

Group Engineer – Grade 13-14

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.

The Group Engineers will be responsible for the operational leadership and management of teams who deliver Streetworks co-ordination and management, Health & Safety, Asset management, Planned Maintenance and Safety Design, Street lighting maintenance & design, Contracts, collaborative working across West Yorkshire and the Combined Authority, Safety inspections, programming and delivery of construction through in house and contract / consultant resources. They will also provide technical guidance and management.

As a Group Engineer you will ensure your team(s) work efficiently and effectively and that the services provided are of a high quality, demonstrate value for money and overall have a positive effect on the lives of people within Kirklees.

Please refer to Progression Criteria document for further information on progression to Grade 14.

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

Key areas of responsibility

- You will manage teams within your Group who carry out engineering, technical, non-technical and specialist work. You will develop the potential of your staff and promote a good working environment which maximises and values employee contribution in achieving service objectives, in an environment of continuous service change.
- You will promote a culture of performance management, continuous improvement, and ongoing achievement. Your aim will be for your teams and the Group to deliver high quality, cost-effective business development solutions that meet the council's political priorities so effective budget, resource and programme management is essential. You will plan, monitor, manage and evaluate the work of your teams, and along with your peers will constructively hold each other to account to improve effectiveness in performance. You will be accountable for monitoring and reviewing your team(s) delivery against Council objectives, standards, and performance measures.
- Communication is vital for the effective and efficient work of the Highways Service. You will ensure that you undertake good and informative communication process so that all your team(s) are aware of the Service objectives / future plans and the Council's vision and values which impact on how our service is delivered. You will also be required to deputise for your Operational Manager or Unit Manager from time to time.
- You will actively promote a culture of safe working practices, having a thorough understanding and practical application of safe systems of work allied to the construction industry.
- Lead and deliver an efficient and responsive Service which is attuned to customer needs and political priorities, within budget.

- Provide lead technical and specialist support and advice to your teams, senior management, Council, Cabinet, and Scrutiny.
- Ensure the service proactively contributes to collaborative partnership working.
- Develop, promote, and sustain a positive image of the Service when dealing with customers and partners both internal and external.
- Timely monitoring and reviewing of information to inform decision making and allocate resources to deliver to time and budget.
- Takes a proactive approach to negotiation and decision making.
- Applies knowledge and understands how local government operates.
- Applies experience of writing reports for decision making committees, preparing working procedures and implementing policy change.
- Delivers an effective level of service which meets or exceeds standards.

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](#).

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	Highways	Grading ID	63380 / 63390
Job ID	80100598	Last Updated	August 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		

Group Engineer – Contract Management Grade 13- 14

Job Focus

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

In Highways, our Group Engineers are responsible for the operational leadership and management of teams and to deliver a wider range of Street works co-ordination and management.

This role will lead on contracts, collaborative working Highways and with other organisations such as the West Yorkshire Combined Authority. You will report to the Highway Compliance and Performance Manager but owing to the large value and volume of contracts in use within the Highway Assets Service, there will also be high degree of matrix management with the Operational Manager for Highway Assets (carriageway, footway, structures, street lighting, etc) to meet strategic service objectives.

Further detail on areas of focus is shown below; however, the priority objectives of the role will be the following:

- Develop, consult upon, and introduce a Highway Procurement Strategy – a strategy which meets regional West Yorkshire Combined Authority (WYCA) objectives, and local Kirklees Council and Highway Service objectives.
- Align forward contract procurement to meet strategic service objectives, particularly in consideration of the future operating model of the service and having regard to sustainable objectives (both business sustainability and environmental sustainability).
- Oversee highway contract management, development and compliance to ensure Value for Money (VfM) for Kirklees residents and stakeholders.

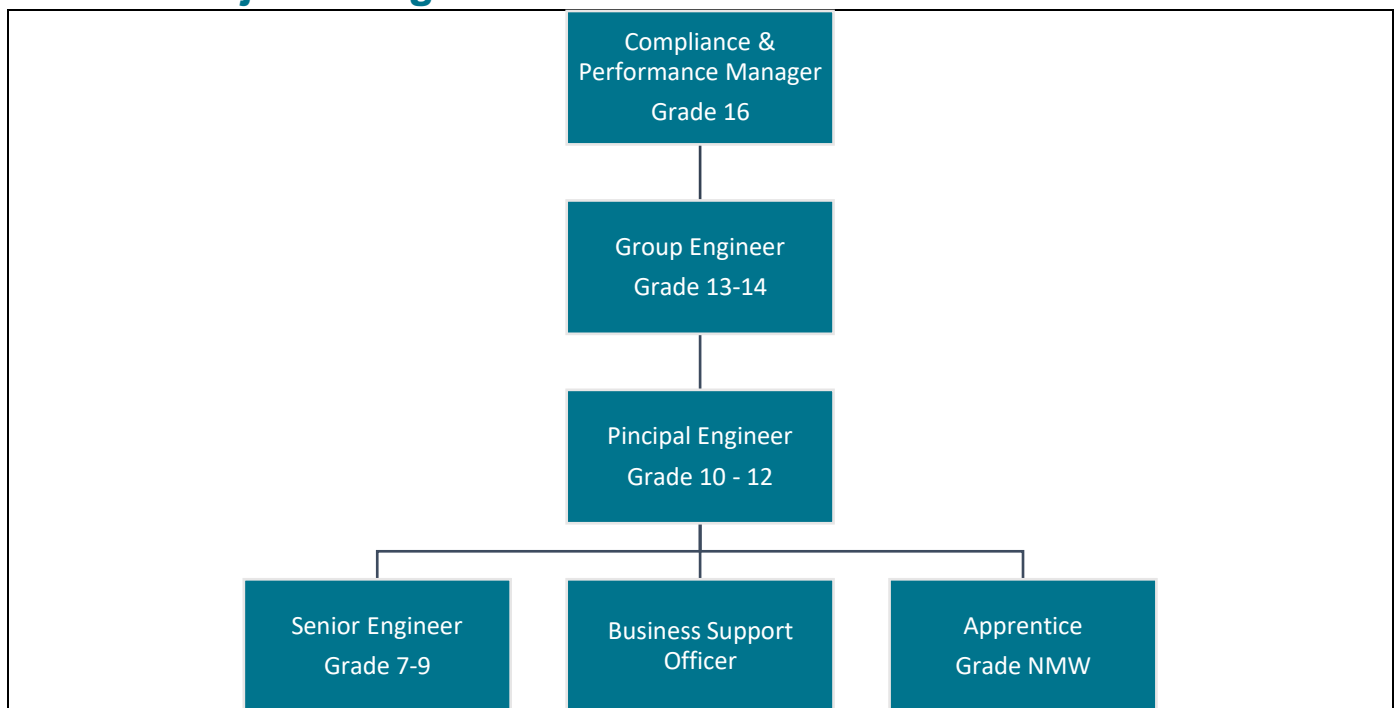
Role Description

- Coordinate contract renewals and develop contract tenders to ensure VfM in line with strategic service area requirements, including but not limited to:
 - structured meetings with contractors and contract owners
 - performance management, targeting, feedback and action
 - VfM assessments
 - Contract gap analysis and development
 - Support/lead in the development of new/updated contracts
 - variation of price options and contract extensions
 - improve carbon management and reporting within highway contracts
- Oversee the introduction of 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.
- Lead innovation through the review of materials and methods (testing, etc) and attend/lead regional and national platforms associated with innovations
- Audit and take correctional actions with regards to contract compliance and document management
- 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)
- Team budget management - Manage operational and, where appropriate, project budgets to ensure successful delivery of objectives.
- Develop and own a Highway Procurement Strategy and ensure this aligns with regional West Yorkshire Combined Authority (WYCA) objectives, and local Kirklees Council and Highway Service objectives.
- Attend and support appropriate local and regional board meetings, including the Highway Capital Programme Board (local) and Highway Infrastructure Asset Management Board (HIAMB - Regional) and support regional contract management and development.
- Consider compliance with appropriate legislation within contracts (for example, CDM) and implement correctional action and training where appropriate.
- Ensure compliance with the new Procurement Act 2023 and embed processes and provide training to staff to support adoption of Act requirements.
- Benchmarking – review existing working practices of internal operations with local and national contractors to show VfM inform the future operating model.

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
An appropriate professional or academic qualification that supports and develops the skills and abilities required for the post or the ability to demonstrate significant experience.	Essential
Experience and knowledge of budget preparation and financial/budgetary management and control.	Essential
Experience of effective leadership alongside team management and development.	Essential
Experience of contract commissioning to ensure an appropriate level of performance to meet strategic service objectives.	Essential
A performance management ethos to ensure efficient and effective service delivery.	Essential
A team player with proven effective communication skills, to create and maintain constructive relationships across a range of groups – i.e. Councillors, West Yorkshire Partners, Trade Unions	Essential
Customer focused with excellent relationship management skills.	Essential
A working knowledge and understanding of policy, procedures and legislation applicable to the post.	Essential
Demonstrate effective and creative use of communication tools to deliver concise and motivational messages, appropriate to the role.	Essential

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Checked by HR	M Lunn		

Group Engineer – Grade 13 to 14

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 13

- Please see the job Profile for appointment criteria

Activities at Grade 14

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 the monitoring and the delivery of projects as well as project risks, and acts on those risks where appropriate.

Qualifications and Training

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

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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: