

# Job Profile

Position Details	
Post	Project Engineer Highways and Traffic
Service Area	Highways and Traffic
Reports to	Team Manager – Traffic/Parking/Maintenance
Grade	P04

Role Purpose
<p>The post holder will be a member of the traffic and parking engineering pool, and will be expected to undertake projects within an assigned team in accordance with the service needs.</p> <p>As such the post holder may be required to undertake work in one or more of the following areas:</p> <ul style="list-style-type: none"> <li>• Traffic engineering schemes including traffic calming and management schemes, local safety schemes including safer routes to school, London Cycle Network schemes and walking schemes</li> <li>• Controlled Parking Zones and local parking restrictions</li> <li>• Maintenance of footways and carriageways</li> <li>• Bus priority schemes,</li> <li>• Development schemes i.e. Section 106 etc. and associated signal designs</li> <li>• Other externally funded schemes.</li> <li>• Regeneration schemes including streetscape improvements</li> </ul> <p>-</p>

Main Responsibilities
<p><b>Professional and Technical</b></p> <ol style="list-style-type: none"> <li>1. To develop solutions to highway, traffic and transport related problems including where necessary relatively complex projects with minimum supervision including project planning and prioritisation, consultation, design, preparation of estimates, and works procurement.</li> <li>2. To be responsible for feasibility studies, detailed designs and delivery of assigned schemes.</li> <li>3. To supervise the implementation of relevant schemes related to one of the above team functions, including contract administration, financial control and site supervision. This includes measurement and valuation of works, agreement of variations, accounts and attendance at site meetings when required.</li> <li>4. To liaise and work with internal and external clients, including planning, regeneration and external developers.</li> </ol>

5. To maintain high professional and technical standards in all assigned work programmes.
6. When required assist with induction, training and supervision of the work of more junior members of staff.

### **Project Management**

7. To plan, programme and deliver assigned projects in a timely and effective manner and provide regular progress reports on projects/programmes and relevant performance measures.
8. To contribute to procurement processes within the team including the development, evaluation and monitoring of individual scheme contracts in line with the Council's procedures.
9. To manage scheme budgets including the preparation of estimates; programming and monitoring expenditure; raising and addressing problems; and providing regular progress reports.
10. To ensure the effective use of IT technology to support the delivery of the assigned project work. Where necessary, to design projects using CAD operating systems.
11. To adhere to all council procedures relating to project work including the council's constitution and decision making; financial procedures; standing orders; procurement; health and safety; public consultation; performance management, complaints management, communication and consultation.
12. To follow Council systems for the implementation of the Construction (design and management) Regulations within the Service, maintaining and reviewing monitoring systems aimed at ensuring CDM compliance.
13. To promote equality of opportunity in the delivery of projects

### **Communications and Customer Care**

14. To work within service standards and procedures for assigned work programmes.
15. To develop constructive relationships and effective communications with key people, both inside and outside the Council, that are crucial to the success of the project work, including colleagues, contractors, councillors, partners and the public.
16. To write project briefs, draft reports, provide information to Team Leader/Group Leader for presentations to the public and Councillors.
17. To attend meetings with other council services, corporate groups, officer and Member working parties, and relevant outside bodies and statutory agencies (including outside normal working hours) including representing wider group interests where required.

18. To ensure effective consultation with the public and other interested parties on the project work, including active participation in organising of public meetings and to engage effectively with members and residents.
19. To provide prompt and clear responses to all forms of communications to the Team, including complaints, e-mails, telephone calls and letters, from members of the public, Councillors, and MPs, and other organisations.
20. To undertake other duties consistent with the basic objectives and/or duties of the post including providing technical support to other teams when required.

Generic Responsibilities
<ol style="list-style-type: none"> <li>1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.</li> <li>2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.</li> <li>3. Knowledge and experience of using IT.</li> <li>4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.</li> </ol>

Knowledge, Qualifications, Skills and Experience	Essential
<b>Your knowledge will include:</b> <ol style="list-style-type: none"> <li>1. An understanding of the principal responsibilities of, and the key issues facing, local government and the public sector in respect of highway, traffic and transport design and management</li> <li>2. A working knowledge and understanding of highways, traffic and transport related legislation, statutory duties and practice.</li> <li>3. An understanding of the current planning, sustainability and economic agendas which are influencing highway and transport policy, schemes and implementation.</li> <li>4. Identification and implementation of best practice within assigned area of responsibility and working with internal and external partners</li> <li>5. A thorough understanding of relevant highway management legislation and statutory duties for example the Traffic Management Act.</li> </ol>	E E E E E
<b>Your experience will include;</b> <ol style="list-style-type: none"> <li>6. A record of successful and consistent delivery of traffic and parking schemes.</li> <li>7. Experience in application of the various forms of public consultation techniques and working effectively towards user participation to meet customer/client expectations and requirements.</li> </ol>	E E E

8. Experience in the use of IT including engineering design software, word processing packages, spreadsheets, presentation packages and databases	
9. Working with elected members, local community representatives, partners, businesses and developers to deliver drainage infrastructure maintenance and improvements.	E
<b>You will have the skills and ability to:</b>	E
10. Act as a team player who can contribute to the management team and respond positively to the needs of other services.	E
11. Develop strong working relationship.	E
12. Prioritise your work and deliver services and performance in a high-pressured working environment.	
13. Ensure that the assigned services are managed and delivered in accordance with the Councils Equalities Policy.	E
14. Communicate in writing and verbally to a high standard.	E
15. Value your own learning and development and share knowledge and skills with others.	E
16. Possession of a relevant professional qualification or suitable experience including at least 5 years relevant experience	E

Main Contacts & Other Information
<u>Main Contacts:</u> <ol style="list-style-type: none"> <li>1. Lead Member and Ward Councillors</li> <li>2. Senior Managers</li> <li>3. Council Clients including Homes for Haringey, Regeneration, and Planning</li> <li>4. Partners – TfL, Contractors, Consultants</li> <li>5. National Bodies and Neighbouring Authorities</li> <li>6. Planning and Regeneration teams</li> </ol>

