

## CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

<b>DEPARTMENT:</b> Growth	<b>SERVICE GROUP:</b> Planning, Transportation & Highways Service
<b>POST TITLE:</b> Senior Engineer	<b>REPORTS TO:</b> Principal Engineer
<b>GRADE:</b> PO2 – PO4	<b>SAP POSITION NUMBER :</b> 11007415

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

<b>Key Purpose of Post:</b>
<ul style="list-style-type: none"> <li>To carry feasibility and concept studies including planning and running public engagement and consultation events to support development and delivery of capital works programmes associated with the highways asset.</li> <li>To lead on the design, development and procurement of highway related schemes for the service as a technical specialist assisting other specialisms in the delivery of their programmes.</li> <li>Ensure that the Council's legal obligations as Highway Authority under the Highways Act, Road Traffic Act and other allied legislation are fulfilled. Comply fully with the requirements of health and safety legislation including acting as Principal Designer under the Construction (Design &amp; Management) Regulations .</li> </ul>
<b>Main Responsibilities of Post:</b>
<ol style="list-style-type: none"> <li>Lead on the development of feasibility proposals for future highway asset related schemes taking proposals through from concept through to detailed design</li> </ol>

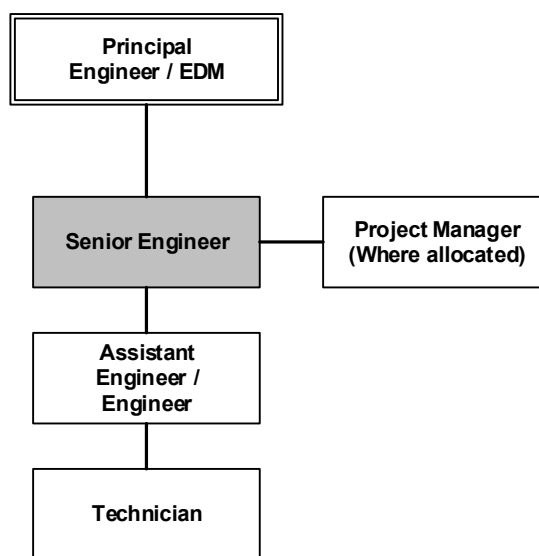
standard through overseeing the co-ordination of other specialist services as well as applying your detailed engineering knowledge to ensure that designs which are produced comply with all national standards and internal requirements.

2. Act as a technical specialist providing advice and direction on technical requirements to ensure development of compliant and effective designs, advising elected members and other stakeholders on potential solutions to engineering problems whilst at all times acting as ambassador for the service.
3. Be responsible for the production of contract specifications and bills of quantity necessary to effectively procure civil engineering works and provide robust estimates of construction costs and anticipated delivery programmes.
4. Lead on procurement of specialist technical services and contractors for the construction of works including liaising with the council's procurement unit to ensure compliance with Contract Standing Orders. Organise the pre-construction contract meetings for projects.
5. Prepare technical specialist programmes identifying key dates and milestones for your area of specialism and working with the service's Project Planner assist in the production of combined programmes used for reporting and monitoring progress by the respective boards.
6. Manage the budget and programme for your projects taking effective action, in conjunction with the Project Manager (where one is allocated to your project), to mitigate any under/over-spends or delays to programme to ensure works are completed within budget and timescale targets. Where variances cannot be effectively mitigated to seek approval through preparation of a Change Request report.
7. Act as Principal Designer for your projects and ensure compliance with all requirements of Construction (Design & Management) Regulations. Comply with all appropriate health and safety legislation associated with the performance of this role.
8. Lead and plan communication / consultation activities associated with the delivery of your projects ensuring that effective communication is established and maintained with all key stakeholders including elected members and senior managers throughout the delivery process.
9. Provide effective leadership to a team of junior staff allocated to assist in the delivery of your role by the Principal Engineer ensuring effective support and guidance is provided to enable delivery of project programmes.
10. Ensure the timely production of accurate factual technical / committee reports on projects and programmes which you are allocated to enabling effective decision making to take place by stakeholders both internal and external to the council. Effectively use your communications skills to verbally present summary of these reports at committee meetings and technical meetings.
11. Be competent in the use of technical computer software necessary for carrying out your duties including those packages necessary for the production of engineering

drawings, assessment of engineering criteria and production of reports, presentations and budgets together with effective time recording and budgetary management. Where appropriate recommend improvements to office systems to senior managers to ensure continued compliance with industry requirements by the service.

13. Deputise for the Principal Engineer when required.

**Structure Hierarchy:**



The above hierarchy illustrates the relationship between the post and other team members.

**Special Knowledge Requirement: Essential for shortlisting.**

**Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column**

	Essential
Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet the Advanced Threshold level which will be implemented where the post requires a greater level of sensitive interaction with the public,( e.g. in children's centres) – where the person is able to demonstrate that they can during the interview: a) Can express themselves fluently and spontaneously , almost effortlessly b) Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language	X
Carries out the working practices and procedures across the specialist area of engineering design.	X
Uses knowledge of Health, Safety and Environmental policies, procedures and regulations, including risk in own area of responsibility and/or across other areas of work.	X
Uses a range of specialist ICT systems across own work area and/or across other work areas.	X
Oversees or contributes to the management of a budget, keeping costs within agreed levels for own section/project.	X
Uses, interprets, analyses and communicates complex information from a	X

variety of sources.	
Effectively communicates and engages with individuals and groups.	
Able to draft complex or non-standard letters, emails and reports in a logical manner.	X
Provides information to support higher level decision making / decision making by more senior management.	X
Proposes and implements viable solutions.	X
Able to analyse complex problems or those with elements of political sensitivity and generate a number of potential solutions.	

**Relevant experience requirement: Essential for shortlisting**

- Experience in delivering a range of transport infrastructure projects of varying sizes upto £50m in a large engineering organisation.
- Experience of working in a political environment engaging with a range of stakeholders from both public and private sectors to secure support for projects.
- Experience of project management using methodologies such as PRINCE2.
- Experience of financial management of capital work programmes including project/programme budget setting, expenditure forecasting and monitoring of complex budgets.
- Holds a full valid UK driving license.

**Relevant professional qualifications requirement: Essential for shortlisting**

- HNC/D in Civil Engineering (pre-1999 intake) or related discipline OR BSc (Hons) in Civil Engineer (post 1999 intake) OR NVQ Level 6 in Civil Engineering OR other qualification certified by the Engineering Council UK as academic base for Incorporated Engineer status
- Incorporated Engineer status

Note - Accelerated entry onto Engineering Career Grade is possible with higher academic qualifications and Incorporated Engineer (See Engineering Career Grade) or Chartered Membership of the Institute of Logistics and Transport (CILT) qualification.

**Core Employee competencies at manager level to be used at the interview stage.**

**Carries Out Performance Management** – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately to a high standard.

**Communicates Effectively** - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.

**Carries Out Effective Decision Making** - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.

**Undertakes Structured Problem Solving Activity** - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.

**Operates with Dignity and Respect** - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.

**Management Competencies: to be used at the interview stage.**

**Operates with Strategic Awareness** Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.

**Practices Appropriate Leadership** Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do.

**Delivering Successful Performance** Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve Council's values & agreed outcomes.

**Applying Project and Programme Management** Our manager's work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning.

**Developing High Performing People and Teams** Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals.

**Working Conditions:**

- Will be required to undertake work outside normal office hours, including nights, weekends and Bank Holidays and may be required to participate in emergency and winter stand-by arrangements
- Must be able to travel to any location in the District.
- Will be required to attend outdoor sites at all times of year.
- Progression through the Post Grade will be in accordance with the approved Career Grade. (See Appendix 1: Engineering Career Grade, Responsibilities and Remuneration Package).

**Special Conditions:**

None.

**Compiled by:**  
R. Gelder

**Grade Assessment  
Date:**

**Post Grade:**  
PO2 – PO4

**Reformatted:**  
R Gelder

**Date:** June 2018

## ENGINEER CAREER GRADE RESPONSIBILITIES AND REMUNERATION PACKAGE

The responsibilities of an individual at different levels of the Engineer Career Grade (see below) relate to the following requirements at the specified level.

### Senior Engineer – PO3

- Provide independent judgement, innovative advice and guidance based on evaluation and analytical skills to produce alternative solutions to a wide range of complex engineering problems, formulate recommendations and solutions and deputise for the Principal Engineer from time to time.
- The programming and delivery of engineering solutions with the minimum of guidance.
- Assist the Principal Engineer and where appropriate lead on the planning and managing of service improvements based on a performance management framework and communicate progress to customers and partners.

### Senior Engineer – PO4

- Arrange and chair contractual, progress and liaison meetings to pro-actively deliver allocated schemes.
- Mentor technicians and engineers on technical and procedural matters based on a sound understanding of core engineering principles and knowledge of the values of the Council.

### Senior Engineer Posts

Scale	Designation	Qualifications and Experience
PO2	Senior Engineer	<ul style="list-style-type: none"> <li>• HNC/D in Civil Engineering (pre-1999 intake) or related discipline <u>OR</u> BSc (Hons) in Civil Engineer (post 1999 intake) <u>OR</u> NVQ Level 6 in Civil Engineering <u>OR</u> other qualification certified by the Engineering Council UK as academic base for Incorporated Engineer status</li> <li>• Incorporated Engineer status <u>OR</u> Transport Planning Professional Training Review <u>OR</u> ICE Career Appraisal for Member Professional Review</li> <li>• Band 2 Engineering Competencies demonstrated at minimum 'Good' Level</li> </ul>
PO3		As PO2 <u>plus</u> : <ul style="list-style-type: none"> <li>• NVQ Level 4 in Management or CMS</li> <li>• Further Progression with Incorporated Engineer Status <u>OR</u> Transport Planning Professional Qualification <u>OR</u> Chartered Membership of the Institute of Logistics and Transport.</li> <li>• Band 3 Engineering Competencies demonstrated at minimum 'Good' Level</li> </ul>
PO4		As PO3 <u>plus</u> : <ul style="list-style-type: none"> <li>• M.Eng degree (post 1999 intake) in Civil Engineering <u>OR</u> B.Eng(Hons) Degree in Civil Engineer (pre-1999 intake) <u>OR</u> Technical NVQ Level 7 in Civil Engineering <u>OR</u> other qualification certified by the Engineering Council UK as academic base for Chartered Engineer. <b>PLUS</b> NVQ Level 5 in Management</li> <li>• Chartered Engineer status <u>OR</u> further progression with Transport Planning Professional Qualification <u>OR</u> further progression with Chartered Membership of the Institute of Logistics &amp; Transport.</li> <li>• Band 3 Engineering Competencies demonstrated at minimum 'Informed' level.</li> </ul>