



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

<b>Job Title:</b> Compliance Engineer	<b>Role Profile Number:</b> HI2676
<b>Grade:</b> N/Q	<b>Date Prepared:</b> August 2014
<b>Directorate/Group:</b> Service Delivery / Highways & Transport	<b>Reporting to:</b> Service Manager- Highway Asset Management and Project Delivery
<b>Structure Chart attached:</b>	No

### Job Purpose

- To be responsible for the strategic enforcement function on behalf of the Highway Authority. Be the Technically Competent Manager responsible for the management of council landfill sites and compliance with statutory licenses.

### Key Accountabilities

- Manage, develop maintain and deliver processes and action plans to ensure compliance with statutory licenses at Shaw Farm landfill site, to include day to day management of the site, site surveys, monitoring the flare, water levels, functionality of the reed bed and liaising with specialist contractors.
- Provide technical assistance, verbal and written responses to issues arising at the site to a range of stakeholders including the Environment Agency, Thames Water, council members and members of the public.
- Carry out investigations into highway enforcement issues and prepare and present reports as required.
- To hold the statutory role of Technically Competent Person as defined by The Environmental Protection Act 1990 for the management of licenced sites.
- Undertake enforcement under the Highways Act as required. Including the issue of formal enforcement notices and leading on prosecution action.

- Respond to enquiries regarding highway enforcement from members of the public and other stakeholders.
- Provide technical assistance and support on highway enforcement issues to other Council departments as required.
- Prepare designs, schedules and bills of quantities as required for minor improvement and maintenance schemes associated with the landfill site. Administer and supervise works as required.
- Advise of the implications of new legislative proposals/statutory requirements relevant to the post holder's area of work and the effects for the Council and business.

### **Supplementary Accountabilities**

- To assist with the successful closure of Shaw Farm landfill site.
- Budget holder for Shaw landfill site.
- Assist with the development of operational maintenance standards and monitor compliance.
- Contribute to the implementation of service reviews, business plans and projects connected with the services provided.
- Commissioning, monitoring and paying accounts of partners and external companies in relation to technical survey and specialist services associated with the landfill site.
- Participate in and contribute to the development and implementation of initiatives and standards for the effective and efficient provision of services within the Department including Stronger Together, Corporate Plan, Medium Term Business Plan and Departmental and Service Area Plans, Investors in People and ISO 9001:2000 to achieve Best Value and the continuous improvement and effective delivery of the service.
- Respond to requests and queries from council members and members of the public, in a helpful and constructive way.
- Undertake the inspection of landfill site assets as required and create a register.
- Assist in the preparation of grant applications or bids to obtain funding in support of landfill mitigation schemes.
- Ability to make site visits and attend meetings across the Borough, ability to drive.

### **Knowledge & Experience**

- Experienced Incorporated Engineer or Equivalent with relevant experience and proven track record in understanding the core principles of Civil, Municipal Engineering.
- Knowledge of waste management Roles and Responsibilities in respect of landfill sites.
- Good knowledge and experience of civil engineering process, design detailing and construction including a good understanding of health and safety and CDM requirements.
- Have experience of highway enforcement.
- Knowledge of the key functions of a local highway authority.
- Working knowledge of health and safety legislation relevant to Civil Engineering and Highway Works.
- Good communicator.
- Experienced in negotiations with a wide range of Stakeholders.
- Comprehensive knowledge of relevant legislation and developing best practice.

### **Qualifications**

- Degree or HNC/D in civil engineering or equivalent.
- Incorporated Engineer or equivalent with relevant experience and proven track record in understanding the core principles of Civil, Municipal Engineering. (Desirable)
- Certificate of Technical Competence for managing closed landfill sites (or prepared to work towards).
- CSCS Card holder in relevant category for post duties (Desirable).

### **Decision Making**

- Decisions on a variety of technical and process issues are required on a daily basis.
- Post holder will frequently be required to use own judgement
- Post holder is required to prioritise own workload on daily basis
- Know when to seek advice or act on own initiative.

### **Creativity and Innovation**

- When undertaking roles of the post the post holder is required to seek, through their own initiative and creativity, workable solutions to problems
- Initiative and innovation are also required in developing landfill monitoring systems.

- The job requires continual professional development to ensure an awareness of the development of new professional and industry practices and needs to apply this in an informed manner in order to support the Council's overarching aims and objectives.
- Post holder needs to prepare detailed advice to Members, Councillors, Senior Officers regarding highway enforcement & use tact and persuasion when interacting with outside parties regarding impact of their works.

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>• No direct reports</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>• Supervision of contractors and consultants</li> <li>• Post will provide a high level of professional advice to officers, members and other stakeholders at all levels to ensure the Council meets its responsibilities in compliance with landfill site legislation</li> </ul>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility</b></p>	<p>Yes, revenue budget circa £80k p.a.</p> <p>Potential to arrange small works orders up to £25k within budget</p> <p>Shaw Landfill Site</p>
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### **Contacts and Relationships**

- Post holder is required to make regular contact with the public, contractors, consultants, developers, utility providers, council officers and other organisations such as the Environment Agency, Thames Water etc.
- Contact with elected members and Parish Councils.
- Reports to senior officers.

### **Other Key Features of the role**

- A mix of office based and site work.
- A significant amount of work is performed outside involving exposure to all weather conditions which may be in disagreeable and in unpleasant surroundings/conditions.
- Some work will be undertaken on or adjacent to the public highway and Construction sites being exposed to live traffic, and may involve working at height, or close to flowing water.
- Work requires physical effort regularly in awkward postures. For example, undertaking inspections in difficult or restrictive locations, and need to access sites over fences and uneven ground.

- Contact with the public may occasionally be confrontational.

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name::
<b>Date:</b>	

**Swindon Borough Council  
Highways & Transport**

Career Grade Structure  
Compliance Officer

In addition to the formal qualification structure detailed below, each career progression will be subject to a recommendation of the Director and the attainment of agreed performance criteria.

<b>Grade</b>	<b>Spinal Column Point</b>	<b>Criteria</b>
NJC Grade N	1	HNC/BTEC Higher Certificate
	2	
	3	<p>Level 2 competency:</p> <p><i>Experience</i> – more than one year’s experience or a recognised qualification</p> <p><i>Ability</i> – general knowledge of the job</p> <p><i>Supervision</i> – use own initiative with less supervision</p> <p><i>Responsibility</i> – increased level of responsibility – applying knowledge of the job</p> <p><i>Contacts</i> – occasional contact with Councillors etc.</p> <p><i>Creativity</i> – consider and propose a range of options</p>
	4	
	5	Certificate of Technical Competence for managing closed landfill sites, plus Eng Tech.
Hay Grade Q	Q1	<p>Level 3 Competency:</p> <p><i>Experience</i> – at least two years’ experience after gaining relevant qualification (CTC)</p> <p><i>Ability</i> – an in depth knowledge of the main tasks</p> <p><i>Supervision</i> – Limited supervision, expected to use own initiative</p> <p><i>Responsibility</i> – for a wide range of task/projects while applying comprehensive knowledge</p> <p><i>Contacts</i> –more frequent contact with Councillors etc.</p> <p><i>Creativity</i> – evaluate a range of options and propose the most appropriate to resolve any issues.</p> <p>I Eng and a minimum of 5 years’ professional development.</p>