

# Kent County Council

## Job Description: *Senior Engineer*

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<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Structures Asset Management</b>
<b>Grade:</b>	<b>KR10</b>
<b>Responsible to:</b>	<b>Structures Team Leader</b>

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

To provide engineering support to the Structures Team in undertaking project and contract management for external contractors and consultants and technical reviews of proposals.

The post holder will provide technical advice, project management of schemes, along with associated financial control, and administrative tasks.

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

1. Assist the Structures Team Leaders to manage and procure structures designs, repairs, improvements and reconstruction works and ensure works impacting on the highway are conducted in accordance with KCC HTW priorities and all national guidelines, such as the Design Manual for Roads and Bridges, relevant legislation, codes and standards.
2. Undertake asset management activities for KCC's Highway Structures stock including contributing to the development of the forward works programme by prioritising works identified by the Structures Assessment Team and procuring and managing design and repair works required to structural assets to ensure efficient delivery of the works. Work with other teams in KCC HTW to ensure that current and future works are coordinated and integrated where appropriate and structures are improved and maintained in the most cost-effective manner.
3. Ensure the Structures Asset Management Database is kept up to date and accurate including contributing to the enhancement of our Structures Asset Management Systems.
4. Prepare briefs for 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, including ensuring contractual compliance.
5. Project manage schemes allocated from feasibility through to completion, including programme management, contract management, budget management and undertaking lessons learnt exercise at conclusion of the scheme.
6. Prepare and review health and safety documentation such as Health and Safety Files, Risk Assessments and Method Statements. Ensure compliance with Health and Safety legislation, e.g. CDM 2015.
7. Work with internal and external stakeholders to ensure highway works are carried out in a coordinated, integrated and cost effective manner, including ensuring all works operate in accordance with KCC procedures, including provision of Kent Permits, Lane Rental Schemes and Streetworks Coordination.

8. To provide support and work under the direction of the Team Leader across the Structures Asset Group, providing technical support and other works necessary to ensure the effective operation of the unit.
9. Assist in developing more junior staff as directed by directed by Team Leader to increase the intelligent client role across the Structures Asset Group.
10. 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.
11. Liaise with members of the public, elected Members, Parish/Town/District and Borough Councils, contractors, utility providers, and third parties (e.g. Network Rail, Environment Agency) in accordance with KCC's Customer Service Strategy.
12. Ensure communications, enquiries and complaints are managed sympathetically, accurately and in a timely manner in line with KCC procedures.
13. 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: *Senior 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>Qualifications* (* or equivalent in experience)</b>	<ul style="list-style-type: none"><li>• BEng in Civil Engineering or a related subject.</li><li>• Chartered Engineer/ Incorporated Engineer with either Institution of Civil Engineers or Institution of Structural Engineers, or actively working towards completing professional qualifications.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Previous experience working in a structural or highway engineering environment is required.</li><li>• Previous experience in project management.</li></ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"><li>• Ability to use and interpret spatial data (maps and drawings).</li><li>• Good teamworking skills.</li><li>• Self-motivated and strong desire to learn.</li><li>• Ability to impart knowledge onto more junior team members to assist with both technical and professional development.</li><li>• Good interpersonal and communication skills to liaise with developers and colleagues.</li><li>• Computer literacy, training in specialist software used will be provided.</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Experience in highway structural design and current standards (e.g. Eurocodes and Design Manual for Roads and Bridges).</li><li>• Experience in geotechnical engineering principles.</li><li>• Understanding of relevant legislation, e.g. The Highways Act 1980.</li><li>• Understanding of CDM Regulations and risk assessments.</li></ul>
<b>Behaviours and Kent Values</b>	<p>Kent Values:</p> <ul style="list-style-type: none"><li>• We are brave. We do the right thing, we accept and offer challenge</li><li>• We are curious to innovate and improve</li><li>• We are compassionate, understanding and respectful to all</li><li>• We are strong together by sharing knowledge</li><li>• We are all responsible for the difference we make</li></ul>