Updated October24

Job Summary

Post Title	Senior Asset Engineer - Highway Structures	**Pay Grade**	Grade 8
Directorate **Service Area**	Communities Highways and Technical Services - Infrastructure and Capital Schemes	**Line Manager**	Asset Manager - Highway Structures
Post Number/s (Mandatory for existing posts, If multiple posts state all)		**If existing post is the post title changing? If yes state both**	N/A
JE/GAR reference number (Mandatory for existing posts)		**Work Location (state Council office)**	Walton Street Offices
Work style	Any desk	**Job Family & Role Profile**	Technical T08O
DBS Check Required?	No		
Politically Restricted Post?	Yes – Sensitive *The Local Government and Housing Act 1989 prevents certain officers from taking part in political activities, such as holding office as a local councillor.* *There are broadly two categories of restricted posts:* *Posts which are 'specified' as per Section 2(1) of the LGHA 1989 and Posts which are 'sensitive', which means that they are politically restricted by virtue of the nature of the role, rather than the job title.*		

Job Purpose and Job Context
The Senior Asset Engineer will support the Asset Manager Highway Structures to monitor the condition of and set programmes of capital and revenue maintenance works for the Council's Highway Structures. This will include providing direction and auditing of the Council's Term Maintenance Contractor and Term Services Consultant. The role will carry out technical assessment and analysis of the Councils Asset Management Systems to inform decision making and the setting of policy, strategy and processes. The role will primarily focus on supporting the team in analysing, interpreting and updating asset and condition data for highways structures and developing and monitoring similar processes for Street Lighting and Intelligent Traffic Signals utilising specialist support as required. The role will include reviewing drawings, report writing and presentation of data in reports for a range of highway infrastructure assets. The post holder will also assist with developing efficient use of asset management and IT systems. The role will also involve supporting in continuing to develop and expand the wider asset management of all highways assets, to set strategy and policy and to provide reporting and specialist advice to the Council as part of annual and longer-term budget setting. The post holder will deputise for the Asset Manager Highway Structures as necessary.

Main Responsibilities and Duties

- To manage, monitor and report on specific activities within the Asset Team's revenue business plan. This could include commissioning condition surveys and other specialist surveys and reviewing the results. Liaise with sub-contractors / suppliers to co-ordinate appropriate service delivery, including the preparation of quotations and/or tender documents as necessary.

- To assist in the identification and approval of rolling programmes of capital schemes, including data interpretation and assessment on site.

- To support with asset maintenance of related assets such as Street Lighting and Intelligent Traffic Signals.

- To review drawings, write reports and prepare data in reports for a range of highway infrastructure assets.

- Review design solutions proposed by Service Providers and approve designs as appropriate liaising with the Council's commissioning team as necessary.

- To support in the preparation, under the direction of the Asset Manager Highway Structures related documentation including policies, strategies, lifecycle plans etc. for approval and adoption. Assist in the implementation of new strategies and processes.

- To prepare and present complex reports, drawings and management information to internal / external teams and decision-making bodies. Provide reports as required to a range of audiences including senior management, members in a clear and non-technical way.

- To support in the development of strategies, processes and programmes for other highway assets including Street Lighting and Intelligent Traffic Signals.

- To comply with appropriate Health and Safety Risk Assessments and Method Statements for the teams' revenue activities and to actively monitor the health and safety performance of Supply Chain Partners in compliance with all relevant processes and procedures.

- To assist with the development of procedures and processes for the use of our Asset Management IT systems to drive the efficient use of the System.

- To act independently to carry out research to assist with the delivery of asset management initiatives. To analyse data, draw conclusions and suggest solutions as part of a team.

- To prepare responses to Customer and Member correspondence and FOI requests.

- Promote and deliver continuous improvements in all aspects of the service. Identify and implement innovations in materials, processes or new systems.

- Undertake site visits and audits to assist with the team's data collection and analysis activities. Undertake site visits to assess maintenance options and audit the activities of service providers.

- Liaise with other Council teams providing technical advice and support on the maintenance of highway structures. Liaise with other third-party asset owners – provide information, monitor performance and take actions required by the Highway Authority.

- Manage third party enquiries and responses relating to works over highway structures (for example utility works).

- Manage the County's abnormal load process provided by a third party and provide ad-hoc structural engineering input / assistance in relation to extraordinary abnormal load movements.

- Monitor and review the Councils bridge inspection regime. Update, upload, audit and validate asset registers, condition data and other data to support the above activities or ensure this is completed by others. Monitor and review resulting revenue works activities and agree priorities.

- Attendance at internal and external meetings with Council teams and Stakeholders. Represent the Council and chair meetings as required.

Accountability

- If this role manages a budget please state the size of the budget: Although the role is not directly responsible for budget monitoring, it will support in identifying and monitoring the capital programmer of approx. £3.7 million and revenue programme of approx. £850K.
- If this role monitors a budget please state the size of the budget: Support in budget monitoring as above.
- How many direct reports does this job have in its reporting line? None
- How many indirect reports does this job have in its reporting line? None

Scope for forward planning and deadlines

Planning & deadline requirements (tick all that apply):	✓	**Provide Job Specific Examples**
Up to 3 months	✓	Support in monitoring delivery of capital and revenue programmes of work. Plan and undertake site visits and surveys to identify and verify candidate schemes. Respond to third party contacts and correspondence. Coordinate with specialists and other stakeholders.
1 year	✓	Building on the 3-month planning requirements above, monitor the delivery of the annual programmes of surveys and works. Reporting of annual indicators, data reports and requests for information and prepare business plan and programme for the next year. Add to risk register and escalate issues as necessary. Deliver surveys and data gathering in line with the requirements of the Asset Management Policy and Strategy and Data Management Plan.
3-5 years	✓	Building on the 3 month and 1 year planning requirements above prepare budgeting models and whole life costings to inform budget setting. Identify maintenance need for the asset groups related to the role and develop maintenance plans as necessary including budget needs.

Values and Behaviours

We expect your values and behaviours to reflect the values of the organisation:

Proud

- Perform to your best every day
- Cares about delivering the role and setting high standards
- Upholds the reputation of the service and the wider Council

Ambitious

- Ambitious to learn, develop and fulfil potential
- Ambitious to do things better
- Solution focused looking for suitable resolutions

Collaborative

- Effectively engages with others sharing ideas and solutions
- Able to look at things from different perspectives
- Happy to work with others to achieve outcomes

Trustworthy

- Accountable for actions
- Behaves professionally and to professional standards
- Quick to respond and show initiative

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and from your references.

Knowledge, Skills and Experience *(taken from role profile to complete)*	**Job Specific Examples**	**Essential**	**Desirable**
Substantial relevant experience in a senior role in the service area / related profession field with expert knowledge in the specialist field.	Managed and monitored the condition of highway structures, set programmes of capital and revenue maintenance works, and provided direction and auditing of the Council's Term Maintenance Contractor and Term Services Consultant.	✓	
Excellent knowledge of the service and partner relationships and wider sector / external influences.	Liaised with sub-contractors/suppliers to coordinate service delivery, prepared quotations and tender documents, and managed third-party enquiries and responses relating to works over highway structures.	✓	
Expert knowledge and understanding of the systems, policies, procedures, professional guidelines, legislation, best practice and emerging developments within the scope of the service area.	Reviewed design solutions proposed by Service Providers, approved designs, and prepared complex reports, drawings, and management information for internal/external teams and decision-making bodies.	✓	
Experience of developing procedures. Experience of contributing to the development of service policies and strategies.	Assisted in the preparation and implementation of policies, strategies, lifecycle plans, and other related documentation for approval and adoption.	✓	
Excellent interpersonal, persuasion and negotiating skills, with experience of resolving escalated / complex customer queries.	Prepared responses to Customer and Member correspondence and FOI requests and promoted continuous improvements in all aspects of the service.	✓	
Authority and credibility to build relationships influence and engage successfully with colleagues, partners and customers at all levels in complex or politically sensitive situations.	Represented the Council at internal and external meetings, chaired meetings, and provided technical advice and support on the maintenance of highway structures.	✓	
Experience of co-ordinating partnership working. Experience of representing the work area externally.	Supported with managing the County's abnormal load process provided by a third party and provided ad-hoc structural engineering input/assistance	✓	

	in relation to extraordinary abnormal load movements.		
Excellent planning and organisational skills, to manage a range of complex activities and to achieve given targets and objectives.	Monitored delivery of capital and revenue programmes of work, planned and undertook site visits and surveys, and coordinated with specialists and other stakeholders.	✓	
·Excellent research and analysis skills demonstrating evidence of the ability to identify and diagnose complex problems / issues and develop innovative solutions.	Acted independently to carry out research, analysed data, drew conclusions, and suggested solutions as part of a team.	✓	
Initiative, strategic and political awareness demonstrated in problem solving and decision making.	Developed strategies, processes, and programmes for highway assets, including Street Lighting and Intelligent Traffic Signals.		✓
Experienced project manager with a good understanding of project management methodologies and systems.	Managed, monitored, and reported on specific activities within the Asset Team's revenue business plan, including commissioning condition surveys and other specialist surveys.	✓	
Use of specialised testing, analysis or evaluation equipment / techniques.	Utilised asset management IT systems to drive efficient use of the system and monitored the health and safety performance of Supply Chain Partners.	✓	
Excellent time management skills to manage a complex workload prioritise and set deadlines and cope with conflicting and changing demands.	Prepared and presented complex reports, drawings, and management information to internal/external teams and decision-making bodies.	✓	
Experience of preparing of tenders / contracts.	Prepared tender/agreement documents for sub-contractors/suppliers.		✓
Budget and contract management experience.	Supported in identifying and monitoring the capital and revenue programmes.	✓	

Qualifications ***(taken from role profile to complete)***	**Essential**	**Desirable**
Educated to degree standard or equivalent experience	✓	
Relevant professional / vocational qualification		✓
Member of ICE/IStructE or other relevant professional institution	✓	
Incorporated/Chartered Engineer		✓
Other Requirements	**Essential**	**Desirable**
A full driving license required to be able to carry out the role *(tick as appropriate)*	✓	
Where the role is customer-facing and the post holder is required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.	Y	

This post is covered by the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare: • All unspent cautions and/or unspent convictions For further information on how long it takes for cautions and convictions cautions to become spent, please refer to our guide on the Rehabilitation of Offenders Act 1974 (updated 2023) | Nacro	Y

This job summary is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This job summary is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and ongoing discussions with the designated manager.