

# Kent County Council

## Job Description: *West Kent Design & Delivery Principal Engineer* (Team Leader)

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<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Road Safety &amp; Active Travel</b>
<b>Location:</b>	<b>Ashford/Aylesford Depot</b>
<b>Grade:</b>	<b>KSI</b>
<b>Responsible to:</b>	<b>Highway Improvements Programme Manager</b>

### **Purpose of the Job:**

Lead on the detailed design and successful delivery of new improvements across West Kent.

### **Main duties and responsibilities:**

- Deliver or manage the commission for detailed design, budget, communication and delivery of approved projects identified by the Community Engagement Team
- Deliver or manage the commission for detailed design, budget, communication and delivery of projects of S106, CRM and LTP projects.
- Design and lead on projects for all changes to the Highway up to Major Capital Programme level, particularly Crash Remedial Measures, Parish Highway Improvement Plan led projects Member Highway Funded projects, Developer funded projects and also Integrated Transport projects. Your role in the team will also involve close integration with the Vision Zero strategy team, the Behavioural Insights team, the Active Travel Team and the Road Safety Research and Innovation team. To play a key role in the safety and functionality of the highway.
- Manage early contractor involvement and programming of all approved projects and develop publish a current and forward plan.
- Monitor contractor performance and approval of schemes at completion and end of the defects period.
- Develop and manage a delivery programme in association with contractors, working closely with the Community Engagement Team Leader and Planning &

Advice Team Leaders to ensure successful delivery, acceptance and benefits realisation from our investment.

- Manage a team, and with the other Design & Delivery Team Leader develop, record and review sound business process to ensure a consistent service across the county and develop and manage performance measures to help understand and improve service delivery.
- Manage SA-2 and SA-3 process and contribute to project review and appraisal process to ensure business case outcomes have been achieved. Support Community Engagement Team in the sell/tell of proposed projects to ensure community support of completed improvements.
- Provide information for performance measures and ensure contract and commercial compliance in all elements of work to ensure projects are delivered to the agreed timescale, quality and cost. Ensure formal sign off for projects at completion and end of defects period and that as-built records are recorded.
- The post holder will be required to provide assistance to other teams within the GET directorate, or any other part of KCC, from time to time as and when your skills and knowledge are required for particular projects and initiatives.
- Review and sign off for any new improvement of the highway promoted by other teams in H&T and externally funded projects.
- Manage customer enquiries and ensure timely and high-quality responses.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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## Person Specification: *Design & Delivery Team Leader*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Degree or equivalent in relevant discipline or relevant and/or extensive relevant experience.</li> <li>Programme and project management qualification or equivalent and/or experience</li> <li>Membership of a professional body</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Proven experience of successful programme management of highway schemes</li> <li>Proven experience of directing internal and external multi-disciplinary teams.</li> <li>Proven experience of cost control within a programme environment</li> <li>Good knowledge of national and local standards, techniques and technical procedures including CDM regulations and risk assessments.</li> <li>Project and Programme Management experience.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Ability to motivate and hold people accountable to standards of performance and to improve team performance and effectiveness.</li> <li>Ability to work across service areas and promote cross-functional working.</li> <li>A high level of interpersonal skill; a competent influencer and negotiator.</li> <li>Commercial awareness.</li> <li>Excellent communication and presentation skills.</li> <li>Able to work under pressure and prioritise effectively.</li> <li>Self-motivated and able to influence others to achieve best results with the minimum of supervision.</li> <li>Good financial management skills.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Good knowledge of design and construction methods.</li> <li>Experience and knowledge of managing and influencing the political and administrative processes of local government.</li> <li>Excellent knowledge of the principles of programme management.</li> <li>Good knowledge of financial management.</li> <li>A detailed understanding of the use of various computer systems including AutoCAD, Signplot and Microsoft Office programmes.</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>We are <b>curious</b> to innovate and improve</li> <li>We are <b>compassionate</b>, understanding and respectful to all</li> <li>We are <b>strong together</b> by sharing knowledge</li> <li>We are all <b>responsible</b> for the difference we make</li> </ul>

	<p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p> <p><b>Key values:</b></p> <p>We work as a whole-council, putting our customers at the heart of everything we do. We champion public service in Kent in our values. Our work is guided by our values, and demonstrates our commitment to serving the people of Kent - they are not just words, they underpin the decisions we take and are critical to how we approach what we do and the way we do it.</p> <p><b>Key behaviours:</b></p> <ul style="list-style-type: none"> <li>• Demonstrate healthy attitude to risk</li> <li>• Welcome and expect change and evolving technology</li> <li>• Work as a whole council</li> <li>• Put the interests and wellbeing of customers first</li> <li>• Be open to challenge</li> <li>• Take personal and professional responsibility for your actions and performance.</li> <li>• Focused on outcomes</li> </ul> <p>(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)</p>
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