

Role Profile

Part A - Grade & Structure Information

Job Family Code	11RT	Role Title	Engineering Projects Team Leader
Grade	PS11	Reports to (role title)	Highway Improvement Construction Manager
		Directorate/School	Environment, Transport & Infrastructure
JE Band	439-518	Service / Department	Highways & Transport - Highways Operations & Infrastructure
		Date Role Profile was created	Dec-21

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>The main purpose of this role is to project manage the construction phases of more major projects to ensure they are successfully delivered to a high standard and in accordance with the agreed design documentation and specifications. To achieve this the post holder will use their detailed knowledge of construction materials and techniques whilst working closely with internal or external designers, Quantity Surveyors, project sponsors, stakeholders, and the supply chain. on all aspects of the end to end process of feasibility, bidding, designing, procuring and delivering major Highway, Traffic, Transportation and Civil Engineering Projects. They will work with the Procurement, external specialists, and key stakeholders to identify the best procurement route and contract strategy to achieve best value and project timescales.</p> <p>The postholder will also use their extensive knowledge of the relevant principles and practices involved in highway engineering in order to provide professional and technical advice and to mentor and support other team members.</p> <p>The post holder will also act as client representative for the financial management of schemes by approving variation orders, final accounts etc.</p>
Work Context	<p>The Highway and Transport Service is responsible for ensuring the effective management, maintenance and improvement of all highway and transport assets. These are one of the most valuable assets managed by Surrey County Council and are critical to the economic growth of the County. As such the service manages significant financial, health and safety and reputational risks.</p> <p>The Engineering Projects Team Leader will lead a team of Engineering Project Engineers whilst also supporting other staff and manage the more technically complex projects, working very closely with teams across the group and County, on ensuring improvements made to the highway and transport assets add value to the network and are of a high enough quality to compliment the County's appearance and streetscape qualities. There is a large programme of works, and the postholder will be responsible for ensuring projects are delivered to a high quality, safely, timely and to budget.</p> <p>The post holder will be based at Mellow, Guildford but will be expected to visit sites around the County as part of their role. The post holder will therefore require the use of a vehicle and hold a valid drivers licence. There may be occasions when the post holder is required to work outside of normal office hours.</p>
Line management responsibility if applicable	Manage a small team of 3 direct reports (PS7-9 Project Engineers) supported by external agency / consultant staff depending on workload
Budget responsibility if applicable	Although having no direct budget management responsibility; the postholder will have responsibility and accountability for ensuring that schemes are delivered within the budget allocation and that correct contract scheme delivery costs, (including interim and final accounts) are paid and reported to Budget Holders (individual scheme value up to £2.5m).
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Planning & Organising</p> <ul style="list-style-type: none"> • Direct, manage and monitor the operation of an efficient and effective service ensuring the work of the team supports service objectives and that necessary resources are secured. • Lead major projects and reviews within a defined area of work to optimise and enhance service delivery. <p>Policy & Compliance</p> <ul style="list-style-type: none"> • Ensure legal, regulatory and policy compliance of relevant schemes/ initiatives. • Contribute to and where appropriate lead the development of practical strategies, works programmes and service improvement in own area of specialism and monitor and control their implementation to manage and mitigate risks. <p>People and partnerships</p> <ul style="list-style-type: none"> • Directly or matrix manage a diverse group of staff to ensure the successful delivery of a service. • Monitor and support the performance management and development of team members using a coaching approach, to support individual development and ensure that individual contributions are maximised. • Work with managers, service representatives and partners to identify and apply cost effective means of delivering improvements to business processes and strategies. <p>Resources</p> <ul style="list-style-type: none"> • Review the operations of the teams to identify improvements in systems, processes, procedures and working methods, and propose changes to secure greater efficiency and compliance. • Monitor, analyse and manage delegated budgets, funding and resources in accordance with organisational policies and procedures.

	<p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> Analyse, interpret and evaluate relevant data applying judgment and technical expertise to identify risk, support the resolution of issues and support decision making. Through management and supervision ensure that appropriate record keeping is kept and risks and issues are identified and actions taken. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> Degree/ HNC or equivalent, or substantial relevant experience in a relevant subject. May be required legislatively to maintain a professional qualification or competency. Substantial practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public. Excellent understanding of subject matter, principles and practices relevant to technical area. Proven ability to apply project management principles and techniques to a wide range of complex projects or programmes. Extensive knowledge of principles, practices, and procedures relating to business planning and financial management Ability to collate, monitor and interpret a range of data. Proven ability to establish and maintain highly effective working relationships with a range of stakeholders. Comprehensive knowledge of computerised business systems Proven written and oral communication with the ability to influence and work in collaboration with others. Excellent management skills with proven experience motivating, coaching, mentoring and developing staff. Ability to understand, meet and exceed customer expectations. Proven problem solving skills with the capacity to devise and implement innovative solutions.
Details of the specific qualifications and/or experience if required for the role in line with the above description	<p>Should be professionally qualified to at least IEng certification (or alternative proven experience) and member of relevant professional organisation. Substantial post qualification experience in managing a wide range of schemes and projects.</p> <p>Experience of successfully leading a team of professional staff in the design and delivery of highway projects.</p> <p>A full understanding and expertise of the various contracts and contract conditions available, with knowledge and understanding of procurement best practice. Experience of administering strategic partnership contracts and delivering large complex engineering schemes with multiple parties</p> <p>Substantial understanding and experience of cost estimating and project management</p>
Role Summary	<p>Roles at this level typically have significant management responsibility either for a large team or coordinating sub functions within a service, and/or will provide professional, specialist or high level technical advice, direction and input across a wide range of activities. They require a conceptual understanding of a technical, professional or specialised field, and job holders require the knowledge and experience to handle and resolve complex issues, anticipate problems and recommend solutions. There will be a requirement to plan and organise own and/or team activity over a significant time scale and coordinate work with associated functions. They will typically be required to influence/motivate others both inside and outside immediate reporting lines, including external stakeholders, and have a primary role in setting service levels. They ensure that their services achieve the agreed financial and service standards, and will have professional autonomy and discretion within operational policies and practice guidance.</p>
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