

## Kent County Council

### Job Description: *Structures Principal Engineer (Development)*

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| <b>Directorate:</b>    | <b>Growth, Environment and Transportation</b>     |
| <b>Unit/Section:</b>   | <b>Highways and Transportation, Structures</b>    |
| <b>Grade:</b>          | <b>KSJ</b>  |
| <b>Responsible to:</b> | <b>Structures Programme Manager (Development)</b> |

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

To provide engineering support to the Structures Development team for highway projects through the feasibility, planning, design, construction, and post construction phases. Ensuring works to Highway Structures are carried out in accordance with appropriate standards. The post holder will provide technical advice, general project management of schemes, along with associated financial control and administrative tasks.

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

- Lead, co-ordinate and work in partnership with internal and external multi-disciplinary teams to ensure highway structures projects are delivered from feasibility to post construction, ensuring that systems are in place for progress and output monitoring as well as risk management.
- Act as Lead Officer on large/complex highway structures projects to ensure proposed assets within the Structures Team remit on the highway are safe, compliant with standards and meet the County's sustainability and durability requirements in line with KCC's statutory responsibilities and strategic goals. This will include regular liaison with cross discipline teams both within KCC and external to KCC to ensure efficient implementation of highway infrastructure projects across Kent.
- Prepare and manage the use of all external funding, including generation of additional revenue funding and appropriate commuted sums for KCC Structures to ensure maximum benefit for Kent, using consistent appraisal methods and minimising the risk to Kent County Council. Ensure compliance with KCC financial regulations and financially manage and review the delivery of technical approvals from concept to post construction to ensure tight financial control and contractual compliance in all elements of work.
- Establish and support relationships with organisational, local and national stakeholders, and lead a coordinated approach to strategic and political engagement with MPs, County and District members and officers, and with other community representatives. Deliver a high-quality customer service and ensure prompt investigation and response to complaints and queries raised by staff, customers and Members, including those received through the dedicated scheme email inboxes.
- Assist with the commissioning of services including preparation of briefs to consultants and other service providers, and the procurement and contract management, ensuring contractual compliance in all areas. Commission legal agreements to safeguard KCC's liability.

- Provide technical subject matter expertise to the wider KCC and to external parties interacting with the KCC highway within the Structures Team remit. Use subject matter expertise to evaluate and set KCC guidance and standards for works within the Structures Team remit on the highway, be able to communicate these to all stakeholders including elected Members and private developers. Liaise with Enforcement and the Health and Safety Executive when highway safety is at risk. Provide specialist advice to Senior Managers, Members, Committees, Boards and Cabinet.
- Undertake and contribute to the identification of best practice, policy development and implementation, and in particular, secure the co-operation of other partners and agencies providing associated services. Ensure that the team has sufficient skills and knowledge to act as an intelligent client and is able to represent the Highway Authority's position with the public and other outside bodies.
- Ensure compliance with Health and Safety legislation and completion of appropriate training as directed, prepare and review risk assessments and method statements (RAMS).

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.

## Kent County Council

### Person Specification: *Structures Principal Engineer (Development)*

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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.

|                             | <b>CRITERIA</b>   |
|-----------------------------|---|
| <b>QUALIFICATIONS</b>       | <ul style="list-style-type: none"><li>• Degree in Civil or Structural Engineering.</li><li>• Professional Qualification such as CEng MICE or MIStructE.</li><li>• Evidence of continuing professional development.</li><li>• 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.</li></ul>   |
| <b>EXPERIENCE</b>           | <ul style="list-style-type: none"><li>• Proven and extensive experience of successful project and programme management of highway structure schemes at all stages of development from concept to completion, demonstrable experience of employing analytical, evaluative judgement and interpretive thinking.</li><li>• Proven and extensive experience of directing internal and external multi-disciplinary teams.</li><li>• Proven and extensive experience of cost control within a project/programme and highly regulated environment.</li></ul>   |
| <b>SKILLS AND ABILITIES</b> | <ul style="list-style-type: none"><li>• Ability to work under pressure and prioritise effectively. Excellent commercial and political acumen and commissioning skills, in the development and delivery of high-profile projects and programmes.</li><li>• Ability to develop, 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>• Able to demonstrate a high level of personal resilience and focus in order to ensure the delivery of excellent services to the public.</li><li>• Highly developed communication and presentation skills.</li></ul> |
| <b>KNOWLEDGE</b>            | <ul style="list-style-type: none"><li>• Extensive knowledge of national / local planning guidelines and national civil engineering, highway engineering and construction standards.</li><li>• Extensive knowledge of the principles of project, programme and contract management and procurement.</li><li>• Extensive knowledge of relevant regulations and legislation concerning the role and duties of a statutory Local Transport and Highway Authority and the construction industry, in particular the Technical Approval process.</li><li>• Extensive technical knowledge of civil engineering design and construction of Highway Structures.</li></ul>   |

**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

(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)

## **Organisational responsibilities**

All corporate directors, directors and senior managers have an explicit responsibility to deliver the collective agenda of the Council. These are fundamental elements of their role not an addition and are summarised as follows:

### **Whole Council**

- Seek to improve the lives of all residents in Kent and economy of Kent
- Act as corporate parent to the Council's looked after children
- Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met.
- Understand, communicate and contribute to the delivery of KCC's strategic aims
- Meet statutory obligations and promote and ensure compliance with policies and procedures and the Council's Code of Conduct (Kent Code).
- Advise elected members and support the democratic process
- Promote the Council brand and enhance the overall reputation of the Council
- Understand and monitor the measures of performance, including customer insight, which define successful outcomes for KCC services
- Maintain and ensure a relentless focus on the customer
- Act to support the Council-wide need to deliver services within budget, thereby avoiding an overspend that could damage the financial viability of the Council
- Overcome professional and service silos to achieve the County Council's objectives.

### **Integration of Services**

- Focus resources where they have the biggest impact
- Deliver services that are flexible and adaptable
- Integrate services within KCC and work with partner agencies to ensure a seamless customer experience
- Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies.

### **Embedding Commissioning and Engaging relevant markets**

- Establish an outcome focused organisation
- Meet the financial regulations and standing orders of KCC
- Challenge the status quo and engage with the market to constantly improve
- Ensure all services are delivered effectively and efficiently
- Proactively and continuously seek to improve service delivery
- Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss

## **Managing Change**

- Understand and support the Authority's overall change agenda
- Deliver required outcomes of service specific change on time and to budget
- Understand the quality of staff, support their development, nurture those with talent
- Identify the skills for the future and the level of staff through robust workforce planning
- Identify and deal with underperformance.
- Deliver to agreed budget and income targets.