Leeds City Council

Directorate	**City Development**
Service Area	**Highways and Transportation**
Job Title	**Senior Engineer Bridges**
Grade	**PO3**
Conditions Of service	**National Joint Council (NJC) for Local Government Services**
Responsible To	**Group Engineer Bridges**
Responsible For	**Engineer Bridges and their teams**

Job Purpose:

To supervise a group within the Bridges Section to provide a client service for all aspects of highway structures including the preparation of briefs for assessment, investigation and inspection, maintenance, strengthening, reconstruction and new construction.

To supervise a group within the Bridges Section to provide a consultancy service for all aspects of highway structures including (but not limited to) asset management, feasibility studies, design and assessment, inspections, maintenance and contract management.

To support primary information for forward planning, resourcing and budgetary control.

To be responsible to the Group Engineer Bridges for the monitoring of abnormal load movements within West Yorkshire on behalf of the District Councils.

Responsibilities for Grade:

To deliver a defined activity or a small range of the Department's activities to ensure delivery of Best Value services to customers, to meet the objectives of the Council's Corporate Plan and comply with Government Standards.

To motivate, develop and coach within your area of the directorate to achieve Corporate Plan, Service Plan and team plan objectives.

To undertake and supervise the delivery of specified elements of the Team Plan, Service Plan and Corporate Plan in relation to a defined activity or small range of activities, in order to meet targets and achieve improvements.

Promote and deliver positive solutions to achieving diversity and equality in all aspects of service delivery, community engagement areas, focussing on equality of outcome.

Develop and manage cost effective digital solutions for the management and maintenance of structures assets (asset management software, Building Information Modelling (BIM) or similar).

Actively support continuous improvement initiatives through contributing to cross Council projects and supporting Service Management Team

Within a small service area or number of areas, to take responsibility for maintaining effective communications with staff, service users, councillors, trade unions, partners and other stakeholders in accordance with Council good practice and with regard to implementing e-government objectives

To work with elected members, service users and community representatives in ways which support open, responsive and accountable government.

To develop and maintain good working relationships with internal and external customers and other stakeholders to achieve corporate objectives and to maintain a position of service provider of first choice.

To be accountable for the safety of staff, service users and contractors in accordance with the Department Health and Safety Policy.

To provide appropriate advice relating to the work of the Directorate to Members and council officers so as to manage risk and support them in their respective roles.

Supervise the work of a small team of engineers, graduate engineers, technicians and inspectors dealing with the inspection, assessment, maintenance, new construction and management of highway structures within

Leeds ensuring that all design work achieves high standards of urban design and contributes to the sustainability agenda.

Support and assist the Group Engineer Bridges with the development of policies, priorities and programmes which support efficient service delivery, continuous improvement and corporate objectives.

Develop, prioritise and supervise programmes of inspections, assessments, maintenance and strengthening as required of Leeds owned highway structures and structures owned by Network Rail, Historical Railways Estate., Canal and River Trust etc., including the preparation of contract documents and repair schedules, the maintenance of records and risk analysis.

Provide a high quality and cost-effective consultancy service through the management of resources within the team to ensure optimum use of resources and accurate delivery of work to programme and budget.

Prepare cost estimates, feasibility studies and maintenance budgets for inclusion in funding bids, including monitoring annual revenue and capital maintenance budgets and advise the Group Engineer Bridges.

Monitor the delivery of schemes for the procurement of new structures, strengthening and maintenance of existing structures, acting as Client Manager including monitoring and agreeing technical matters arising from construction work on structures.

On behalf of the T.A.A, manage aspects of the Technical Approval Procedures, ensuring that all work is produced to the appropriate local, national and corporate standards, policies and practices, including independent checking and certification of checks commensurate with the grading of the post.

Supervise the monitoring of abnormal load movements throughout West Yorkshire including all necessary liaison with the District Council's of Leeds, Bradford, Kirklees, Calderdale and Wakefield.

Assist the Group Engineer Bridges with the preparation of reports as required.

Monitor and control works to achieve economic design and construction budgets and in compliance with Standard Contract Documentation

Advise the Engineer's Representatives and Project Managers under his/her control on all Contractual Matters

Ensure that contract works are properly measured, recorded and supervised and that all claims and disputes are fully documented and referred to the required level of authority for resolution where necessary.

Deal with correspondence associated with all aspects of contract works and prepare specific reports in relation to works under his/her control and ensure that a high standard is maintained in the preparation of other written matter associated with the works.

Deputise for the Group Engineer Bridges in his/her absence for duties commensurate with the grade of the post.

Represent the Service, the Department and the Council as a senior officer for all aspects relating to highway structures.

Assist in the development of partnership working.

Work co-operatively with other teams in the Department to effectively respond to cross-cutting issues within the Council as defined by the Bridges Manager

Qualifications

a) Incorporated Engineer with an appropriate professional institution (AMICE or similar) or extensive equivalent appropriate experience.

b) A degree or degree level qualification or comparable relevant experience.

PERSONAL SPECIFICATION: Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

ESSENTIAL REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Skills Required

Ability to provide leadership, which empowers colleagues and staff to achieve results.

Ability to manage and monitor performance effectively and set clear objectives for the review of individual and service level performance.

Ability to interpret corporate visions and values and put into practice through agreed policies and strategies.

Ability to make an effective contribution to internal and external meetings.

Ability to take forward initiatives and policies from development to implementation.

Ability to resolve conflict.

Ability to develop and contribute to partnerships involving various stakeholders to achieve positive outcomes.

Ability to develop productive working relationships that command respect, trust and confidence.

Ability to manage competing priorities whilst delivering on a range of projects and adapting to changing circumstances and priorities.

Knowledge Required

Involvement in preparing, managing and controlling budgets.

A degree or degree level qualification or comparable relevant experience.

Extensive experience in highway structure engineering

Experience of working within the framework of highway legislation and statutory procedures relevant to highway structures

A working knowledge of the CDM regulations

Understanding of local government and experience of achieving results in a politically sensitive context.

Understanding of and commitment to sustainability in service delivery.

Understanding of public sector issues.

An understanding of service delivery issues.

Experience Required

Extensive equivalent appropriate experience of a service or operational area relevant to the service area.

Experience of managing services to meet customer needs.

Experience of working effectively with others to deliver cross-cutting projects

Behavioural & other Characteristics required

Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.

Willing to take personal responsibility under and abide by the Council's Health and Safety Policy.

Awareness of and an ability to respect the sensitive and confidential nature of the work.

Conscientious and committed approach towards completing tasks accurately and to deadlines to achieve the team's objectives.

Committed to own personal development and learning.

DESIRABLE REQUIREMENTS: It is desirable that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role. Candidates are not required to meet all the Desirable requirements however these may be used to distinguish between acceptable candidates.

Skills Required

Ability to work in confined spaces.

Ability to contribute to change programmes, improve service quality and support culture that drives up standards and performance.

Knowledge Required

Incorporated Engineer and Member of appropriate professional institution (AMICE or similar).

Possession of a full driving licence

Working knowledge of Computer Aided Design and Management software

Experience Required

Experience of the public sector and its relationship with the private and third sectors.

Experience of BIM

Behavioural & other Characteristics required

None listed.

Job Description Content Prepared / Reviewed by:

Name	Phil Mitchell	Designation	Head of Highways Infrastructure	Date	November 2019

Confirmation of Job Evaluation Undertaken **JE Ref Number: PRO04 192152**

Name	Designation	Date	March 2020