

<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Highways, Transportation and Waste</b>
<b>Grade:</b>	<b>KR10</b>
<b>Responsible to:</b>	<b>Active Travel Infrastructure Team Leader</b>

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

The post holder will work as part of a cross cutting team to investigate, design or commission and deliver innovative highway improvement schemes particularly related to Active Travel, Developer funded and Integrated Transport schemes with the purpose of tackling congestion, reducing pollution and improving public health. They will have a very good understanding of Highway Engineering (particularly Cycle Infrastructure Design - LTN 1/20) and be an excellent communicator and able to work with a wide range of stakeholders.

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

1. Carry out the design, have early contractor involvement (ECI) and contract administration/ site supervision of new highway schemes. Work with the internal stakeholders in relation to the Technical Approval process.
2. Work closely with KCC Members and other key stakeholders (District Councils/Parishes/Cycling Groups/Emergency Services, Bus Operators etc) to identify appropriate innovative and safe highway improvements which meet the County Council's policies.
3. Attend meetings including KCC committee/district/parish meetings when appropriate and assist with the preparation of reports for meetings in a timely manner.
4. Preparation of Health and Safety Plans, risk assessments, programmes, Utility information, manage scheme budgets and produce high quality job packs with early contractor engagement to ensure that all works on site are carried out in a safe manner and in accordance with Health & Safety policies and good practice.
5. Undertake meaningful and timely consultation on schemes to ensure community buy in working closely with KCC's corporate consultation team when necessary. This may include production of high quality non engineering consultation plans/reports and attendance at exhibitions for certain projects.
6. Undertake the commissioning of safety audits to ensure schemes as designed and built are safe and to respond to any concerns raised.
7. Manage associated Traffic Regulation Orders as part of scheme delivery.
8. Work closely with KCC Property Services and Landowners and provide information/land plans where necessary.

9. 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.
10. Manage customer enquiries and ensure timely and high quality responses to Members, the Public, Parish, Town, District and Borough Councils, contractors, utility providers, third parties and emergency services.
11. You 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.

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.

## Kent County Council

### Person Specification: Highway Design Project Manager

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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>• HND/HNC/BTEC Higher in relevant subject (or equivalent in experience).</li> <li>• NRSWA Accreditation</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Significant post qualifying experience, and the use of relevant computer applications such as Autocad/Signplot/microsoft365 applications.</li> <li>• Experience of target costing and asset management techniques</li> <li>• Good knowledge of national and local standards, and techniques and technical procedures.</li> <li>• Working knowledge of CDM regulations and risk assessments.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively.</li> <li>• Able to operate with minimum of supervision.</li> <li>• IT literate and willingness to learn and develop</li> <li>• Ability to write letters</li> <li>• Ability to travel</li> <li>• Good communication and inter personal skills, with ability to deal with the public in difficult circumstances</li> <li>• An aptitude for the use of various computer systems.</li> <li>• Familiar with specialist software</li> <li>• High degree of inter personal skills and able to create win-win situation.</li> <li>• A detailed understanding of the use of various computer systems.</li> <li>• Ability to manage complex workloads</li> <li>• Self-motivated and able to influence others to achieve best results</li> <li>• Good financial management skills.</li> </ul>

<b>KNOWLEDGE</b>	Good knowledge of resurfacing techniques and materials. Knowledge of asset management principles, whole life costing and Government funding requirements.
<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>