

**Job Description**

**Job Title:** Highway Network Engineer

**Salary Grade:** Grade 8

**SCP:** SCP 31 (£33,799) to SCP 35 (£37,849)

**Job Family:** Regulation and Technical

**Job Profile:** RT5

**Directorate:** City Development

**Work Location:** Office and Site

**Reports to:** Network Management Group Engineer

**No. of Reports:** Varies

1. **Purpose:**
	1. To fulfil and maintain the council’s Network Management duties, in an efficient and effective manner whilst ensuring the safety of the users of the highway.
2. **Main Duties and Responsibilities:**
3. Ensure the Council’s duties, as Highway and Traffic Authority are fulfilled, including requirements of the Traffic Management Act and Road Traffic Regulation Act.
4. Prepare, prioritise and project manage various Traffic Regulation Orders, including assessing requirements and reasons for introduction; design; consultation; objections; Committee reports/attendance and on-site implementation.
5. Assist in the council’s Programme of Events, by the design and introduction of temporary Traffic Regulation Orders, together with associated traffic management measures.
6. Develop and progress a programme of review of Traffic Regulation Orders
7. Provide technical advice to members of public/elected members/colleagues.
8. Review supplier framework agreements and engage with relevant colleagues, to engage the supply of products and services relating to management of the road network.
9. Manage and monitor any relevant budgets.
10. Respond to Freedom of Information requests. queries, reports and complaints from the public, council officers, councillors and MPs.
11. Represent the Highway Asset and Network Management Service at meetings, seminars etc. ensuring feedback to relevant staff.
12. Write/review technical and non- technical reports ensuring that complex issues are presented in a clear and concise manner.
13. Provide advice to both internal and external customers on matters relating to the management of the Highway Network.
14. Supervision of Technicians, including project work, performance monitoring and ad-hoc advisory requirements.
15. Supervise other nominated staff.
16. Undertake any other duties consistent with the nature of the grade of the post, as required by the Group Engineer or Manager.

**3.0 Key Accountabilities**

3.1 To assist in contributing to the democratic process through liaison with elected members and the preparation of reports.

3.2 To assist the Group Engineer/Manager in risk and business continuity planning.

3.3 To assist in maintaining and developing meaningful communications and working relationships with other Services, Directorates, Councils, External Agencies and National Bodies.

3.4 Represent the Council at meetings and exchange information with stakeholders and partners by applying influence and persuasion skills.

3.5 To assist in ensuring the functions undertaken by the team are effectively co-ordinated and staff are adequately supported through motivation and direction and assistance in the development and use of technology.

3.6 Deputising for the Group Engineer / Manager as and when required.

3.7 Carry out duties with full regard to the Council’s Equal Opportunities Policy, Corporate Health and Safety Policy, Code of Conduct and all other Council policies, and be responsible for implementing policies with other members of staff within the section.

3.8 Comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council

3.9 Act in compliance with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information, including information held in electronic systems.

**Author: P Robinson**

**Date: July 2019**