

# Principal Engineer – Grade 10 - 12

## Job purpose

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead, so we are always looking for better and smarter ways to work.

In Highways Services our Principal Engineers are on career grades and their duties and level of responsibility will vary according to the grade and demonstration of standards required. This job profile reflects that as a Principal Engineer you will have professional technical knowledge, experience, and competence to use your skills and experience to manage teams delivering a variety of highway and transportation related projects. You will be involved in the feasibility, planning, design, procurement, construction, implementation, financial and resource management of highway projects ranging from minor works packages to large scale multi agency transportation and public realm schemes.

This role is based within [Place](#). Find out more about [working for Kirklees](#).

## Key areas of responsibility

- Technical knowledge and understanding for a range highway related schemes including safety, legislative, regulatory, and legal requirements, as well as contractual, industry standards, policy and relevant procedures and protocols and knowledge of how local government operates.
- You will use your technical and working knowledge together with practical experience in managing the delivery of a wide range of engineering projects on and adjacent to the highway, including managing the financial accounts.
- You will need to implement effective, value for money and innovative delivery solutions to meet technical and project requirements.
- Apply project management approach and processes e.g., PRINCE2 based, in delivery of projects.
- You will need to be able to deliver and maintain operational service delivery through change.
- Have the necessary approach and effectiveness to work in a culture of quick changing priorities and reduced resources.
- Lead and manage the performance of site-based workforce across planned, reactive, drainage and street lighting works, during our evening, night, and flexible working models.
- You will be expected to attend progress meetings, meetings with the public and local Councillors.
- You must be able to motivate and inspire junior members of staff.
- You will manage a team with minimal supervision with the capability to manage a challenging workload subject to change at short notice.
- Proactive approach to negotiation and decision making, including with those with trade unions.

- Management and delivery of the response to adverse weather, particularly winter.
- Prioritise your own, and other's workloads to meet programmes, budget constraints and deadlines.
- Technical report writing to suit the understanding of the reader and audience.
- Performance management, to effectively undertake ensure performance management and HR related processes, such as inductions, probationary, attendance meetings, appraisals, informal/formal actions, and progress disciplinary procedures as necessary.
- Use excellent communication skills both written and oral in your engagement with internal and external stakeholders.

## Position of job in organisational structure

Please see Job focus sheet.

## Employee Specification

Please see Job focus sheet.

## Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

## General information

See your responsibilities related to [Safeguarding](#).

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

### For Office Use Only:

Job Category	Highway	Grading ID	16851 / 16852 / 16853
Job ID	80100885	Last Updated	July 2024
Job Focus	No	Career Progression	Yes

### Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		

# Principal Engineer – Contract Management Grade 10-12

## Job Focus

**To be read in conjunction with Principal Engineer Job Profile which provides the full range of responsibilities across the function.**

In Highways Services our Principal Engineers are on career grades and their duties and level of responsibility will vary according to the grade and demonstration of standards required. Principal Engineer you will have professional technical knowledge, experience, and competence to deliver a variety of highway and transportation related projects. This role will report to the Group Engineer overseeing Contract Management.

You will have a key role to support meeting key strategic objectives. Further detail on areas of focus is shown below; however, the priority objectives of the role will be the following:

- Support the Group Engineer for Contract Management to develop and implement a Highway Procurement Strategy which meets regional West Yorkshire Combined Authority (WYCA) objectives, and local Kirklees Council and Highway Service objectives.
- Work with Highway colleagues and stakeholders to plan and develop contract documentation and subsequently evaluate and onboard successful contractors.
- Manage existing contracts and associated contract terms, and where appropriate, introduce contract improvement mechanisms to ensure Value for Money (VfM) for Kirklees residents and stakeholders.

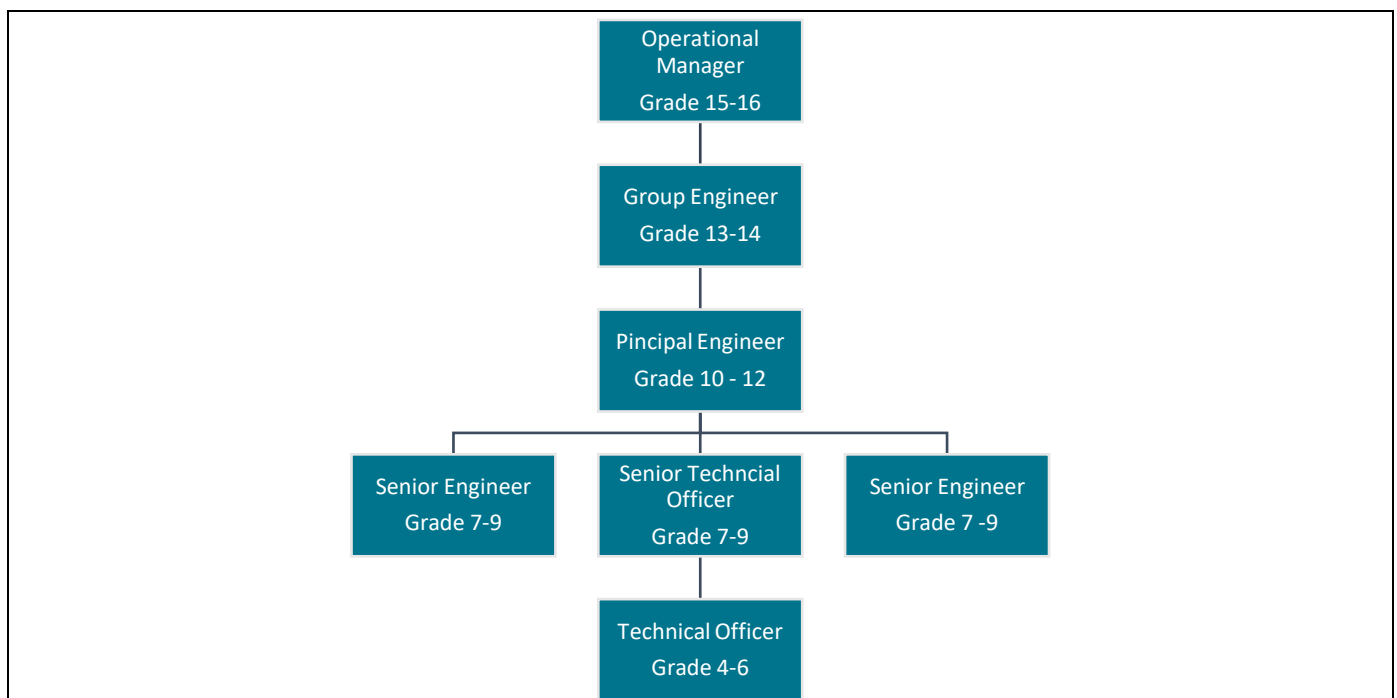
## Role Description

- Work with highway colleagues to develop, prepare and check contract documentation (design briefs, works packages, drawings, specifications etc..) and provide guidance and support in relation to NEC terms and requirements
- Provide support to, or act as, the point of contact for the management of existing contractors and support the named point of contact for NEC contracts (nominated project manager) to deliver and ensure compliance with contract conditions
- Work with line management to oversee contract performance, considering early warnings, compensation events, quality, H&S, programming, and other associated activities
- Team management – as per the organisational structure, manage direct reports and the associated HR administrative duties (including, but not limited to appraisals, target setting, team meetings, away-days, compliance with mandatory training)
- Ensure compliance with the new Procurement Act 2023 and support the embedding of processes to support adoption of Act requirements, and provide/support training where appropriate
- Introduce standard operating procedures and a library of service specific numbered appendices to identify accountabilities and responsibilities (within the Kirklees Highway Service and within Support Services – central procurement, IT, legal, finance, etc) and use

knowledge/experience of 'Standards for Highways' website and MHWC (Master Contract for Highways Works) format to draft standard specifications.

- Where appropriate engage and promote opportunities to work with local suppliers and SME's to support the wider council procurement strategy and show an awareness of embedding social value within contracts.
- Implement and oversee contract training for direct reports and those involved in contract procurement and management – particularly with regards to NEC
- Audit and take correctional actions with regards to contract compliance and document management

## Position of job in organisational structure



## Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Experience in contract management and co-ordination of programmes.	Essential
Hold a degree or Master in construction or related discipline or proven ability to work at that level.	Essential
In-depth knowledge and experience to prepare and organize all stages of contract design and management, including a clear understanding and application of Health and Safety related practices including CDM, safety & risk management, Financial/Contract Management.	Essential



<b>Knowledge, qualifications, skills and experience</b>	<b>Shortlisting criteria</b>
Have the competence to use IT systems including, Microsoft Office suite, GIS based mapping systems, and an understanding of contract management software.	Essential
Ability to work on your own initiative, using your engineering judgement and decision-making skills, including demonstrating excellent communication skills, both written and oral.	Essential
Experience of managing staff including, performance, absence and other Human Resources related issues.	Essential
Demonstrate flexibility in undertaking duties, including the requirement to attend occasional evening meetings (e.g. Cabinet, Scrutiny, Full Council).	Essential
Work well leading and as part of a team and demonstrate a customer focused approach and have excellent relationship management skills.	Essential
Take responsibility and accountability for the delivery of contract management, demonstrate how you have applied this to this area of work.	Essential
Experience of consultation and negotiation with other Directorates, Councils, statutory undertakers and organisations to ensure all interested parties are fully informed of your projects.	Essential
Travel to various locations in order to carry out the duties of the job. Possession of a full and valid driving licence and a car available for work. (Exceptions may be made for disabled applicants).	Desirable

### **For Office Use Only:**

Job Category	Highways	Grading ID	16851 / 16852 / 16853
Job ID	80100885	Last Updated	August 2024
Job Focus	Yes	Career Progression	Yes

### **Contractual Variants**

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
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# Principal Engineer – Grade 10 to 12

## Career Progression – How it works:

You can request consideration for career grade progression after being in post for 12 months.

In order to support you, career grade progression will be discussed as part of overall Performance Management e.g., 1:1 and Performance Appraisal discussions.

To be able to apply for career grade progression, you must be able to demonstrate that you are eligible to be awarded an increment as part of the Performance Appraisal process. In addition, you should be able to demonstrate achievement of your objectives and a commitment to personal and professional development.

- You will need to submit the following electronically to your line manager:
- Your current appraisal and scores
- Evidence of learning and development
- Case study of recent work – demonstrating your experience, improving your decision-making skills, developing your specialist knowledge and your communication skills.

This information will be assessed by a panel of senior officers. You will also be required to attend a meeting where the above information will be discussed in more detail.

The panel will make their decision, and this will be signed off by the Team Manager.

You will be advised of the outcome by your line manager. This will be confirmed in writing.

If you are unsuccessful in your submission for progression, you may be “referred” to submit further evidence or “deferred” if it is felt you are not yet ready for progression. If referred, you will have four weeks to submit further information. If deferred, you must wait a further six months before resubmitting a request for progression.

If you disagree with the outcome of the Career Progression you must put your concerns in writing to the Head of Service within 10 days of the sign off.

## Activities at Grade 10

- Please see the job Profile for appointment criteria

## Activities at Grade 11

### Demonstrate skills and experience in the identification of resources:

- Experience and can provide examples of when they have led in the identification and organisation of all resources required for work.



### Demonstrate experience in undertaking work:

- Experience to identify, prioritise and co-ordinate enquiries and requests that may be urgent or require specialist, technical or legal advice and deal with them or forward them to relevant person.
- Experience to prioritise and co-ordinate the delivery of projects ensuring they achieve their outcomes in line with the appropriate project management tools and principles.
- Experience to prioritise and co-ordinate project risks and issues taking action where appropriate.
- Experience to prioritise and co-ordinate guidance on promoting and supporting safeguarding and protecting people from harm, neglect, abuse and injury.
- Experience to prioritise and co-ordinate equality and diversity is inherent in service delivery.
- Experience to prioritise and co-ordinate health and safety concerns in service provision.

### Qualifications and Training

- Specific training in the tasks, or the ability to demonstrate through previous relevant experience.

## Activities at Grade 12

### Demonstrate good skills and experience in the identification of resources:

- Significant experience and can provide examples of when they have led in the identification and organisation of all resources required for work.

### Demonstrate good experience in undertaking work:

- Takes the operational lead on managing and presenting information

### Qualifications and Training:

- Specific training in the tasks, or the ability to demonstrate through previous relevant experience.

## For Office Use Only:

Job Category	Highways	Grading ID	16850 grade 10 16852 grade 11 16853 grade 12
Job ID	80100885	Last Updated	November 2023
Job Profile	Principal Engineer	Career Progression	Yes

### Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
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Night Working	No	Alternating Pattern	No
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## Application for Career Progression

Name	
Date of Application	

### Case Study

Brief details of the case:

In relation to the above case study, please describe how you meet the following criteria.

Knowledge:

Decision Making:

Specialist Knowledge:

Communication: