



Job Description

Job Title:	HIGHWAY ASSET ENGINEER
Directorate:	Neighbourhoods & Growth
Department:	Environment
Division:	Highways, Capital Programmes & Sustainability
Service:	Highways (D14281)
Grade:	PO3
Reporting to:	Highway Asset Manager
Responsible for:	1x Highway Asset Officer (SO1)

Main Purposes

- a) Manage the borough's bridge, structure, drainage and lighting assets. Securing the services of external consultants and contractors as necessary
- b) Produce KPIs by monitoring the condition of highway assets
- c) Ensure that the highway asset databases (e.g. Symology) are accurately maintained

Principal Accountabilities

Technical Expertise

1. Provide, or secure the provision of, technical advice on all matters relating to the borough's bridge, structure and highway drainage asset.
2. For the assets listed above use the standards stated in the Highway Infrastructure Asset Management Plan, and supplemented by Acts of Parliament, Statutory Instruments, Regulations, codes of practice and standing orders to:
 - a) Lead, procure and manage all inspection, repair, renewal and replacement activities
 - b) technically assess others' proposed modifications to the assets listed above for compliance with relevant and LBL quality standards and be the Highway Authority's signatory to requests for technical approval for such changes
 - c) Act as Client for the improvement of the assets listed above, self-delivering small works and writing project briefs for larger schemes to be project managed by others

Securing or procuring the services of external consultants and contractors as necessary.

3. For programmed work that the team leader has directed is to be subject to formal project governance, preparation of:
 - (a) monthly scheme progress reports

- (b) monthly cost plans
- (c) quarterly performance indicators
- (d) risk registers

4. For all assets identified in the Highway Infrastructure Asset Management Plan, commission and verify:

- (a) condition reports
- (b) quality, efficiency and cost effectiveness performance indicators at the frequencies specified in the HIAMP.

For each, provide an evidence-based costed action plan that would be sufficient to maintain the existing service level.

5. Be responsible for maintaining the specification and standard drawings for the assets listed above.
6. Establish acceptable tolerances for each asset listed above and produce a reporting mechanism to alert the Asset Manager of any potential breaches in tolerance.
7. Be responsible for securing as-built drawings of the assets listed above and for making any consequential changes to the highway asset database.
8. At least quarterly, provide the Asset Manager with a risk register for the assets listed above that identifies potential issues with maintaining or achieving the specified service level.
9. Ensure that all requirements for street-works (e.g. Noticing under LoPS) are met for all works commissioned by the postholder.
10. Ensure that policies and procedures for works relating to the assets listed above are undertaken in accordance with all relevant legislation including the Traffic Management Act 2004, the New Roads and Street Works Act 1991, the Highways Act 1980, the London Permit Scheme and Construction Design & Management (CDM) 2004
11. Be responsible for the Service-wide processes that ensure that the whole-highway asset management database (currently Symology) is at all times accurate and comprehensive.
12. Process abnormal load applications, ensuring that all costs are recharged

Management

13. Provide line Management to direct reports, proactively encouraging learning and development and ensuring all relevant HR processes and policies are adhere to, including, but not limited to, 1-2-1s, sickness returns, annual leave management.
14. In consultation with the Highway Contracts Manager, operate effective contract management for all consultants and contractors employed by the post-holder.

Finance

15. Using the baseline annual budget supplied by the Asset Manager, create the baseline cost plan for the post-holder's area of responsibility. Once approved by the Asset Manager, maintain regular and accurate financial and non-financial reporting to Highway Asset Manager, including analysis and evaluation on the current and forecasted work programmes, to provide an accurate reflection of progress.
16. In consultation with the Highway Contracts Manager and Category Manager, operate a procurement strategy that ensures the most economically advantageous procurement of goods and services
17. Seek and secure external funding opportunities to offset the cost of delivering the Service
18. Procure the goods and services required to fulfil the outcomes described above, assessing and approving applications for payment according to the scheme of delegation.

Health & Safety

19. Ensure that all the postholder's own and instructed activities meet Health and Safety requirements and regulations, including CDM and HASAW regulations.
20. Fulfil all requirements of the Client role as specified in the Construction Design Management Regulations for works to the assets listed above
21. Be responsible for writing risk assessments and method statements (RAMS) relating to direct reports' areas of work and for approving/rejecting those submitted by others relating to the post-holder's area of responsibility
22. Ensure that all direct reports have been issued with, and use, personal prospection equipment stated in relevant RAMS

General

23. Take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld. This includes, amongst others; Management Compliance Charter, Environmental Policy, Data Protection Act, Race Equality Action Plan, Quality Assurance Plan, Health & Safety, Sustainable Construction and Recycling.
24. Take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.
25. Work flexibly in undertaking the duties and responsibilities of this job, and participate as required in multi-disciplinary cross-department and cross-organisational groups and task teams
26. Be available to attend stakeholder meetings which may be out of normal working hours.

Person Specification Highway Asset Engineer

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with a "Tick" (✓) on the person specification when you complete the application form</p>		Shortlisting Criteria
Qualifications	Q1 A relevant degree or professional qualification or an equivalent combination of qualification and experience together with demonstrable skills and aptitude	✓A
	Q2 Evidence of relevant continuing personal development	
	Q3 Preferably, skilled in AutoCAD to at least NVQ Level 3	
Key Knowledge	K1 Excellent understanding of highway design, design standards, specifications and highway construction	✓A
	K2 High standard of written and spoken English, able to express complex information accurately, clearly and concisely using appropriate accessible style and vocabulary	
	K3 Excellent understanding of current and forthcoming legislation relevant to the post (eg CDM 2016, Highway Act 1980, New Roads and Street Works Act 1991)	✓A
	K4 Excellent understanding of relevant design standards and specifications.	
	K5 Sound knowledge of highway asset database systems, preferably Symology	
Relevant Experience	E1 Significant experience in identifying, prioritising, designing and constructing changes to highway assets in a city environment.	
	E2 Significant experience of commissioning consultants, writing briefs, contract management and supervision.	✓A
	E3 Experience of working with and contributing to multi - disciplinary teams, using your own problem solving skills.	
Core Behaviours	1	Focuses on People <ul style="list-style-type: none"> • Ensure that service standards are set to benefit citizens not the suppliers • Ensure that the staff receive the training and support to achieve service standards

	2	Takes Ownership <ul style="list-style-type: none"> • Constantly thinks “how could we do this better” • Takes action to capitalise on opportunities • Takes calculated risks to deliver better outcomes 	
	3	Works collaboratively: <ul style="list-style-type: none"> • Seek the advice of the potential supply chain and those who will use the contracts prior to writing those contracts • works across teams or groups to raise or solve issues • Encourages others to contribute to collaborative working 	A
	4	Communicates Effectively: <ul style="list-style-type: none"> • Promote good contract management practice throughout the Service • Encourage users of the Council’s contracts to feedback on what works and what does not work so well • Take time for regular catch-ups, team meetings and one-to-ones to give and receive information 	
	5	Focus on Results <ul style="list-style-type: none"> • Be ambitious; take calculated risks if the reward is worth it • Put in place end-to-end processes that, if followed, maximise the chance of successful outcomes 	