

## Kent County Council

Job Description: *Highway Improvements Assistant Engineer (East)*

Job evaluation: *GT-22-24*

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<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Highways and Transportation</b>
<b>Grade:</b>	<b>KR8</b>
<b>Responsible to:</b>	<b>Design and Delivery Principal Engineer</b>

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

Using excellent technical, management and people skills you will assist the team to deliver a common sense approach to high quality and cost effective highway improvement schemes across the East of Kent. This will include (but not be limited to) assisting the team to identify, develop, plan and deliver highway improvement schemes including Casualty Reduction Measures, Local Transport schemes, Combined Member Grants and Parish Council schemes in an efficient and cost effective way, ensuring that consistent processes are implemented. You will ensure an excellent customer experience of the schemes that you help to deliver and liaise closely with internal and external teams within KCC and external stakeholders.

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

- Assisting the team to deliver a common-sense approach to highway improvement schemes, balancing safety and local community needs and ensuring the development and delivery of a variety of different highway schemes and works.
- To help the team carry out the design, procurement, site supervision and financial control of highway improvement schemes.
- Ensure all customer service standards are met.
- Assist in the undertaking of site investigations and surveys in relation to highway improvement schemes.
- Assist in the preparation of works information for highway maintenance projects including drawings, schedules and bills of quantities.
- Liaise with statutory undertakers, public organisations and official bodies as appropriate.
- Carry out site supervision of highway improvement schemes and keep accurate site records where necessary.
- Investigate and respond to complaints and queries raised internally and by members of the public in compliance with corporate standards.
- The post holder will not be required to complete Kent Manager.

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: *Highway Improvements Assistant Engineer (East)*

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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>	Working towards or an ambition to complete a HND/HNC/BTEC Higher in relevant subject Student or associated membership of relevant professional body. NRSWA Accreditation
<b>EXPERIENCE</b>	Use of relevant computer applications Knowledge of national and local standards, and techniques and technical procedures. Working knowledge of CDM regulations and risk assessments.
<b>SKILLS AND ABILITIES</b>	Ability to communicate effectively. IT literate and willingness to learn and develop Ability to write letters Ability to travel Good communication and interpersonal skills, with ability to deal with the public in difficult circumstances An aptitude for the use of various computer systems. Familiar with specialist software High degree of interpersonal skills and able to create win-win situations. An understanding of the use of various computer systems. Ability to manage workloads Self-motivated and able to influence others to achieve best results
<b>KNOWLEDGE</b>	Sound knowledge of resurfacing techniques and materials.
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Key values:</b> 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><b>Kent Values:</b></p> <ul style="list-style-type: none"><li>• We are brave. We do the right thing, we accept and offer challenge</li><li>• We are curious to innovate and improve</li><li>• We are compassionate, understanding and respectful to all</li><li>• We are strong together by sharing knowledge</li><li>• We are all responsible for the difference we make</li></ul>
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