

Lancashire County Council

Job Description (see page 3 for Person Specification)

Post title: Highway Design Engineer					
Service: Design and Construction			Location:	Preston	
Establishment or team:		Highways Design Team		Post number:	Various
Grade:	Grade 8	Staff responsibility:	Yes	Essential Car User:	Yes

Scope of Work:

You will have detailed understanding of highway and / or highway drainage design and the supervision process involved with them. Through your ingenuity you will be helping to create facilities for the benefit of the people of Lancashire.

You will apply judgement and analysis to identify solutions to a variety of projects, working independently and/or supporting senior colleagues.

Working within established council systems and procedures you will typically take a project from client instruction and develop it through the various project stages to successful completion. This may entail other duties to assist the project manager in ensuring the delivery of the project to quality, time and budget such as communication and consultation with other stakeholders, workload and project planning, and preparation of works information including specifications and contract documents.

Key Accountabilities:

- Able to work without supervision to complete technical tasks. This may include:
 - Understanding, clarifying and developing briefs
 - Site surveys, site assessment, undertaking and presenting written feasibility studies
 - Using appropriate design standards, code of practices and guides to design new or improved highway layouts and facilities in a range of forms and in urban and rural settings.
 - Using industry standard specifications, guidance and technical analysis software including the use AutoCAD for producing drawings.
- Assist senior colleagues and project managers by carrying out tasks.
- Assist in the management of schemes, quality supervision of site activities and carry out inspections or surveys.
- Using your technical experience to assess a range of parameters to reach a solution or course of action to progress a task to meet client expectations. Present work in formats such as technical reports, drawings and other works information (specifications, maintenance schedules and quantities).
- Using your technical knowledge and experience to provide advice to clients and colleagues.
- Provide workplace mentoring and guidance to less experienced members of staff to ensure they are able to develop the necessary skills to deliver in their role.
- Communicate with other stakeholders and organisations to share information, build relationships and suggest improvement to current ways of working which benefit service delivery.

Skills, Knowledge and Experience

- Graduate level qualification (honours degree in civil engineering) or vocational qualification (minimum level 5 civil engineering qualification) plus broad experience in the area of expertise. May be working towards a professional qualification or be of graduate entry level with sound practical experience in the discipline.
- Detailed knowledge of relevant standards, best practice and specialist software in the discipline. You will also need to work within council policies related to the role.
- Analytical skills and problem-solving capability.
- Ability to informally train and mentor less experienced staff.
- Ability to influence others based on technical or professional expertise.
- Ability to work in a team and to build and maintain effective working relationships and networks.

Prepared by:	John Gatheral	Date:	29/06/2020
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SEE PERSON SPECIFICATION ON NEXT PAGE

This form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Person Specification Highway Design Engineer

Qualifications	Essential (E) or Desirable (D) criterion	Method of verification Application Form (AF), Interview (I)
<ul style="list-style-type: none"> • Recognised vocational qualification in civil engineering plus several years of civil engineering experience OR • Graduate in civil engineering and relevant post graduate experience OR • Working towards a professional qualification in civil engineering with sound practical experience OR • Technical training in civil engineering through extended experience 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	<p style="text-align: center;">AF</p> <p style="text-align: center;">AF</p> <p style="text-align: center;">AF</p> <p style="text-align: center;">AF</p>
Experience		
<ul style="list-style-type: none"> • Experience of working independently within recognised highway industry standards, codes of practice, guidelines and council policy. This may include using specialist equipment or technical software relevant to the role. 	<p style="text-align: center;">E</p>	<p style="text-align: center;">AF/I</p>
Knowledge and Skills		
<ul style="list-style-type: none"> • Detailed knowledge of the standards, equipment and/or specialist software relevant to the role, plus an understanding of council policies related to the role • Analytical skills and problem solving capability • Ability to informally train and mentor less experienced staff • Ability to influence others based on technical or professional expertise • Ability to work in a team and to build and maintain effective working relationships and networks. 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	<p style="text-align: center;">AF/I</p> <p style="text-align: center;">AF/I</p> <p style="text-align: center;">AF/I</p> <p style="text-align: center;">AF/I</p> <p style="text-align: center;">AF/I</p>

Other (including special requirements)		
<ul style="list-style-type: none"> • Commitment to equality and diversity • Commitment to health and safety • Display the LCC values and behaviours at all times and actively promote them in others • This is an essential car user post. <i>You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive.</i> 	<p>E</p> <p>E</p> <p>E</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p>

LANCASHIRE COUNTY COUNCIL

PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)

(NB Completion of this form does not fulfill the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Head of Service/ Headteacher/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

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Team/Establishment	Highway Design Team, Design and Construction
Post title	Highway Design Engineer
Description of main activities the employee will be required to undertake (or attach generic profile) See advert and role profile	
Form completed by: (print name) John Gatheral	

A. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)

Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.

		YES	NO
1	Work at heights (<i>e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc.</i>).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Work in excessively noisy environments above statutory control limits (<i>Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc.</i>).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Work in unusual environmental conditions (<i>e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (<i>e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc.</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Some contact with hazardous substances (<i>e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Work with lead or lead-based products (<i>e.g. some paints</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	Food handling/preparation (of raw or uncooked food only).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Occupational fieldwork or work in extreme conditions (<i>e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work</i>).	<input checked="" type="checkbox"/>	<input type="checkbox"/>

B. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)

This section is for the information of applicants and does not facilitate a referral to Occupational Health.

		YES	NO
11	Face to face contact with the public/service users (<i>e.g. at sensitive front line posts re abuse, aggression, assault</i>).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Working in isolation/lone working.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Work with electrical wiring (<i>e.g. colour blindness</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (<i>e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers</i>).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock (<i>e.g. risk of wools disease, other animal borne diseases, zoonoses</i>).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Manual handling (<i>other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities</i>).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Working with vulnerable service users (<i>e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18	Work involving repetitive movements or forced posture (<i>e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	Work as a regular display screen user (<i>where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period</i>).	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

Head of Service/Headteacher/Line Manager <i>(please print)</i>		John Gatheral	
Telephone Number:	01772 534471	Date:	29.06.2020

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