



## Job profile

### Team Leader (Highway Design)

#### Grade L

**Group:** Communities and Environment

**Service:** Development, Transport and Public Protection

**Location:** Civic Centre

**Line Manager:** Engineering Services Manager

**Car User Status:** Casual

#### Job Purpose

To lead the team in the delivery of it's work programme. To assist the Engineering Manager in the management of the section.

#### The key roles of this post will include:

1. To assess the work content of projects briefs and allocate resources to ensure that client requests are satisfied.
2. To provide professional advice to other sections and services to ensure that appropriate design standards are met.
3. To manage and oversee staff and their development to ensure the availability of an appropriate level of expertise.
4. To liaise with other Council services and outside bodies to ensure effective communication on the work programme of the section.
5. To provide financial estimates and monitor expenditure to ensure efficient use of resources and effective budgetary control.
6. To ensure compliance with the QA system and to contribute to and assist in the promotion of good practice.
7. Other responsibilities allocated appropriate to the grade of the post.



## Knowledge & Qualifications

### Essential:

#### Knowledge

- Highway design processes and procedures and Civil Engineering contract procedures
- Proficient in AutoCAD and MX or AutoCAD civil 3D

#### Experience

- Project management and budgetary control
- Relevant experience at an appropriate level of responsibility in a highway design environment

#### Qualifications

- Accredited degree in a Civil Engineering discipline
- Current full driving licence

### Desirable:

#### Knowledge

- Microsoft Office and Microsoft Project

#### Qualifications

- Chartered Engineer status



## Competencies

<b>Customer Focus</b>	Puts the customer first and provides excellent service to both internal and external customers
<b>Communication</b>	Uses appropriate methods to express information in a clear and concise way to make sure people understand
<b>Team Working</b>	Works with others to achieve results and develop good working relationships
<b>Making things happen</b>	Takes responsibility for personal organisation and achieving results
<b>Flexibility</b>	Adapts to change and works effectively in a variety of situations
<b>Learning and Development</b>	Actively improves by developing and applying new skills and knowledge and learns from past experiences
<b>Developing Teams and Individuals</b>	Promotes and supports team and individual learning and development and uses delegation to create a sense of ownership of high level organisational issues, and encouraging individuals to stretch beyond their current capabilities
<b>Managing Performance</b>	Effectively manages the performance of teams and individuals to ensure results are achieved
<b>Personal Impact</b>	Is self-aware, learns continuously and adapts behaviour in response to feedback. Makes things happen, operates with resilience, flexibility and integrity
<b>Making things happen</b>	Empowers people to initiate change. Supports innovative ideas and new ways of working