

# Job description

Post title: Senior Engineer  
Service area: Environment & Regeneration  
Grade: P05  
Reports to: Traffic and Engineering managers  
Your team: Traffic and Engineering  
Number of supervisees: 1 (Engineer or Technician)

## Our ambition

We're determined to make Islington fairer. To create a place where everyone, whatever their background, has the opportunity to reach their potential and enjoy a good quality of life.

We also have an ambitious goal – to be the best council in the country – with every employee clear about the part they play and inspired, focused and supported to give their very best.

We want to build an organisation where employees feel valued, inspired and empowered to help us achieve our goals and provide the best services possible to our residents.

## Our values and behaviours

'Be Islington' is about setting a clear challenge about what it means to be an Islington employee and sets the standard for every new recruit.

We ask our employees to 'Be Islington' – playing their part in working together for a fairer borough and to always be collaborative, be ambitious, be resourceful, and be empowering ('CARE').

## Our commitment to challenging inequality

We are committed to tackling inequality, racism and injustice and creating a fairer borough for all. In order to do this, we need to set the example by being a fair employer and creating a workplace environment, which is free from discrimination, racism and inequality. Our approach needs to be proactive, consistently learning to create a fairer workplace and foster a culture, which empowers all staff to challenge inequality.

Fairness is at the heart of what we do. We want to celebrate and embrace our differences by:

- Ensuring our workforce is representative of the people we work on behalf of, our residents
- Creating equitable working environments and diverse teams
- Understanding our residents in order to design and deliver services that help tackle inequality and improve life chances for our residents
- Getting to know people and their differences
- Interpreting issues and concerns from a cultural perspective and address situations or problems from the points-of-view of multiple cultures
- Supporting people with long-term health conditions and/or disabilities

- Recognising the value of flexible working to support staff where possible

## Key responsibilities

As a member of the Team to be jointly responsible for the efficient and effective operation of the Team and to carry out such Service– wide management and technical functions as may be required; to ensure Service Management Team decisions are carried out as appropriate.

To provide, maintain, develop, design, implement and pro-actively improve the services provided by the Service accord with Council policy and in particular:-

- a. are efficiently and effectively discharges with the active participation of the local community, the voluntary sector, business and specialist groups as appropriate using appropriate consultative techniques.
- b. are accessible to all members of the community and geared resources to their needs.
- c. are of a high quality commensurate with available resources and represent value for money in meeting the Customer and Client expectations and requirements.

To act as a Council spokesperson on engineering and traffic matters when requested by the Service Manager or Team Manager.

To progress and secure the effective project management of assigned projects through all stages from conception through to implementation and monitoring. To undertake the role of Project Manager for large, complex and multi-disciplined projects including consultation, programming, planning and coordination

To co-ordinate, prioritise work, establish work programmes and schedules for the assigned functional areas of work and ensuring their achievement and providing or securing technical guidance and training as necessary in this connection.

To develop, design, consult, progress and implement measures to assist, enhance, maintain and promote the use of the highway network and infrastructure and be responsible for ensuring information and administrative support is provided for statutory functions under the Highway Act 1980 and associated legislation and functions.

To assist in the analysis of service requirements and the development, review and monitoring of performance indicators by which the quality, efficiency and cost effectiveness of the work of the Team or Service is demonstrated.

To be responsible for ensuring that all actions of the post holder and the staff supervised confirm to the Council's quality standards and policies, Acts of Parliament, Statutory Instruments, Standing Orders, Service and Departmental Office Manuals, Financial Regulations, Contract Management and Administration systems and procedures, etc.

To participate in the production, development and review of contracts, technical codes of practice and the tendering process from pre-feasibility to post implementation reviews for the assigned functional areas of responsibility.

To assist in the management and administration of consultants, the preparation of consultant's briefs, the evaluation of tenders and reviewing consultant's performance in relation to the assigned functional areas of responsibilities.

To provide or secure the provision of technical advice on all matters covered by the assigned functional areas within the Service.

To assist in preparing advise to senior management and Council on the effects of relevant new or draft legislation, Codes of Practice or other initiatives, publications or developments, ensuring that appropriate Members and other interested parties are properly briefed and advised.

To keep abreast of all relevant legislation and technical developments relating to the contractual, technical and operational aspects of engineering in Traffic & Parking Service.

To draft responses to national, regional and local consultations from government, statutory, private and voluntary bodies.

To represent the Team Manager at meetings with other services and outside bodies (e.g. Police, Emergency Services, London Transport, Highways Agency, Traffic Director for London, Traffic Control Systems Unit, Bus Operators, London HAUC, Developers, Legal Services).

To liaise with other Teams or Services to ensure that all of the Division's interests are fully considered.

To make recommendations for policy and procedural changes etc. and ensure that decisions are implemented correctly, that all necessary approvals are obtained, and that construction works are carried out satisfactorily having regard to budgets, Standing Orders, Contract Management and Administration systems and procedures etc.

To prepare Revenue and Capital budget estimates, and to report, manage, adjust, programme and control expenditure for which the post holder is responsible employing financial systems to monitor spend throughout the year ensuring budgetary control.

To deal with complex and difficult enquiries on matters with political or public relations implications, and to comply with the Council's Telephone Code of Practice.

To draft, co-ordinate and ensure that all correspondence, enquiries and complaints are effectively dealt with within response times specified by the Council and the Director.

To produce draft papers and reports for Council Committees, and other bodies and to ensure the quality and content of all reports is of the highest standard. To present such reports at Committees and other venues as required including local consultative groups, residents' organisations and meetings and to give evidence as necessary at public inquiries.

To be responsible for staff performance, induction, training, motivation, updating and supervision of assigned staff and to ensure that staffing resources are used efficiently, effectively and in a cost effective manner; to facilitate appropriate training, coaching and support for career and personal development within the team.

To supervise assigned staff in the team, determine their training needs, develop and encourage their professional development.

To follow the Council's systems for the implementation of the Construction (Design and Management) Regulations within the Service, maintaining and reviewing monitoring systems aimed at ensuring CDM requirements.

To comply with the operating procedural requirements defined within the Quality Assurance system; maintaining, reviewing, developing and improving the Team's procedures, and monitoring performance output against indicators.

To ensure that all necessary steps are taken to assist or undertake the responsibilities under the New Roads and Street Works Act.

To be responsible for identifying IT needs for all the assigned functional areas within the Service and, where appropriate, in liaison with the Department's Information Systems Development Team the specification, procurement, implementation and maintenance of such IT systems.

To use, promote, and develop IT systems to ensure that Service makes the best use of the technology that is available (including design and drafting packages such as AutoCad).

To participate in organising and providing Emergency Services during and out of normal office hours every day of the year on a 24hr basis and be able to attend to the incident within one hour of being notified.

To undertake other temporary duties consistent with the basic objective and/or duties of the post.

To work with our partners and contractors and other authorities as part of our shared services programme.

To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.

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To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.

To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.

To carry out duties and responsibilities in accordance with the council's commitment to customer service excellence and ensure compliance with the customer care standards.

To be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way duties are carried out.

To ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.

To carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.

At all times to carry out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).

Ensure legal, regulatory and policy compliance under GDPR, Health and Safety and in area of your specialism identifying opportunities and risks and escalating where appropriate.

To undertake other duties commensurate to the grade of the post.

# Person specification

You should demonstrate on your application form how you meet the essential criteria. Please ensure that you address each of the criteria as this will be assessed to determine your suitability for the post.

## Essential criteria

### Qualifications

Essential criteria	Criteria description	Assessed by
1	Corporate Membership or Incorporated status of a recognised professional engineering institution in at least one of the disciplines within the service or a qualification in Engineering/Transportation to degree level or equivalent with at least 4 years of successful high quality post qualification experience or a proven track record of successful high quality professional, engineering experience in one or more of the functional areas of the service.	Application

### Experience

Essential criteria	Criteria description	Assessed by
2	Experience in contract management, prioritisation of works programmes, and delivering these within agreed constraints including the ability to manage within contract procedures, conditions, specifications, tender evaluation, project management procedures in a contract environment.	Application/Interview
3	Experience in the various forms of public consultation techniques and working effectively towards user participation to meet Customer/Client expectations and requirements	Application/Interview
4	Experience in the use of IT including word processing packages, spreadsheets, presentation packages and databases and AutoCAD.	Application/Interview
5	Experience in report preparation and presentation at Committees and other public gatherings and ability to deal effectively with concerns of elected Members.	Application/Interview

## Skills

Essential criteria	Criteria description	Assessed by
6	An understanding of the principal responsibilities of, and the key issues facing, local government and in particular the legal and professional framework associated with Engineering and Traffic matters.	Application/Interview
7	An awareness of the environmental issues facing an inner central London Borough	Application/Interview
8	Proven ability to communicate effectively (both written and orally) and to present complex information and advice clearly and concisely, at all levels within and outside the Council.	Application/Interview
9	Ability to implement and maintain those management and administrative systems, including IT systems, necessary for the delivery of cost effective, high quality services.	Interview
10	Ability to prioritise and work effectively, under pressure and within tight schedules.	Interview
11	Ability to develop workable and innovative solutions in problem solving situations.	Interview
12	Ability to work corporately with other staff	Interview
13	Ability to negotiate on behalf of the Council, e.g engineering schemes.	Interview
14	Ability to analyse complex problems and develop strategic, creative and practicable solutions	Interview
15	Ability to monitor staff performance, and identify and arrange training requirements	Application/Interview
16	Ability to manage and control the financial affairs and resources of assigned projects.	Application/Interview
17	An ability to work constructively across professional boundaries and sectors.	Interview
18	Ability to be a pro-active team player, good communicator, responsive.	Interview
19	A thorough understanding of the importance of valuing diversity and equal opportunities in an ethnically and culturally mixed inner city area.	Interview
20	Understanding of the responsibilities of the Council, managers and staff in respect of health and safety issues including the Construction (Design and Management) Regulations.	Application/Interview

Essential criteria	Criteria description	Assessed by
21	Prepared to work outside office hours to provide emergency out of hour duties or to attend meetings when required.	Interview
22	Prepared to work with our partners and contractors and authorities as part of our shared services programme.	Interview
23	Thorough understanding of Quality and Customer Care issues including awareness of Quality Assurance	Interview
24	Ability to adhere to the Council's Dignity for All policy	Application/Interview

## Special requirements of the post

Essential criteria	Criteria description	Assessed by
25	This role will require you to obtain an Enhanced/Standard satisfactory clearance from the Disclosure and Barring Service	Interview
26	This post needs to meet the requirement of the Baseline Personal Security Standard	Interview
27	This post is designated politically restricted	Interview

## Our accreditations

Our accreditations include: the Healthy Workplace award, Timewise, London Living Wage Employer, Disability Confident Committed, The Mayor's Good Work Standard, Stonewall Diversity Champion, and Time to Change.

