

POST TITLE	SENIOR ENGINEER
DIRECTORATE	PLACE
SERVICE	STRATEGIC TRANSPORT AND PARTNERSHIPS
RESPONSIBLE TO	STRATEGIC TRANSPORT PLANNING AND DELIVERY MANAGER
NUMBER OF POST HOLDERS	1
ACTING UP/ SECONDMENT	PERMANENT

PURPOSE OF JOB

To support and assist the Strategic Transport and Partnership service in the effective delivery of a variety of transport and place improvement projects through the provision of a comprehensive engineering, design and construction supervision service.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

To lead and manage a team of staff responsible for initiating, developing and managing the implementation of transport asset maintenance and improvement projects including:

- contract administration and project management including preparation of specifications for maintenance, development and other work contracts, Bills of Quantities, lump sum, schedule of rates, works orders and tenders;
- Implementation and maintenance of a system for assessing prospective tenderers;
- Review, update and maintain the section/team's Quality Assurance documentation, e.g. Operation Guides, Procedures and Records. Ensure that staff under their control undertakes all work in compliance with the Departmental Quality Management System.
- Undertaking the role of Project Director as outlined in the Quality Assurance System manual;
- Supervision, including site supervision, control and managing contracts, including assisting in negotiating and advising on settlement of accounts and claims with suppliers and Contractors;
- Management, administration, monitoring and reporting of Edinburgh tram contracts.
- Ensuring compliance with Health and Safety legislation, including CDM 2015 Regulations;
- Ensuring compliance with Departmental Policy/Standing Orders/Local Transport Strategy;
- Undertaking and/or managing preliminary and detailed design work eg road geometry and layout, road pavement structure, surface and ground water drainage systems, traffic signs and road markings;
- The consideration of environmental implications of design and project implementation;
- Liaising, consulting and engaging with other sections/Departments, statutory undertakers, landowners and other stakeholders involved in or affected by a project;
- Inspecting, monitoring and supervision of construction works ensuring compliance with the specification;
- Preparing professional reports for both technical and non-technical readers, committee reports, Planning Applications, Roads Orders and compulsory Purchase Orders;
- Participation in land negotiations;
- Preparation for and attendance at public inquiries;
- Preparation of specialist contracts for the appointment of engineering consultants, environmental consultants and traffic consultations; and
- Management of contracts with specialist consultants and contractors;

- Checking and approving work prepared by others, including work undertaken by 3rd parties, as per relevant legislation, i.e. The Roads (Scotland) Act 1984 & New Roads & Streetworks Act 1991.
- Co-ordinating and controlling 3rd party works on the road network in accordance with the relevant legislation, i.e. The Roads (Scotland) Act 1984, New Roads & Streetworks Act 1991 & the Transport Scotland Act 2010.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- The post holder will identify innovative and creative ideas to improve methods of working and undertake problem solving/option appraisal and development. Typical applications are as follows:
 - Understand problems and develop design solutions exercising engineering judgement;
 - Identify solutions to issues/unforeseen circumstances as they arise during construction;
 - Assist in developing policies and a code of best practice in relation to technical procedures;
 - Engaging with Contractors and Consultants to consider the use of new materials and methods particularly with regard to environmental issues and cost effectiveness;
 - Piloting or trialling new techniques, methods or technology;
 - Identify new initiatives and business opportunities, making recommendations to senior management to embrace the opportunities; and
 - Consider and develop new working arrangements, systems and procedures.
- The post holder will be required to maintain good communication and work with management and staff from a wide variety of internal and external stakeholders, including:
 - Other services within the Council;
 - Contractors – discussing all aspects of proposed work, on-site monitoring etc.
 - Public Utility representatives/Statutory Undertakers;
 - Members of the public in dealing with enquiries, complaints, FOI requests;
 - Community Council representatives to discuss potentially contentious issues.
 - Elected members (Councillors, MSPs and MPs);
 - Emergency Service representatives;
 - Developers;
 - Public Transport Operators and Infrastructure Providers (Bus Companies, Network Rail, etc.); and
 - Other public bodies, e.g. Transport Scotland, SEPA, Spokes, Sustrans, SNH
- The post holder will be required to make engineering and design judgements and will be responsible for providing technical advice, solutions and recommendations to other parties. They will be required to advise, guide and direct less experienced staff in making their engineering and design judgements. The post holder will also be responsible for deciding contractor compliance with work specifications, the need for remedial measures and related entitlement to payment.
- Decisions related to the design codes, statutory obligations and council procedures have serious implications in relation to public safety. Non-compliance with Health and Safety legislation could leave the Council open to prosecution if not correctly addressed.
- Decisions taken by the post holder could have financial implications for the Council particularly in relation to contractual matters / negotiations on behalf of the Council.
- The post holder will be required to be educated to degree level, or equivalent, and be a member of an appropriate professional body in a relevant discipline, with extensive knowledge and skills in that professional discipline to the extent that they can deliver the operational services and projects within that relevant discipline.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- The post holder will be expected to prioritise competing demands of a complex nature that will impact on their job activities, responding effectively to the changing local demands impacting on

the service within agreed resource constraints. The post holder will be available to manage and deliver essential services outside of normal working hours to respond to weather and other emergencies.

- Although the post may be exposed to some physical demands these will be predominantly within the range of normal office-based activities. However, it is anticipated that the post holder will spend a proportion of their time (up to 20%) on site managing service delivery, engaging with staff, witnessing and experiencing, first-hand, services being delivered.
- Although the post may be exposed to some adverse working conditions these will be predominantly within the range of normal office-based activities. When on site, the post holder may be exposed to dirt, noise, a range of weather conditions and, potentially, working in live-traffic situations.
- Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required on construction and road work sites.
- The post holder will be required to assess and manage risks when working in various conditions within the road network, including high speed roads, during periods of flooding and working adjacent to watercourses/alongside fast flowing water, working with live electricity, on construction sites and working at heights.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

- The post holder will be responsible for the management of front-line staff reporting directly to them. There will be between 2 and 8 reports and these will cover a range of different professions.
- Be responsible for the wide range of employee matters including, health and safety, recruitment and selection, absence management, disciplinary, grievance procedures, training, employee development.

RESOURCES

- The post holder shall have shared responsibility for management of multiple scheme budget (non-staff) in the role of Project Director (or Project Manager on larger schemes). Individual project budgets are mostly below £1m but can be up to £12m.
- The post holder shall have day to day responsibility for monitoring costs against budgets and reporting progress and expenditure approving contract payments and payments for works order/work packages.
- The post holder will be responsible for the care, proper maintenance and calibration of surveying equipment.

HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).

