**CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL**

**JOB PROFILE**

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| **DEPARTMENT: Regeneration** | **SERVICE GROUP: Planning, Transportation & Highways Service** |
| **POST TITLE: Principal Engineer - Structures** | **REPORTS TO: Highway Services Manager** |
| **GRADE: Special A** | **SAP POSITION NUMBER:** |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation. Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

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| **Key Purpose of Post:** | | | |
| * To provide effective management and leadership to a team of structural engineering specialists overseeing the feasibility, design, procurement and construction of a wide range of projects in accordance with Council policies, budget provision, the constitution and financial regulations as well as overseeing the structural assessment and approval aspects of Building Control applications. * To provide the strategic lead, setting and administering Council policies on the management and maintenance of the Council’s £800million highway structures asset (bridges, subways, culverts, retaining walls, sign gantries, and signal/sign mast arms) including acting on the behalf of the Council as its independent Technical Approval Authority with responsibility for certifying that all structural designs, calculations, proposals and works are developed and delivered safely and in compliance with national requirements. Acting as the lead Chartered Civil Engineer for structural matters also have responsibility as Bridge and Structures Advisor for all decisions relating to the maintenance of the structures asset as well as being the named Assessment Engineer for the Bradford District responsible to the Department for Transport for the safety of abnormal roads travelling around the district. * Support and advise the elected Members of the Council, as representative accountable to the public responding effectively to the needs of the Assistant Director, Planning, Transportation & Highways and the Highways Services Manager, Elected Members, the Council’s Management Team and other key stakeholders in order to promote corporate leadership and strategic direction to deliver the aspirations, visions and objectives of the Council. | | | |
| **Main Responsibilities of Post:** | | | |
| 1. To provide expertise to other Principal Engineers, Highway Services Manager and the Assistant Director (Planning, Transportation and Highways) as a highway structures and building structures specialist giving recommendations and guidance to the same on the continued application and development of the discipline in addition to ensuring that the Council’s statutory obligations as Highway Authority under the relevant Highways Act, Road Traffic Acts, Buildings Act, Building Control and other allied & safety legislation are fulfilled, providing strategic and technical direction for the Management of Highway Structures. 2. To manage the Structures Team in the provision of a client and consultancy service for all aspects of highway structures including assessment, inspection, maintenance, strengthening, reconstruction and new construction. To be responsible for monitoring abnormal load movements within the District as required by the arrangements for managing such movements in West Yorkshire. 3. To provide effective management, supervision and leadership to a team of up to 16 structural engineering professionals with responsibility for highway structures, building structures and demolition/works. To ensure that high quality civil and structural engineering services are provided to the citizens of the District and to oversee the feasibility, design, procurement and construction of a range of projects. 4. To ensure that all highway structures designed internally and by other external bodies for construction in the district comply with the relevant national standards acting as the sole Technical Approval Authority for the Council and also approving any departures from standards as may be appropriate in specific cases. 5. Develop policies, priorities and programmes which support efficient service delivery, continuous improvement and corporate objectives, acting as client manager for highway structures on behalf of the Highway Authority. Set corporate Highway Structures policies and strategies for ratification by Executive. 6. To lead in promoting and developing Highway Structures Asset Management practices in the district and support in Transport/Highway Asset Management ensuring that the authority complies with the national policies and guidelines for the effective and efficient management of highway infrastructure assets in the district and also working with the West Yorkshire Combined Authority (WYCA) Structures Group on all aspects relevant for the development of regional strategies. 7. Provide a high quality and cost effective consultancy service to support maintenance of the Council’s stock of highway structures and the delivery of highway structures elements of the Local Transport Plan and other projects within the Capital Programme. Oversee the delivery of capital and revenue projects and initiatives including taking responsibility for achievement of the associated budget and programme requirements. Prepare bid submissions as necessary to secure additional funding necessary for capital investment on the district’s highway structures assets. Prepare and review long-term forward workload plans. 8. Exercise considerable independent professional and managerial judgement based on evaluation and analytical skills to produce solutions to a wide range of structural engineering problems. To develop innovative solutions to complex engineering, organisational and procurement problems where standard solutions do not exist including to lead and develop procurement management strategies to improve service delivery ensuring the efficient use of resources working within the Council’s procurement guidelines. 9. Prepare and present committee reports for Executive, Area and other committees and issue briefs for Members and Senior Officers. Attend Parish Council, Town Council, and Ward Forum & other ward based partnership meetings as lead officer for the Service and, when required, deputise for the Highway Services Manager at other committees and sub-committees. Represent the Service at meetings internal to the Authority and with external bodies, MPs and members of the public at the appropriate level. Attend public exhibitions and other public meetings. Foster good relationships with clients, community groups and affected parties to provide the best available solution for service needs, having taken account of the views of stakeholders during the formative stages of project and after project completion. 10. To also manage the Structures Team in the provision of technical support to the Building Control Service in relation to the checking and approval of structural engineering submissions and also lead and direct staff involved in the buildings demolition/works schemes and acting as lead expert in the provision of technical building structures expertise to other services of the authority and providing recommendations & guidance to the Highway Services Manager and the Assistant Director (Planning, Transportation and Highways) on the continued application & development of the discipline. 11. Act as Project Manager or equivalent in contractual matters overseeing the award and administration of contracts for civil/structural engineering works and the supervision of construction, including checks for compliance with safety requirements, conditions of contract, drawings and the specification and the issuing of instructions /variations and directions as necessary. Oversee the processing of site measure, claims & payments and the preparation of final accounts and variation orders. Ensure appropriate records are kept of all key documents, decisions, approvals and expenditure along with assisting in the authorisation process of payments to contractors on work undertaken by external parties. 12. Ensure full compliance of self and team with health and safety regulations, legal and statutory requirements, standing orders and financial regulations of the Council in delivery of all aspects of this role undertaking duties as set out in the Construction (Design & Management) Regulations 2015 including the role of Principal Designer. Represent the Authority acting as expert witness at formal inquiries, including coroners, civil and criminal court proceedings, giving professional evidence as required in matters related to the discipline. 13. Maintain an up-to-date knowledge of engineering management techniques, modern procurement/construction methods, statutory instruments, legislation and the application of new technology. Understand the requirements of design manuals, codes of practice, technical standards and advice notes and ensure that such requirements are applied. Mentoring junior staff and team members on their application and developing appropriate training strategies in line with the Workforce Development Plan. 14. Provide emergency out of hours cover to deal with highway structures incidents. In the event of an emergency, provide engineering expertise at the scene of an incident, give advice and organise emergency repair works. 15. Undertake any other duties commensurate with the role as requested by management. | | | |
| **Structure:**  **RINCE2 Practitioner Certificate or APMP Qualification.and appropriate risk identification, work instructions and cod** | | | |
| **General and Specialist Knowledge: (Used for Shortlisting)**  Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column. | | | **Essential** |
| Carries out the working practices and procedures across the structural & civil engineering disciplines including procurement activities appropriate to the delivery of capital improvement projects. | | | X |
| Uses knowledge of Health, Safety and Environmental policies, procedures and regulations including risk in own work area and/or across other areas of work | | | X |
| Uses a range of specialist ICT systems across the civil engineering, works programming, project management and procurement area for sharing information. | | | X |
| Oversees or contributes to the management of a budget, keeping costs within agreed levels of budget allocations using financial systems to control costs, identify and recommend appropriate corrective actions when appropriate. | | | X |
| Uses, interprets, analyses and communicates complex information from a variety of sources. | | | X |
| Able to involve partner organisations in the problem solving activity by developing strong working relationships, consulting representatives of partner organisations and gaining their input into decision making processes; ensuring close collaboration between stakeholders. | | | X |
| Ability to administer a construction contract including instructing contractors, consultants and specialist service providers, controlling quality & financial outputs. | | | X |
| Supports relevant partners / managers in the work of their team with day-to-day organisation of workloads and allocation of resources. | | | X |
| Able to draft complex, non-standard letters, emails and reports in a logical and accurate manner. | | | X |
| Proposes and implements viable solutions to structural, civil and highway engineering problems taking independent initiative. | | | X |
| Ability to lead change programmes, improve service quality and support a culture that drives up standards and performance. | | | X |
| Ability to manage competing priorities whilst delivering on a range of projects and adapting to changing circumstances and priorities. | | | X |
| Ability to develop productive working relationships that command respect, trust and confidence at all levels of operation. | | | X |
| **Relevant Experience (will be used for short-listing):** | | | |
| A minimum of 5 years’ experience as a highway structures and building structures design & construction specialist in a large multidisciplinary organisation covering the following:   * Experience in building structures design, construction & maintenance techniques * Experience in drafting specifications and contract documents * Experience in liaison with and supervision of contractors * Experience of managing workloads, programmes, projects and budgets. * Experience of Highway Structures Asset Management | | | |
| A further minimum of 3 years’ experience in a senior management role in a large multidisciplinary organisation covering the following:   * Experience of formulating and development of policies * Experience of managing staff and budgets * Experience of complying with the obligations associated with the delivery of the role of Technical Approval Authority for an equivalent public sector body. | | | |
| **Relevant Professional Qualification Requirement (will be used for short-listing):** | | | |
| Chartered Engineer status (through an appropriate engineering institution e.g. MICE, MIStructE or equivalent) is an essential requirement of this post. | | | |
| M.Eng degree (post 1999 intake) in Civil Engineering OR B.Eng(Hons) Degree in Civil Engineer (pre-1999 intake) OR Technical NVQ Level 7 in Civil Engineering OR other qualification certified by the Engineering Council UK as academic base for Chartered Engineer. | | | |
| Evidence of undertaking an annual comprehensive programme of Continuing Professional Development within the structural engineering discipline. | | | |
| **Core Employee Competencies at Manager Level (to be used at interview stage)** | | | |
| **Carries Out Performance Management –** covers the employee’s capacity to manage their workload and carry out a number of specific tasks accurately and at a high standard. | | | |
| **Communicates Effectively -** covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information. | | | |
| **Carries Out Effective Decision Making -** covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work. | | | |
| **Undertakes Structured Problem Solving** **Activity** **-** covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships. | | | |
| **Operates with Dignity and Respect** **-** covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face. | | | |
| **Management Competencies (to be used at interview stage)** | | | |
| **Operates with Strategic Awareness -** Our managerswork with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably. | | | |
| **Practices Appropriate Leadership -** Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self-interest for the sake of the team or service. They consider serving the District in all that they do. | | | |
| **Delivering Successful Performance -** Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District’s vision & work to achieve Council’s values & agreed outcomes. | | | |
| **Applying Project and Programme Management** **-** Our managers work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning. | | | |
| **Developing High Performing People and Teams -** Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council’s values and goals. | | | |
| **Working Conditions:** | | | |
| You must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.  Will be required to work evenings, weekends and Bank Holidays as required by the needs of the Service as part of the team providing out-of-hours standby/call out service in relation to highway structures issues.  This post is classed as a ‘Mobile and Flexible Worker’ position for which a Flexible Working Agreement will be mandated. The post holder may be required to work from a number of operational bases within the Bradford District. | | | |
| **Special Conditions:** | | | |
| None. | | | |
| **Compiled by:**  R Gelder  **Date:**  May 2017 | **Grade Assessment Date:**  31/05/17 | **Post Grade:**  **Sp A** | |