Kent County Council

Job Description: *Highway Improvements Assistant Engineer*

Directorate:	**Growth, Environment and Transport**
Unit/Section:	**Highways and Transportation**
Grade:	**KSF**
Responsible to:	**Highway Improvements Programme Manager**

Purpose of the Job:

Using technical, time management and people skills you will assist the team to deliver a commonsense approach to high quality and cost-effective highway improvement schemes across the county. 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, Operational sign designs and Parish Council schemes in an efficient and cost effective way, ensuring that consistent processes are implemented. You will ensure 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.

Footnote: This job description is provided to assist the job holder to know what their 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*

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
QUALIFICATIONS	• Working towards or an ambition to complete a HND/HNC/BTEC Higher in relevant subject, or willingness to complete HNC in Civil Engineering within the role. • NRSWA Accreditation or willingness to acquire NRSWA basic modules within the role.
EXPERIENCE	• Use of relevant computer applications • Knowledge of national and local standards, techniques and technical procedures. • Working knowledge of CDM regulations and risk assessments.
SKILLS AND ABILITIES	• 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 • A Full UK Driving Licence – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability.
KNOWLEDGE	• Understanding of the role and responsibilities of the Highway Authority and of Local Government.
KENT VALUES AND CULTURAL ATTRIBUTES	**Kent Values:** • We are **brave.** We do the right thing, we accept and offer challenge • We are **curious** to innovate and improve • We are **compassionate**, understanding and respectful to all • We are **strong together** by sharing knowledge • We are all **responsible** for the difference we make Our values enable us to build a culture that is:

	Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile **Curious** - constantly learning and evolving **Compassionate and Inclusive** - compassionate, understanding and respectful to all **Working Together** - building and delivering for the best interests of Kent **Empowering -** Our people take accountability for their decisions and actions **Externally Focused** - Residents, families and communities at the heart of decision making