

Job Description

Job Title	Principal Engineer – Highway Design
Directorate	Neighbourhoods & Housing
Service Area	Highways and Transportation
Grade	9
Competency Level	2
Salary	£53,051 - £58,543
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not Applicable
Job Evaluation Ref No	A9847

Job Purpose

As a Principal Engineer within the Highway Design Team, you will lead the development, design and delivery of a comprehensive range of highway projects and interventions on the City Council's highway network.

You will provide technical expertise, project management and leadership to ensure designs are delivered to a consistent and high standard, meeting budget and funding expectations and in accordance with strategic programming requirements. You will ensure designs comply with recognised design standards, guidance and best practice, including in the preparation of highway design solutions and in the technical review of external design work commissioned by the Council.



Directly Responsible For:

3-4 Engineer, Technician and Apprentice staff

Directly Responsible To:

Head of T&H Highway Design

Main Areas of Responsibility:

- To lead the development, preparation and review of feasibility, preliminary and detailed engineering design solutions for highways projects including:
 - Major transportation, active travel and public realm projects
 - Highway maintenance projects
 - Local Safety schemes
 - Junction upgrade and improvement schemes
 - Section 278/38 schemes
- To manage the delivery of project documentation and preparation of contract documents and specifications for procurement
- To support and assist the Head of Highway Design in carrying out service performance reviews and the implementation of service improvement plans, ensuring that a customer focus is central to service delivery
- To be aware of all relevant highway's budgets and funding requirements, and to assist in agreeing competitive service costs, ensuring efficient and effective delivery of value for money project and services
- To ensure designs align with relevant health and safety legislation. To lead and influence effective application of CDM 2015 Regulations across the Transport and Highways Service Area
- To support the Team Leader in growing an effective internal highway design team including staff recruitment and mentoring, efficient project planning and use

of resources, and effective marketing of highway design services within Liverpool City Council and to other external customers

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively
- To participate in all aspects of training and development of staff, including the maintenance of disciplinary standards, as directed. Use all learning opportunities to develop personal skills necessary to improve effectiveness, efficiency, and delivery of service in recognition of the Departments business and service targets

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw additional funding where appropriate
- Being responsible for ensuring that there is a culture of value for money and compliance with all standing orders and financial regulations of the City Council
- Maintaining up to date financial records on the Corporate Finance System
- Have regard for and use of relevant performance and financial benchmarking data to identify opportunities for improved value for money

- Bringing to the timely attention of the Head of Service any material issues that might impact on the financial performance or financial management arrangements of the Council

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- The role will be generally office based with some infrequent site visits and/or meetings, including working in adverse weather conditions as and when required

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Contribute to the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at competency level 2.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Civil Engineering Degree or equivalent qualification (A,I)
- Evidence of continued professional development relating to project delivery in public and private sector organisations (A,I)
- Construction Health and Safety training, eg, CSCS, CDM 2015 (A,I)

Desirable

- Registered with Engineering Council and Chartered or Incorporated Membership of a relevant Professional Institution, eg ICE, CIHT
- Commercial Training relevant to NEC professional and construction contracts
- Training in the use of design software, eg, Autocad, Civils 3D / MX
- Training in application of highway design guidance, eg, Design Manual for Roads and Bridges, LTN 1/20
- Valid Driver's License

Experience

Essential

- Experience of working in a senior technical role within an engineering design environment, either in the public and/or private sectors. (A,I)

- Experience in leading the delivery of highway design services and projects within tight budget and time constraints (A,I)
- Extensive experience in application of relevant design standards including DMRB and LTN guidance (A,I)
- Extensive experience in the preparation of contract documentation and the procurement, contract administration and financial control of civil and highway engineering projects (A,I)
- Experience in successfully delivering highway design services and projects within tight budget and time constraints and with limited resources (A,I)
- Good knowledge and understanding of CDM 2015 and experience in executing the principal designer and designer duties (A,I)

Desirable

- Knowledge/experience of NEC contract documentation and procurement process for civil and highway engineering projects
- Experience liaising with external bodies, including eg clients, consultants, suppliers and contractors
- Experience in presenting and communicating relevant issues to senior managers and stakeholders
- Experience of leading and motivating staff in a demanding environment
- Experience of commissioning, briefing and monitoring external consultants and service providers

Skills/Abilities

Essential

- Excellent communication skills, both written and verbal and ability to provide information with effective argument and understanding to assist decision making (A,I)
- Ability to work with and alongside key personnel to plan programmes and strategies to achieve targets, timescales and agreed outcomes and deliverables (A,I)
- Project and programme management skills (A,I)
- Strong strategic and conceptual thinking skills that will underpin extensive problem-solving skills to enable the solving of complex problems ensuring successful outcomes, to remove blockages and obstructions to success (A,I)
- Ability to utilise highway design software, Word and Excel, in preparation of programmes, design drawings, technical reports and documentation (A,I)
- Ability to plan the delivery of project tasks including the use of Microsoft Project software (A,I)
- Ability to identify and apply appropriate design guidance, in the design and development of compliant highway engineering proposals and solutions (A,I)
- NEC contract preparation and / or administration skills (A,I)

Desirable

- Ability to critically review work prepared by other designers and/or design organisations

- Ability to apply creative and innovative skills in development of solutions to for highway maintenance and improvement projects
- Ability to co-ordinate the work of other teams and disciplines, as required to progress complex projects

Commitment

Essential

- Able to integrate within a competent and participative work environment, promoting high-quality standards and playing a leading role in the development and growth of a high performing team (A,I)
- Committed to meeting the highest levels of personal professional conduct including the standards set by your professional institutions and through maintaining your continued professional development (A,I)
- Flexible, able to work in different environments and respond effectively to changing priorities to support the needs of the Council (I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- A good understanding of Best Value public service delivery

Other

Desirable

- Flexible availability with the ability to attend meetings/events on occasion outside of normal core working hours