

# Job description

## Engineer (Traffic Engineering)

- Grade: **PO3**
- Reports to: Principal Engineer (Traffic Engineering)
- Direct reports: None
- Your team: Traffic Engineering
- Service area: Climate Change & Transport
- Directorate: Climate and Environment

### Special requirements of the post

Workstyle: Roaming (Medium presence, two days a week)

- Colleagues whose activities are a mix of remotely and periodic onsite work and/or meetings with third parties and businesses, going on site visits, and occasional resident engagement

## Special requirements of the post

This is a safety critical post and will be subject to the council's drug and alcohol policy

This post is subject to the council's declaration of interest procedure

## Our mission

Islington is a place rich with diversity and culture. As a council our sense of purpose couldn't be clearer: we serve. It's in the logo. We are committed to challenging inequality in the borough and as one of the largest employers we know that to look after the place and the planet, we have to look after our people. **Together we can change the future.**

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out 'CARE', which is what we think public service is all about.

## Overview of the role

This role is an integral part of the team delivering the traffic engineering programme in Islington and carrying out design, estimation and project management of a range of schemes including public realm, cycleway, liveable neighbourhood and general traffic schemes. This includes regularly liaising with other Council departments, contractors, utility companies, developers, police, members of the public and other organisations and working closely with our term maintenance contractor to deliver a successful borough wide traffic programme.

## Key responsibilities

Please list each key responsibility of the role (Maximum of 10-12 bullet points):

- To carry design and deliver high quality designs for traffic schemes.
- To develop, design, consult, progress and implement measures to assist, enhance, maintain and promote the use of the highway network and infrastructure and be responsible for ensuring information and administrative support is provided for statutory functions under the Highway Act 1980 and associated legislation and functions.
- To assist in the design and implementation of various different traffic engineering schemes which will include liveable neighbourhood schemes, cycleway schemes and general traffic schemes.
- Use of AUTOCAD and specialist packages such as KeySigns, KeyLines and Vehicle track and the Microsoft suite of packages
- Undertake the role of Project Manager for smaller/medium projects including consultation, programming, planning and co-ordination.
- To assist with the day to day management of schemes through the term maintenance contract.
- To ensure that all necessary steps are taken to assist or undertake the responsibilities under the New Roads and Street Works Act.

- To assist in the production, development and review of contracts and the tendering process from pre-feasibility to post implementation reviews for the assigned functional areas of responsibility.
- Support financial management and monitoring of budgets within the team, ensuring that the Council is achieving value for money.
- Undertake and/or support consultation and stakeholder engagement, to ensure that we engage proactively with our residents and customers.
- To deal with and respond to correspondence, enquiries and complaints within the required response times.
- Undertake and/or assist in drafting responses to national, regional and local consultations from government, statutory, private and voluntary bodies.
- Undertake and/or assist in preparing advice to senior management and Council on the effects of relevant new or draft legislation, Codes of Practice or other initiatives, publications or developments, ensuring that appropriate Members and other interested parties are properly briefed and advised.
- To aid in acting as a Council's spokesperson on Engineering and Traffic matters when requested.
- To follow the Council's systems for the implementation of the Construction (Design and Management) Regulations within the Service, maintaining and reviewing monitoring systems aimed at ensuring CDM requirements.
- Staff management duties relating to the Lighting and Traffic Engineering service, including the recruitment, training, development, mentoring, appraisal and conduct of staff; attend selection panels; assist in monitoring attendance and sickness absence, manage performance and other duties as directed.

## Budget responsibilities

Assisting with the management and monitoring of all the revenue, capital and income stream budgets.

## Compliance

Ensure adherence to legal, regulatory, and policy requirements under GDPR, Health and Safety, Employee Code of Conduct and in your area of expertise by identifying opportunities and risks, and escalating issues as necessary.

# Person specification

Your application form needs to demonstrate how you fulfil the role's requirements. It is essential to address the criteria, as this will be used to evaluate your suitability for the position.

## Essential and desirable criteria

**Essential:** the basic requirements that must be met for someone to be considered for a particular job. These criteria are mandatory and cannot be negotiated. Essential criteria directly impact the core qualifications or skills necessary to perform the job effectively.

**Desirable:** the additional qualities, skills, or qualifications that would be advantageous for a candidate to possess but are not mandatory. Not meeting them does not automatically disqualify someone from consideration for the job. This also allows candidates who do not possess certain desirable criteria the opportunity to explain how their other knowledge, experience and skills relate to these and what they may be in the process of doing or willing to do to achieve these.

## Knowledge, experience, and skills

Point	Criteria description	Essential/desirable
1	A BTEC ONC or higher in civil/highway engineering subject or equivalent qualification preferred and/or at least 3 years Highways/Engineering design experience.	Essential
2	Skills/ knowledge/ experience in AutoCAD, CDM, Microsoft Office and other highway design packages.	Essential
3	Experience in report preparation and presentation at Committees and other public gatherings and ability to deal effectively with concerns of elected Members.	Essential
4	Experience of the full range of the contract process from initial contract specification through letting to the monitoring process, to final accounts	Essential
5	Experience of and the ability to prepare and monitor budgets, and an awareness of the importance of such budgets in the area of traffic and transportation.	Desirable
6	Experience in the various forms of public consultation techniques and working effectively towards user participation to meet Customer/Client expectations and requirements	Desirable
7	Experience in preparing accurate and meaningful records and analyses relating to a range of topics, including financial information and cash flow projections, and to present these to a range of groups and committees and to deal effectively with concerns of elected Members.	Essential
8	Ability to develop workable and innovative solutions in problem solving situations, including the ability to analyse problems and	Essential

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develop strategic, creative and practicable solutions

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9	Ability to implement and maintain management and administrative systems, including IT systems and performance review systems, necessary for the delivery of cost effective, high quality services, including the use of IT applications.	Essential
10	Ability to negotiate on behalf of the council, e.g. on major engineering schemes.	Essential
11	Ability to work constructively across professional boundaries and sectors.	Essential
12	Ability to be a pro-active team player, good communicator, responsive.	Essential
13	Ability to promote and carry out duties in accordance with Council Policy including Quality standards; Customer Care; Health and Safety; Construction Design and Management Regulations; and environmental and sustainability policies and practices.	Essential
14	Ability to adhere to the Council's Dignity for All policy.	Essential
15	The ability to work within and promote the environmental and sustainability policies and practices of the Council	Essential
16	Prepared to work outside office hours to provide emergency out of hour's duties or to attend meetings when required. (One hour response time is required for any emergency incidents 24hr a day 365 days a year).	Essential

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## Our accreditations



Our accreditations include Disability Confident Leader, The Mayor's Good Work Standard, London Living Wage Employer, Stonewall Diversity Champion, and Employer with Heart.