.4.2 Represent the service and/or the authority at Council Cabinet, Committees, Sub-Committees and other meetings, both internal and external to the authority. Regularly liaise with Committee Chairmen and Ward Members and take the lead on matters within the professional work area with Area Sub-Committee Chairmen in particular.
- 3.4.3 Liaise with suppliers of external services to ensure that the best interests of the Council are maintained and that standards of operation are in line with Member requirements and the Council's values. Assume personal responsibility for working co-operatively with Members and other officers to deliver the Corporate plan, the Highways & Design PMP and other objectives of the Council.
- 3.4.4 Where appropriate, work with the Strategic Director to produce strategic options which implement the Council's Corporate Plan and service objectives as determined by Members. Develop appropriate performance standards in consultation and conjunction with the Corporate Performance Unit.

- 3.4.5 Liaise with the Corporate Procurement and Contract Compliance Unit in the development of service specifications and contract performance standards for the work area of the team.
- 3.4.6 Actively promote and support the implementation of the Council's values both within the service generally and the area team specifically.
- 3.4.7 To ensure that customer care is maintained to the agreed standards according to the council's values
- 3.4.8. To ensure that a high level of confidentiality is maintained in all aspects of work. To encourage and develop optimum performance from staff and underline the corporate approach to customer needs as reflected in the council's structure and style.
- 3.4.9 Liaison with the Police on matters relating to crime reduction and creating a safer environment including joint working on approved identified projects. Analyse and monitor trends in crime statistics and advise Members to enable them to prioritise accordingly.

4. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

5. The Council's Commitment To Equality

To deliver the council's commitment to equality of opportunity both in the provision of services and as an employer. All staff are expected to promote equality in the work place and in the services the council delivers.

PERSON SPECIFICATION

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Post Requirements	Essential/ Desirable	Criteria	Assessed from:
Experience relevant To post	E	10 years experience in local government	A/I
	E	7 years experience in infrastructure engineering	A/I
	E	Experience in managing complex contracts and resolving contractual claims	A/I
	E	Experience in managing teams	A/I
Competencies and Special aptitudes	E	Ability to make complex presentations	I
	E	Ability to take responsibility for the preparation of estimates, design and tender documentation	A/I
	E	Political awareness	A/I
	E	Excellent communication skills (written/verbal)	A/I
	E	Ability to contribute effectively to best value service review	A/I
Knowledge relevant to job	E	Proven track record of achievement	A/I
	E	Good knowledge of current legislation	A/I A/I
Education	E	Engineering degree or equivalent	A
	D	Member of a professional institution	A
Training	D	Post graduate qualifications	A
	D	Ongoing-CPD	A/I
Special job requirements	D	Valid driving licence	A
	D	Own means of transport	A
	E	Flexible working lifestyle	A/I
	E	Availability for Evening and weekend work	A/I
Genuine Occupational qualification relevant within the terms of the legislation			
Commitment to council's Aims and Values	E	A full understanding of and commitment to equal opportunities	A/I

Post Requirements	Essential/ Desirable	Criteria	Assessed from:
	Key: E = Essential D = Desirable		Key: A = Application Form I = Interview T = Test

The information on this form will be the basis on which the applicants will be assessed for shortlisting purposes.