

Job Description and Person Specification

Senior Project Engineer Highways

Job Details	
Grade	GRD7
Service	Highways
Location	City Wide
Job Evaluation Code	D2860D

About Coventry City Council

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:

Open and fair: We are open, fair and transparent.

Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.

Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.

Create and innovate: We embrace new ways of working to continuously improve the services we offer.

Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.

Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose

Reporting to the Senior Engineer, oversee and develop maintenance projects for carriageways, footways, and drainage systems. Collaborate with Highways Operations Teams and external contractors to ensure timely and budget-compliant delivery of the Highways Capital Programme.

Main Duties & Key Accountabilities

Identifying highways maintenance requirements and determining priorities while collaborating with the Highways Asset Management Engineer to develop forward work programmes.

Designing highways maintenance and minor improvement schemes following established design parameters, including drawings, specifications, and contract documentation, ensuring timely and budget-

conscious service delivery.
Proposing solutions, preparing designs, and agreeing on modifications for schemes related to highway upkeep and improvement projects.
Offering innovative approaches to resolve engineering issues, utilising modern systems and processes aligned with current practices in applicable markets.
Monitoring overall cost control collaborating with the Highways Operations and Development Team to assist the Senior Engineer and Highways Technical Services Team Leader.
Ensuring best practices are implemented in scheme development while keeping the council informed about applicable laws, codes, and guidance related to Highways. Developing appropriate policies in alignment with these regulations and standards.
Preparing works orders for highway maintenance schemes, reviewing and monitoring costs, and agreeing final accounts for approval.
Collaborating with the Operations Team and external contractors to ensure projects are delivered punctually, within budget, and adhere to specified requirements.
Managing operations on the highway network to ensure specifications are fulfilled and payments are processed in accordance with contractual requirements internally and externally.
Monitoring contractor performance and evaluating the value derived from external agreements.
Assisting colleagues by completing designated project tasks, joining meetings, and engaging in corporate working groups to support organisational objectives effectively.
Responding to inquiries from elected representatives, the public, contractors, and statutory organisations through both verbal and written communication methods.
Ensuring compliance with Health and Safety standards among clients, designers, and contractors while serving as the lead designer when required.
Preparing and presenting technical, financial, and operational reports during management discussions and relevant member, officer, and public meetings.
Performing additional tasks and responsibilities that fall within the scope of the specified salary grade.

Key Relationships

External:	<ul style="list-style-type: none"> Developers Other Local Authorities & Stakeholders External companies and bodies
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	Local MPs Members of the public
Internal:	All Council Departments and staff Councillors

Standard Information

Post holders will be accountable for

- carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

Responsible for

N/A

Person Specification

Requirements

Knowledge	Knowledge of highways maintenance engineering and the management and maintenance of the highways network.
	Knowledge of the design, detailing, preparation and letting of contracts and construction supervision of highways maintenance schemes.
	Extensive knowledge of financial monitoring processes with regard to highway maintenance delivery.
	Detailed knowledge of legislation covering highway works
Skills And Ability	High level of verbal and written communication and presentation skills at various stakeholder level.
	Good people management and interpersonal skills within a team environment or under own initiative.

	Innovative thinking and a clear desire to find innovative solutions to engineering problems
	High level of project management skills
	Good level of ICT skills including the use of Microsoft Project, Confirm, Excel, basic CAD and GIS/MapInfo
	Ability to negotiate, influence and work successfully with contractual partners and ensuring performance of contracts.
Experience	Experience of responsibility for financial management, monitoring and budgetary controls of complex highways maintenance works.
	Suitable experience of working with or for a Local Authority Highways maintenance sector and third party contractors or consultants.
Qualification	BTEC Higher in Civil Engineering or equivalent in the same field or substantial relevant experience in Highways engineering
Special Requirements	Possession of a full driving licence