

# CROYDON COUNCIL

## ROLE PROFILE AND PERSON SPECIFICATION

**DIRECTORATE:**

Sustainable Communities, Regeneration and Economic

**DIVISION:** Sustainable communities

**JOB TITLE:** **Senior Project Engineer (Road Safety)**

## ROLE PROFILE

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| <b>Job Title:</b>                        | Senior Project Engineer (Road Safety)  |
| <b>Directorate:</b>                      | Sustainable Communities, Regeneration and Economic   |
| <b>Division:</b>                         | Sustainable Communities  |
| <b>Grade:</b>                            | Grade 12   |
| <b>Hours (per week):</b>                 | 36   |
| <b>Reports to:</b>                       | Road Safety Manager  |
| <b>Responsible for:</b>                  | Project Engineers  |
| <b>Role Purpose and Role Dimensions:</b> | <p>Provide professional, technical support and advice to the Principal Engineers, Service Managers, Head of Service, Directors, elected members, internal departments and the public to support the delivery of the Council's statutory duties and corporate priorities in the delivery of high quality public realm and covering the following areas:</p> <ul style="list-style-type: none"><li>• Highways structures</li><li>• Drainage/ Flood Management</li><li>• Traffic engineering</li><li>• Highways</li><li>• Road Safety</li></ul> |
|  | <p>Assist senior staff and a wider project team with the outline design, feasibility and viability studies, detailed design and delivery of complex highway related engineering schemes and take the lead on delegated projects and schemes</p>  |
|  | <p>Manage contractors performance</p>  |
|  | <p>Communicate effectively with stakeholders, residents and council officers and ensure that appropriate consultation is conducted for schemes.</p>  |
|  | <p>Keep accurate records of projects, schemes and completed works and update statutory Highways records and asset</p>  |

registers as appropriate.

Communicate effectively verbally and in writing with stakeholders at all levels internally and externally, prepare draft reports to committees or technical appraisals as required.

A detailed understanding of the project management process, priorities and planning timelines involved in the delivery of large high profile public realm projects.

### **Commitment to Diversity:**

The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.

### **Key External Contacts:**

- Departments for Transport and Defra
- Transport for London Traffic Liaison Group
- TfL Strategy Planning, Surface Road Space, Traffic Signals
- Developers, consultants and contractors
- Public Transport Services Operations Network Rail, London Tram, London buses
- Freight Transport Associates and Freight Quality Partnership
- Local Businesses - Croydon BID
- London Councils
- LoBEG, LoHEG, LoDEG, SLHAMC, LoTAG,
- London Cycle Network and Sustrans
- London Travel Watch
- Utility Companies
- Emergency Services, Metropolitan Police, Fire and Ambulances
- Other local authorities
- Members of the public
- Resident associations and neighbourhood partnership
- Croydon Older People's Network
- London Accident Analysis Unit

### **Key Internal Contacts:**

- LBC Growth Board
- Planning Department
- Traffic and Transportation
- Road Safety and Croydon Mobility Forum
- Environmental Health/Noise Pollution
- Building Control
- Legal Services
- Parking Services
- Corporate Property and Regeneration
- Cabinet and Ward Members
- Cabinet Committees
- Public Transport Liaison Panel

- Department Service Heads and Chief Officers
- Business Support, Network Improvement, Highway Maintenance and Network Management Teams

**Financial Dimensions:**

- Full compliance with Council's financial regulations and standing orders
- Advise on budget settings and bidding processes
- Proactive financial management and monitoring of budgets and projects
- Overview of key programme and project risks
- Deliver continuing efficiency improvements
- Maximise cost recovery
- Prepare estimates, raise orders, measure works and authorise accounts and invoices
- Day to day monitoring of budgets associated with programme
- Account verification and authorisation

**Key Areas for Decision Making:**

- Making day to day decision to ensure projects remains on track,
- assessing levels of risk and impact on budgetary and other constraints within agreed tolerances.
- Management, direction and control of staff, consultants and contractors
- Internal representation of service
- Representation of Council with external bodies
- Risk assessment
- Health and safety assessment
- Engineering analysis and design
- Project management
- Account verification and authorisation

**Other Considerations:**

- May be required to vary usual working hours occasionally during busy periods.
- Deputise for the Principal Engineer/ Service Manager when necessary
- Work across a number of separate projects
- Work across a number of projects and disciplines
- Awareness of legislation pertaining to the highways and planning
- Experiences of procedures and professional judgement
- May be required to vary usual working hours occasionally during busy period

**Is a satisfactory disclosure and barring check required?**  
[\(click here for guidance on DBS\)](#)

Standard DBS check

**What level of check is required?**

**Is the post politically restricted**  
[\(Click here for guidance on political restriction\)](#)

No

**Is the post exempt from the Rehabilitation of Offenders Act (ROA) 1974**  
[\(Click here for guidance on ROA \)](#)

No

**Key Accountabilities and Result Areas:**

**Key Elements:**

- Scheme and project delivery
- Commissioning
- Employee Performance
- Continuous Improvement
- Provide professional engineering advice on complex Highways Engineering projects to elected members, internal departments and the public.
- Provide professional support to senior staff with the:
- investigation of engineering problems and issues
- preparation of reports, feasibility studies, options and cost estimates, detailed designs, safety audits and contract documentation
- supervision of scheme delivery
- Lead on the delivery of delegated schemes and projects, including problem solving, report writing, creation of designs and delivery, under guidance of senior staff.
- Assist with the management of budgets as requested, and manage budgets of allocated projects and schemes.
- Assist senior staff in the preparation of consultant briefs, contracts for works, and completion of tender processes for complex projects and schemes
- Prepare consultant briefs and manage the tender process for less complex projects and schemes

- Supervise the delivery of commissioned projects and schemes to ensure consultation/contractor performance to contract specification.
- Manage time and own performance to assist with effective service delivery and personal development.
- Ensure the achievement of personal objectives and performance targets.
- Review working practices and suggest areas for improvement.
- Assist with the planning and implementation of improvements and the delivery of projects.
- Manage staff, to include Clerk of Works on site, technical assistants, and temporary staff as required.

### **Provide Advice**

- Provide professional engineering advice on complex engineering projects and problems to internal council departments, councillors, senior officers, schools, and the public.
- Provide professional leadership, advice and support to Engineers and other council officers.

### **Scheme and Project Delivery**

- Deliver the Council's public realm and other engineering programmes. Investigate complex engineering problems and issues and provide, practical advice to resolve these.
- Prepare reports, feasibility studies, options and cost estimates
- Complete detailed designs, safety audits and contract documentation, and supervise scheme delivery, all to agreed budgets and fee levels.

### **Contract Management**

- Manage contractor programmes and performance, quality assurance, dispute resolution, measure works and agree/authorise payments.

### **Confidentiality**

- Treating all information acquired through employment, both formally and informally, in confidence. There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

## Data Protection

- Being aware of the council's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with directorate procedures and policies as well as statutory requirements.
- Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**.
- There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

## Contribute as an effective and collaborative team member

This will involve:

- Participating in training to demonstrate competence.
- Undertaking training as required for the role.
- Participating in the development, implementation and monitoring of service plans.
- Championing the professional integrity of the service.

## Equalities and Diversity

- The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.

## Health and Safety

- Being responsible for own Health & Safety, as well as that of colleagues, service users and the public.
- Employees should co-operate with management, follow established systems of work, use protective equipment and report defects and hazards to management.
- Managers should carry out, monitor and review risk assessments, providing robust induction and training packages for new and transferring staff, to ensure they receive relevant H&S training, including refresher training, report all accidents in a timely manner on council accident forms, ensure H&S is a standing item in team meetings, liaise with trade union safety representatives about local safety matters and induct and monitor any visiting contractors etc, as appropriate.

# Person Specification

**Job Title:** Project Engineer, Highways and Traffic

**Essential knowledge:**

- Sound engineering knowledge of one or more of the following areas- highway engineering / road safety / public realm design / structures/ drainage / flood management.
- Knowledge and understanding of specialist area of engineering and associated IT systems, applications and packages.
- Knowledge and demonstrable experience of use of engineering contracts for management of designers/contractors.
- Experience in use of performance management methods to ensure quality and compliance in service delivery.
- Understanding of relevant legal agreements and their use to secure improvements to the borough's infrastructure including its economic development and regeneration.
- Knowledge and experience with Method of Measurements especially highways based.
- Sound knowledge of construction methods.
- Good organisational skills and the ability to prioritise to meet deadlines. Keen to pursue personal development needs and maintain up-to-date knowledge

**Essential skills and abilities:**

- Ability to investigate, analyse, design and deliver engineering schemes as lead and in partnership with others.
- Ability to work under pressure, both independently and as part of a team, using initiative to achieve set deadlines and manage conflicting priorities.
- Ability to communicate effectively, both orally and in writing, with councillors, stakeholders and customers on complex engineering issues.
- Ability to performance manage and develop junior technical and professional staff.
- Understanding of and ability to innovatively promote the Council's sustainability agenda in service delivery.
- Ability to conform to and deliver service within the Council's Equal Opportunities and Customer Care policies.
- Ability to keep up to date with technical, legislative and professional

developments and to advise on their local application.

Robust CPD record.

Appreciation of key health and safety issues and risks and action to minimise and mitigate.

Strong analytical and critical thinking skills.

**Essential experience:** Inspection, assessment, design, delivery and management of engineering projects and schemes.

Interrogation and analysis of engineering data.

Use of relevant computer design software, in particular “AutoCad” at expert level

Partnership working.

Managing contracts and contractors.

Working knowledge and ability to use CAD drainage design packages.

Working as a team with colleagues in the highways team and wider project teams within the Sustainable Communities, Regeneration & Economic Recovery Directorate.

Negotiations and ability to apply those skills internally, externally & with supply chain partners.

Positive attitude always and the ability to integrate and play active part in the Construction Team on commercial matters.

**Special conditions:**

The post holder will have a degree level qualification or equivalent in one or more of the following areas- civil engineering/ highway engineering / road safety /architecture/ structures/ drainage / flood management, with a minimum of five years post-qualification experience in the design, delivery and management of projects and schemes, or will be able to demonstrate extensive relevant equivalent experience.

Attend meetings and other duties occasionally outside normal working hours.

Ability to travel widely about the borough and to work outside in all weathers.

Driving licence.

Commitment to high standards of customer service

Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.