monmouthshire
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Come and join the team!

ADVERT

ROLE TITLE: **Engineer – Highways Design - PERMANENT**

ADVERT TEXT:
An exciting opportunity has arisen within the Highways & Flooding team for an Engineer. The successful candidate will be supporting the Highway Design Team Manager in the delivery of highways and Civil infrastructure schemes within the authority's Projects team.

POST ID:	ROHT56
LOCATION:	The postholder's normal place of work is MCC offices at Usk or Raglan. which may change in the future if the service location needs to relocate and which disturbance expenses will not be paid.The nature of the role requires travel within and outside of the county.
GRADE:	BAND H SCP 27 (£39,481) – SCP 31 (£43,149)
HOURS:	37 Per Week.
TEMPORARY:	No
DBS CHECK:	No
CLOSING DATE:	**11.12.2026**

Additional Information
Please note that we are not able to accept CVs

To apply for this post please complete the online application form which can be found on the following page:
https://www.monmouthshire.gov.uk/jobs-employment/

Applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.

All posts are open to job-share unless stated otherwise.

Monmouthshire County Council is:-

- an equal opportunities employer and welcomes applications from all sections of the community.
- a disability confident committed employer.
- an Armed Forces friendly employer.
- Autism aware and committed to removing barriers to employment
- committed to supporting young people who leave our care to access new opportunities and gain experience.

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ROLE PROFILE

ROLE TITLE: **Engineer – Highways Design - PERMANENT**

POST ID: ROHT56

GRADE: BAND H SCP 27 (£39,481) – SCP 31 (£43,149)

HOURS: 37 Per Week

WORK PATTERN: Full time 37 hours wkly on a flexible basis agreed with line manager.

LOCATION: County Hall, Usk or Raglan Depot, Raglan. The nature of the role also requires travel within and outside of the county.

DISCLOSURE AND BARRING SERVICE (DBS) CHECK: No DBS Required for this post

RESPONSIBLE TO: Rob Davies - Design Team Manager 01633644746

WELSH LANGUAGE ASSESSMENT: Welsh language skills are desirable

SAFEGUARDING:
Child and Adult Safeguarding are key priorities for the Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. All Council employees and volunteers are responsible for playing their part in the well-being, safety and protection of children and adults at risk. All employees and volunteers will be trained to the appropriate level of safeguarding and have a duty to fulfil their personal responsibilities for safeguarding.

Our Purpose:-

This Highway & Flood Management (H&FM) team provides some of the most high-profile services to the public and wider Monmouthshire community, the quality of which, directly reflects upon the public's perception of the Council. These vital highway and flood management services include the effective asset management approach to prioritising and planning the refurbishment of the highway network and the related infrastructure (bridges, drains etc.), that are all important in maintaining and improving the authorities most valuable infrastructure. The management and development of this asset includes functions such as the planning and Maintenance of new roads across the county, and how the road network operates safely and effective through the control of traffic orders such as speed limits, traffic signals, utilities and other traffic control measures etc. The team also manage the council's statutory role in managing water courses and controlling flood risks, along with the response service offered when properties are at risk.

Our vision is to provide good quality and cost effective services, that create an environment of which we can be proud.

The Purpose of this Role:-

The postholder will report to and assist the appropriate Senior Engineer/ Manager with the design, contract preparation, highway asset management development, administration and general highway service duties as directed by the Design Team Manager.

The postholder will be required to develop competencies and experience in the delivery of tendered Civil Engineering projects and day to day Civil Engineering solutions to infrastructure maintainance conducted by our in house services.

Expectation and Outcomes of this Role:-

To provide active support in the delivery of schemes continually developing knowledge and competence in the following key areas:

- Three dimensional design using Autocad and Civils 3D
- Working knowledge of the Manual of Contract Documents for Highway Works
- Working knowledge of the Engineering and Construction contract (NEC4) and its associated options and roles
- Working knowledge of the Construction, Design Management Regs 2015
- Working knowledge of Sustainable urban drainage design
- Working knowledge of current Active travel guidance
- Ownership of the conduction of topographical surveys and setting out.

Your responsibilities are to:-

1. To prepare detailed designs and full contract documentation for highway and civil engineering schemes including highway maintenance, traffic management, land drainage, highways structures and other civil engineering functions.

2. To carry out surveys, site investigations, feasibility studies and produce engineering estimates for proposed works utilising a variety of contract forms and procedures to suit the type of work and circumstances.

3. To set out works, supervise construction and ensure quality of workmanship on scheme sites.

4. To carry out measurement and agreement of work item quantities, to check and agree Contractors payment claims and submissions and prepare payment certificates for authorisation

5. To liaise with colleagues within the Highway & Flood Management Group, Highway Operations and other MCC Teams as well as external bodies, the public and landowners in connection with the management and improvement of the Council's highway and flood infrastructure.

6. To assist with the development and management of the Authority's Asset Management system and the collection and management of asset data in accordance with the Nation Code of Practice titled "Well-managed Highway Infrastructure" and the Council's own Highway Policies and 3rd Party Insurance Claims Review Process.

7. To ensure that designs are produced in accordance with the relevant Codes of practice, Design Manual for roads & Bridges and CDM Regulations.

8. To supervise and train junior team members as appropriate.

9. To ensure that all aspects of Health and Safety are adhered to at all work locations.

10. To accept telephone calls from the public, Councillors or others in respect of the teams' work, to respond appropriately and deal with the enquiry effectively.

11 To assist with the analysis of asset management data, its output and interpretation in terms of developing a forward programme of prioritised works.

11. To assist in the development of office practices, and quality procedures.

12. To prepare C.A.D. drawings associated with Highway Engineering, Structural Engineering and General Civil Engineering projects.

13. To arrange and manage CCTV inspections of drainage systems in connection with proposed works.

14. To assist with the management and development of the team's time management system and be familiar with running report protocols within that system.

15. To assist with and undertake topographical surveys in association with Civil Engineering Projects.

16. To participate in the Department's system for development, through broadening job experience and training.

17. To ensure that all services are customer focused and of high quality always working and observing proper levels of professional conduct.

18. To demonstrate commitment in equal opportunities in employment and service delivery.

19. To undertake any other duties that may be reasonably requested, commensurate with the grading of this post.

Here's what we can provide you with:-

Working for this council means that you will be offered the scope, opportunity and challenge to think about doing things differently; this is an ideal culture in which to deliver on some of those changes.
The work environment is different to a traditional office. Very few staff have an office or even a desk to call their own. You work agilely from different offices, depots, at home (sometimes wherever you can get wifi) and '9 to 5' does not exist. There are no core hours but you are expected to work the hours necessary to deliver the demands of the job. This is a minimum of 37 hours for a full time employee but as a senior officer of a crucial high profile service the hours worked may be more.

Don't be surprised if you need to work in the evenings (possibly at council or public meetings) and at any hour on the night or day and weekends during emergencies. Extra hours may be taken as time in lieu (as per the 'flexi time' system).

If you incur business mileage over and abouve your normal home to office journey whilst using your own vehicle then a mileage allowance will be paid. Pool cars may be available although, cannot be guaranteed so using your own car may be necessary.

Leave entitlement depends upon local government service.

You will be afforded the opportunity to develop Welsh language skills.

What else you need to know…..Our Values:

Our purpose is underpinned by a clear sense of who we are as an organisation. We expect people who work with us to share a strong value set and expect that these are evident in the ways in which we work and engage with our communities.

Teamwork: We will work with you and our partners to support and inspire everyone to get involved. We will make the best of the ideas, and resources available to make sure we do the things that most positively impact our people and places.
Openness: We are open and honest. People have the chance to be involved and tell us what matters.
Flexibility: We are flexible, enabling delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.
Fairness: We provide opportunities for people and communities to thrive. We will always try to treat everyone fairly and consistently.
Kindness: We will show kindness to all those we work with, putting the importance of relationships and the connections we have with one another at the heart of all interactions.

This role will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

Person Specification

How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-

REQUIREMENTS	WEIGHTING HIGH / MEDIUM / LOW	HOW TESTED
1.EDUCATION/QUALIFICATION KNOWLEDGE		
1.1 HNC/D Civil Engineering	HIGH	APPLICATION FORM
1.2 Continuing with relevant professional and personal development	HIGH	APPLICATION FORM
1.3 AutoCAD/KeyLine/KeySign/ Civils 3D	HIGH	APPLICATION FORM/ INTERVIEW
2. EXPERIENCE		
2.1 Minimum of 3yrs experience of working in an Engineering Design Environment	HIGH	APPLICATION FORM/ INTERVIEW
2.2 Working knowledge and experience of: Monitoring of costs/budgets, Programming of Work, Project management, Published/Statutory design criteria,	HIGH	APPLICATION FORM/ INTERVIEW
Construction design management Regulations 2015 (CDM)	HIGH	APPLICATION FORM/ INTERVIEW
Engineering and Construction contract (nec4) and its associated options and roles	MEDIUM	APPLICATION FORM/ INTERVIEW
Three dimensional design using Autocad and Civils 3D	HIGH	APPLICATION FORM/ INTERVIEW
Working knowledge of the Manual of Contract Documents for Highway Works	HIGH	APPLICATION FORM/ INTERVIEW
Working knowledge of current Active travel guidance	MEDIUM	APPLICATION FORM/ INTERVIEW
Conduction and interpretation of Topographical Surveys	HIGH	APPLICATION FORM/ INTERVIEW
Working knowledge of Sustainable urban drainage design	MEDIUM	APPLICATION FORM/ INTERVIEW
2.3 Experience of working effectively with elected members, the public and interested stakeholders within a multi-disciplinary environment. Be able to demonstrate awareness and sensitivity of the political and commercial pressures involved	HIGH	APPLICATION FORM/ INTERVIEW
2.4 An understanding and appreciation of Highway Asset	HIGH	APPLICATION FORM/ INTERVIEW

Management Systems (HAMP) and how to make best use of resources through the undertaking of highway surveys and analysing techniques employing proprietary and non-proprietary software linked with GIS mapping and other ICT/ technological systems.		
2.5 Have experience of working in a team, supervising technical, administrative and operational staff.	HIGH	APPLICATION FORM/ INTERVIEW
2.6 Computer literate with sound working knowledge and practical experience of a wide range of IT applications including AutoCAD, CIVILS 3D and Microsoft office suite.	HIGH	APPLICATION FORM/ INTERVIEW
2.7 Ability to produce and present technical reports, desktop and feasibility studies with options and costs considered.	HIGH	APPLICATION FORM/ INTERVIEW
3. APTITUDE & SKILLS		
3.1 Will be a strong communicator, with clear and developed communication skills, both written and oral along with good presentational skills.	HIGH	INTERVIEW
3.2 Ability to produce and maintain accurate records	HIGH	APPLICATION FORM/ INTERVIEW
3.3 Understand and respect the principles of confidentiality	HIGH	APPLICATION FORM/ INTERVIEW
3.4 Ability to prioritise and to work independently and as part of a team	HIGH	APPLICATION FORM/ INTERVIEW
3.5 Willingness to undertake and practice Health & Safety procedures to comply with legislation, to ensure the safety of themselves and others at all times	HIGH	INTERVIEW
3.6 Flexible approach to working hours and duties	HIGH	INTERVIEW
4. PERSONAL ATTRIBUTES		
4.1 Commitment to personal and professional development	HIGH	INTERVIEW
4.2 Strong work ethic	HIGH	INTERVIEW
4.3 Innovative & flexible	HIGH	INTERVIEW
4.4 Ability to self manage outputs in an agile working environment	HIGH	INTERVIEW
5. EQUAL OPPORTUNITIES		
5.1 Able to demonstrate a commitment to equal opportunities principles and practice	HIGH	APPLICATION FORM/ INTERVIEW

6. SPECIAL CIRCUMSTANCES		
6.1 Current full driving license and access to a car	HIGH	APPLICATION FORM/ INTERVIEW

Should you require any further information regarding this post, please contact: Rob Davies Design Team Manager (Highway & Flood Management) – 01633644746

Closing Date: **11.12.2026**

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WELSH LANGUAGE SKILLS FRAMEWORK

LEVEL 1

Can understand basic everyday phrases if the speaker talks slowly and clearly and is willing to help. Can introduce yourself and others and can ask and answer questions regarding basic information, e.g. individual asking to see someone, where is the xxx meeting, toilet etc. Can transfer phone calls pass on a simple message or make a straightforward request, e.g. via e-mail.

UNDERSTANDING	SPEAKING	READING	WRITING
➢ Can understand simple questions: where is the xxx meeting, where is the toilet, who is the person they wish to see. Can understand who to transfer a phone call to etc,	➢ Can pronounce place names and personal names correctly. ➢ Can greet individuals face to face or over the phone ➢ Can open and close a conversation or open and close a meeting.	➢ Can read short sentence, e.g. basic signs, simple instructions, agenda items, simple information on forms	➢ Can open and close an e-mail or letter ➢ Can write personal names, place names, job titles ➢ Can write a simple message to a colleague on paper or e-email, e.g. such and such has called.

LEVEL 2

Can understand sentences when people talk about everyday situations, e.g. simple personal and family information. Can hold a basic conversation with someone to obtain or exchange straightforward information, e.g. discuss how a person is feeling; something which has happened; simple plan for the future. Can write and read messages in letters or e-mails describing familiar issues and written in short sentences.

UNDERSTANDING	SPEAKING	READING	WRITING
➢ Can understand when people speak slowly about everyday situations, e.g. providing personal information, talking about what they have been doing, what they would like to do, how they feel general ➢ Can understand when people ask you do something	➢ Can communicate simple information or ask common questions, e.g. to acquire information from an individual ➢ Can use Welsh to get to and emphasise with the individual but not able to conduct the entire conversation or session in Welsh ➢ Can hold a short conversation with an individual or exchange relatively straightforward information ➢ Can contribute to a meeting, but need to revert to English for specialist terms.	➢ Can read short message and certain letters or e-mails, e.g. those which make a request or ask you to pass on a message	➢ Can write a short message to a colleague asking a question, thanking her/him, explaining something, e.g. time and place of a meeting ➢ Can write a short letter or e-mail to arrange an appointment

LEVEL 3

Can understand the main points when an individual or colleague is talking about familiar subjects, e.g. during a conversation or small group meeting. Can hold extended conversations with fluent speakers about familiar subjects involving everyday work. Can describe experiences and events and provide concise explanations and reasons for opinions and plans. Can read articles, letters or e-mails about general subjects. Can write letters or e-mails about most subjects, e.g. requesting something; providing information; inviting somebody or organising an event.

UNDERSTANDING	SPEAKING	READING	WRITING

➢ Can understand individuals and colleagues when exchanging information or discussing plans, if the subject is familiar. ➢ Can understand a discussion at a meeting if the subject is familiar. ➢ Can understand individuals and colleagues in a familiar situation or in everyday conversation.	➢ Can take part in most conversations with colleagues about work and plans if the vocabulary is not too technical. ➢ Can hold a conversation with an individual or exchanging relatively straightforward information. ➢ Can contribute to a meeting but need to revert to English for specialist terms. ➢ Can adapt the style of language to suit the audience.	➢ Can understand most e-mail messages or letters concerning day to day work. ➢ Can guess the meaning of a word based on context if the subject is familiar. ➢ Can read a simple, straightforward article in a newspaper or magazine types of written material.	➢ Can write a letter or e-mail to an individual, or colleague about most topics in order to request something; provide an explanation; describe an experience or situation; invite people or organise an event. ➢ Can write relatively accurately when drafting a short information leaflet or poster in Welsh as required.
LEVEL 4			
Can usually follow most conversations or discussions, even on unfamiliar topics, Can talk confidently with fluent speakers about familiar subjects relating to work, and an express an opinion, take part in discussion, and talk extensively about general topics, e.g. in meetings or one-to-one situations with individuals. Can understand most correspondence, newspaper articles and reports intended for fluent speakers with the aid of Welsh language resources and can scan long texts to find details. Can complete forms and write reports relating to work and respond accurately.			
UNDERSTANDING	**SPEAKING**	**READING**	**WRITING**
➢ Can follow most conversations and discussions with individuals or colleagues even if the subject matter is unfamiliar.	➢ Can contribute effectively to internal and external meetings in a work context. ➢ Can converse comfortably with individuals and exchange information as required. ➢ Can argue for and against a specific case. ➢ Can chair meetings and answer questions from the chair confidently.	➢ Can read most correspondence and scan long texts to find details. ➢ Can understand most newspaper articles and reports with the aid of a dictionary. ➢ Can understand texts, unless written in a very formal or colloquial form.	➢ Can produce correspondence of all types, short reports, documents and literature with support of Welsh language translation aids eg. Cysgeir, cysill.
LEVEL 5			
Can understand everything that is being said. Can talk extensively about complex issues, presenting difficult information and can facilitate and summarise extended or complex discussions. Can summarise information from different sources (orally and in writing) and present it in a coherent way. Can express themselves spontaneously, fluently and in detail, adapting the language to suit the audience.			
UNDERSTANDING	**SPEAKING**	**READING**	**WRITING**
➢ Can follow all conversations and discussions with individuals or colleagues. ➢ Can understand the ambiguity and nuance of language.	➢ Can express yourself fully in detail, even when discussing complex issues. ➢ Can adapt the style and register of your language to suit the audience.	➢ Can read and understand almost all written texts without difficulty, referring to a dictionary occasionally. ➢ Can read long texts to find relevant details and can understand most types of written material.	➢ Can write reports in a clear style appropriate to the reader with the support of electronic language aids. ➢ Can write formal or informal Welsh as required. ➢ Can write a range of documents accurately and with confidence.