



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Highways Design Engineering Manager	Role Profile Number: SBC_12005
Grade/Level: Level 10	Date Prepared: August 2023
Directorate/Group: Economy & Development	Reporting to: Highways & Transportation Head of Service
Structure Chart attached:	No

Job Purpose

- To manage and develop a team of specialists for technical services such as Project Managers, Design Engineers, Assistant Design Technicians and Site Supervisors to ensure delivery, the application of policy and a variety of design solutions for Clients including internal Asset Management, Traffic Management and external Developers.
- Role holder to be proficient in design and ensure good practice in the delivery of Major Maintenance solutions for civil engineering projects, pavement design and other design projects for a range of clients including Highways, Housing, Parish Councils, and Traffic Management.
- Actively seek new work streams, develop new methods of working, procedures and practices to improve the department.
- Promoting a 'right first time' approach to all of the works
- To manage professionals and liaise internally and externally with other professionals, stakeholders and working parties which requires highly developed skills in persuading, inspiring, developing and motivating.

Key Accountabilities

- Extensive experience in managing civil engineering or other relevant teams and a proven record of project leadership and giving direction to a team
- Work within a specific, technical field, reviewing and analysing issues presented, identifying the best technical solution to ensure that long-term solutions are considered and implemented.
- Identify and makes recommendations for improvements to ways of working that will enhance the effectiveness and efficiency of the discipline.
- Lead a team of technical roles, delivering within a specific and defined field, providing expertise that requires an understanding of the principles underlying the activities undertaken.
- Work with the Policy and Planning officer to programme design works together with the construction works.

- Ensure that all work is carried out within the priority period and within the cost parameters and standards and, in the case of term contracts, to ensure that work is carried out in an acceptable way.
- Organisation and control of contractors where appropriate.
- Monitor Project progress and prepare status reports for project board where appropriate.
- Coordinate the assembly of project documentation including design, specifications, Bills of Quantities and contract documentation.
- Recruit staff within the section as required in line with the Council's policy. Support, motivate and develop them in the programme of their duties. Identify training needs and produce and implement an agreed programme of personal development, in particular Through the development and appraisal process.
- To monitor and inspect quantity and quality of work completed by in-house staff and contractors to ensure standards maintained and that satisfactory output is achieved.
- Actively seek new work streams for the department and provide detailed quotations.
- Contribute to risk assessments and method statements and construction phase plans with the maintenance project team.
- Act as Principal Designer under the Construction Design and Management Regulations 2015.
- Represent the Council when dealing with enquiries from members of the public, elected members and external agencies
- To be responsible for Major Maintenance Projects co-ordination, planning, project management and delivery of transport and civil engineering programmes of work to support the Council's strategic transport objectives and LTP implementation plan.
- Monitor and manage all assigned budgets to ensure spend is in accordance with the Council's capital programme.
- Maintain and monitor data concerning progress and expenditure, provide progress reports, financial reports and post completion reports to stakeholders at all levels as required.
- Manage and control significant service or project budgets, and in certain cases take responsibility for developing income-generating services.
- Service Manager for the Highways & Transport Term Maintenance Contract.
- To lead and procure construction Term Maintenance Contract as required.
- Responsible for ensuring that Project Managers are delivering against objectives of their project(s).
- Other duties that are considered comparative with the grade of the role.

Supplementary Accountabilities

- Management of the team workloads and technical services to support project management information to deliver a cohesive service
- To maintain the highest level in customer care and in line with service standards.
- Attendance at meetings where appropriate and deputising for the Service Manager – Highways Maintenance in his/her absence.
- Ensure works are correctly priced and invoiced to achieve the income targets set.

- To manage all finance associated with all relevant projects
- You must ensure you undertake responsibilities relating to your position as detailed within your Department H&S plan, environmental regulations and procedures.
- Input into business continuity planning for area and review, plan and manage budgets to ensure they are put to best use in delivering services.
- Business continuity planning to mitigate risk.
- Effective planning and financial management of budgets, contracts and service expenditure in line with approved procedures and limits.
- Effective management of team (professional competence of team and demonstration of continued development, PDP completion, turnover and attendance. etc.).
- Makes technical recommendations that have noticeable impact on the performance of this specific technical field.
- Appropriate guidance on technical issues and compliance.
- Quality of strategic specialist advice/service.
- Respond to the changing external environment and improve to working practices and processes.
- Appropriate guidance on technical issues and compliance.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Substantial experience of working within a design environment, particularly civil engineering.
- Experience of managing a team and carrying out appraisals, managing sickness absence and disciplinary issues
- Knowledge of the use of Performance Indicators.
- IT experience in Microsoft office suite and AutoCAD
- The ability to understand and comply with statutory and corporate Health and Safety Legislation, including CDM regulations 2015.
- Be able to write factual, legible and concise reports for a variety of audiences including Cabinet and Senior Managers.
- Resilient in dealing with pressurised situations and the ability to remain professional at all times.
- Excellent literacy skills
- Organise own workload.

Qualifications

- Educated to degree level or compensatory Experience
- Incorporated / Chartered Engineer
- An appropriate management qualification would be an advantage

- The ability to travel around the Borough visiting sites
- Street Works Chapter 8
- Proven finance management skills and a degree of numeracy.
- Extensive knowledge of the use of Performance Indicators.
- Experience of delivery of maintenance works using both direct and contracted labour.

Decision Making

- Be able to deal with escalated issues from site and make decisions on the most appropriate actions.
- Site / defect specific risk assessment during inspections, in line with written guidance.
- Making decisions to resolve various incidents during the working day.
- Has proven results obtained through team work and individual effort.
- Ability to recognise and assess the cost and risk implications of proposed actions and take steps to ensure financial loss and business risk are minimised

Creativity and Innovation

- Work on own initiative, within a structured team, with support and guidance if required
- Review ways of working and identify opportunities to improve the work of the team.
- Can demonstrate an enthusiastic approach and constantly strives for improvements to performance and service.

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • Team of technical professionals such as; Design Engineers, Senior Technical Support, Assistant Technicians and Site Supervisors • Project Managers • Inspections and enquiries from members of the public and elected members. • Allocation of works with support from Administrative Support • Act as Principal Designer under CDM Regulations 2015 • Numerous resources matrix managed through programme of and project management applications, plus operational management of Term Maintenance Contract. 	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>Yes</p> <p>£300k department budget Delivery of capital projects (LTP /car park maintenance / drainage / Major highways schemes circa £8-10m pa).</p> <p>Authorise Signatory of up to £1m</p> <ul style="list-style-type: none"> • Camera, laptop, mobile phone, surveying equipment.
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<p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • Allocation of work to Design Engineers, Technical Support and Assistant Technicians • Identifying and assessing schemes • Orders and procurement following the Councils Standing Orders. • Matrix management of Administrative Support Staff • Project management • Preparation of tender documents • Payments and settlement of final accounts • Correspondence 		
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Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- Demonstrate abilities as both a team leader and member who enjoys a good working relationship with colleagues at all levels
- Possess highly developed interpersonal skills and is able to adapt approach to a wide variety of customers
- Wide range of contacts & relationships including clients (councils, schools, housing associations, etc) Council Members, Directors & other senior officers, tenant groups, agencies (police, fire brigade, HSE, etc) & industry governing bodies, Parish Councils & Members of the Public.

Other Key Features of the role

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

- Working in all weathers
- Working alone in potentially hazardous situation's
- Potential for aggressive confrontations with members of the public.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	