

## Kent County Council

### Job Description: West Kent Project Engineer (Road Safety & Active Travel group)

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

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

To work as part of a cross-cutting team to support the engagement, investigation, design (or commission) and delivery of discrete highway improvement projects.

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

1. Arrange for small works schemes and activities within Highway Improvement Plans to be investigated and completed; ensuring that technical standards are complied with; including approving financial applications for work.
2. Process and deliver Brown Tourism Sign applications including works orders, oversight of installation and payment applications.
3. Carry out completion and maintenance certification walk throughs with minimal supervision.
4. Interrogation of the County Council's crash data base to establish the priority and nature of any remedial works that may deliver highway casualty reduction.
5. Working closely with key stakeholders to identify appropriate traffic schemes which meet the County Council's policies. Work with these parties to identify and programme and deliver solutions.
6. Preparation of Health and Safety Plans, risk assessments and job packs including early contractor involvement to ensure that all works on site are carried out in a safe manner and in accordance with Health & Safety policies and good practice.
7. Undertake meaningful and timely consultation on schemes to ensure community buy in.
8. Undertake assessments in line with TSRGD and other relevant design guidance to ensure schemes as designed and built are safe.
9. Manage associated Traffic Regulation Orders as part of scheme delivery with support of specialist TRO writer in Traffic Management team.
10. Liaising and ensuring timely and high-quality responses to members of the public, elected Members, Parish Councils, contractors, utility providers, third parties and

emergency services as required, and in accordance with Kent's service level requirements.

11. Ensure contract compliance in all elements of work.
12. 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.

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### Person Specification: Project Engineer

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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> <i>* If essential (or equivalent in experience)</i>	<ul style="list-style-type: none"> <li>• * HND/HNC/BTEC Higher in relevant Engineering subject.</li> <li>• Student or associated membership of relevant professional body.</li> <li>• NRSWA Accreditation LA, 01 and S1 minimum (can be arranged with successful candidate).</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>• Notable post-qualifying experience, and the use of relevant computer applications.</li> <li>• Some experience of target costing and asset management techniques.</li> <li>• Good knowledge of national and local standards, 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 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 interpersonal skills, with ability to deal with the public in difficult circumstances</li> <li>• High degree of interpersonal 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 with a can-do attitude.</li> <li>• Self-motivated and able to influence others to achieve best results.</li> <li>• Good financial management skills.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of relevant standards, national and local guidelines including asset management techniques, the term maintenance contract and TSRGD.</li> <li>• Understanding of the role and responsibilities of the Highway Authority and of Local Government</li> </ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<b>Kent Values:</b> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer</li> </ul>

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