

Directorate: Growth, Environment and Transport
Unit/Section: Highways, Transportation and Waste
Grade: KR9
Responsible to: Schemes Programme Manager

Purpose of the Job:

To work as part of a cross cutting team to investigate, design and deliver highway improvement schemes particularly Combined Member Grant Schemes, Parish and Community led schemes and small works orders. The post holder will also commission traffic count data commissions and manage customer requests for changes to the highway.

A key aspect of the role will be to support the triage and decision making for Schemes enquiries and ensure efficient dialogue and resolution of works requests. The post holder will be responsible for delivering small highway improvements in liaison with parishes and members which could include but is not limited to: dropped kerbs, new warning signs, carriageway markings and minor traffic calming schemes.

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.
2. 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.
3. Working closely with Members, Parishes and other 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.
4. 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.
5. Undertake meaningful and timely consultation on schemes to ensure community buy in.
6. Undertake assessments in line with TSRGD and other relevant design guidance to ensure schemes as designed and built are safe.
7. Manage associated Traffic Regulation Orders as part of scheme delivery with support of specialist TRO writer.

8. 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.
9. Ensure contract compliance in all elements of work.
10. 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.

Kent County Council

Person Specification: Schemes 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 <i>* If essential (or equivalent in experience)</i>	<ul style="list-style-type: none"> * HND/HNC/BTEC Higher or equivalent in relevant Engineering subject. Student or associated membership of relevant professional body. NRSWA Accreditation LA, 01 and S1 minimum
EXPERIENCE	<ul style="list-style-type: none"> Notable post qualifying experience, and the use of relevant computer applications. Some experience of target costing and asset management techniques. Good knowledge of national and local standards, and techniques and technical procedures. Working knowledge of CDM regulations and risk assessments.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Ability to communicate effectively. Able to operate with minimum of supervision. IT literate and willingness to learn and develop Ability to write letters Ability to travel Good communication and inter personal skills, with ability to deal with the public in difficult circumstances High degree of inter personal skills and able to create win-win situation. A detailed understanding of the use of various computer systems. Ability to manage complex workloads with a can-do attitude. Self-motivated and able to influence others to achieve best results. Good financial management skills.
KNOWLEDGE	<ul style="list-style-type: none"> Knowledge of relevant standards, national and local guidelines including asset management techniques, the term maintenance contract and TSRGD. Understanding of the role and responsibilities of the Highway Authority and of Local Government
BEHAVIOURS AND KENT VALUES	<p>Key values: We work as a whole-council, putting our customers at the heart of everything we do. We champion public service in Kent in our values. Our work is guided by our values, and demonstrates our commitment to serving the people of Kent - they are not just words, they underpin the decisions we take and are critical to how we approach what we do and the way we do it.</p> <ul style="list-style-type: none"> Be open Invite contribution and challenge Be accountable