

Kent County Council

Job Description: *Highways Engineer*

Directorate:	Growth, Environment and Transport
Unit/Section:	Highways and Transport –Road Safety and Active Travel
Grade:	KR9
Responsible to:	Active Travel Infrastructure Team Leader Active Travel Senior Programme Manager Road Safety & Active Travel Group Manager

Purpose of the Job:

As a Highways Engineer, you will be placed within the Active Travel Team and will support the Team Leader and Project Managers in progressing various civil engineering tasks and projects.

The team focus is to design and delivery of Active Travel schemes which include safer provision for walking, cycling and wheeling across the county. You will also be involved with the development of Highway safety improvements schemes and Section 106 funded schemes.

With assistance, the post holder will provide technical advice, highway design, assist with general administrative tasks when required. The holder will have an understanding of Highway Engineering and be an excellent communicator and able to work with a wide range of stakeholders.

Main duties and responsibilities:

1. Undertake civil engineering roles for the respective Team Leader and Project Managers, this may include assisting with carrying out the design, procurement and site supervision of highway improvement schemes.
2. Assist with carrying out site visits including setting out and construction audits to ensure schemes are being constructed in accordance with agreed and approved designs.
3. Assist in the preparation of risk assessments and method statements. Ensure compliance with Health and Safety legislation, e.g. CDM 2015.
4. Assist with budget planning and reporting in areas of responsibility within the team.
5. Assist in the promotion of schemes and the preparation of materials for public consultations.
6. Assist in the preparation of briefs to consultants and other service providers to help in the fulfilment of fulfilling the duties allocated, and work with commissioned suppliers and third parties to ensure the efficient delivery of all commissioned works.
7. Ensure all project documentation and correspondence is logged and filed accurately.

8. Ensure communications, enquiries and complaints are managed sympathetically, accurately and in a timely manner in line with KCC procedures.
9. 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 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: *Highways 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	<ul style="list-style-type: none"> • Minimum of HNC/HND in Civil Engineering or a related subject OR proven highways experience
EXPERIENCE	<ul style="list-style-type: none"> • Proven experience in highways with some understanding in highways design and engineering. • The use of Microsoft365 applications • Experience in AutoCAD
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to use and interpret spatial data (maps and drawings). • Good teamworking skills. • Self-motivated and strong desire to learn, ambition to achieve professional qualifications in the future. • Good interpersonal and communication skills to liaise with customers and colleagues. • Computer literacy, training in specialist software used will be provided. • Ability to travel • Good communication and inter personal skills, with ability to deal with the public in difficult circumstances
KNOWLEDGE	<ul style="list-style-type: none"> • Awareness of highway design principles and current standards and guidance (e.g. Design Manual for Roads and Bridges / Traffic Signs Manual / LTN1/20). • Awareness of relevant legislation with ability to research and interpret. • Awareness of CDM Regulations and risk assessments
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • 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 <p>Our values enable us to build a culture that is:</p> <p>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</p>

	<p>and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>
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