**Manchester City Council**

**Role Profile**

**Statutory Approvals Engineer - S278/38 (Highways) Grade 8**

**Highways Services,**

**Neighbourhoods Directorate.**

**Reports to Team Leader**

**Job Family: Technical**

**Key Role Descriptors:**

The role holder will undertake a lead consultant role on complex technical, procedural and legislative matters in a professional, customer focused, and specialist technical service.

The role holder will lead and have accountability for the delivery of a range of technical projects, initiatives or work packages that comply with relevant legislation and help achieve the Council’s corporate aims and objectives

The role holder will use their technical knowledge and expertise to develop, design and implement customer-focused solutions. They will continually identify and champion opportunities to deliver improvement.

**Key Role Accountabilities:**

Lead an innovative, forward thinking technical consultancy function for the assigned service area, ensuring that solutions are delivered in line with customer and legislative requirements. Depending on the service area, this may include software / information technology support, engineering, surveying, curating or other specialist functions.

Lead on the delivery of work packages (using project management methodology where appropriate), ensuring compliance with organisational objectives, consistency in approach and compliance with appropriate internal and legislative guidelines.

Actively strive to achieve efficiencies in project, programme and maintenance service delivery and improvements in the quality of service.

Develop successful internal and external relationships and secure stakeholder commitment through negotiation and communications, both oral and written, to ensure work packages are delivered effectively and to customer requirements and agreed objectives. Work closely with contractors where required to ensure effective work package delivery.

Analyse and interpret legislation, presenting information and complex technical matters relating to the service area in a clear and concise manner to a range of stakeholders, orally and in writing. This will include identifying and addressing complex issues and making informed recommendations on action needed to support key corporate objectives.

Represent the City Council as an expert witness at enquiries, tribunals and hearings or similar proceedings where appropriate.

Roles at this level may be required to manage a range of assigned resources, which may be human, financial or other, to ensure continuous improvement in service delivery. Staff management duties may be either through direct line management of a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers.

Depending on the service area, the role holder may be required to work on a rota basis including out of hours as required to meet customer demand.

Demonstrate a personal commitment to continuous self-development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**Where the role holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be fully considered.**

**Role Portfolio:**

Manchester City Council is a place where you can put your innovative thinking and business skills into high gear and work alongside other highly competent and motivated people. It's a place where you can apply your skills to some of the most challenging, interesting, and meaningful projects across Greater Manchester.

The scale and ambition of the work planned in the city over the next few years, to deliver both the [Greater Manchester Transport Strategy 2040](https://www.tfgm.com/2040) and National Transport Strategies, is huge. It will provide excellent opportunities for career development to the full range of professionals who support our schemes, across the full range of professional disciplines

**In the Highways Service in Manchester, we seek to:**

**Manage** the highway network and public spaces efficiently balancing the various needs of users and stakeholders improving network reliability work with colleagues and members in a partnership way that takes a strategic approach to highway infrastructure to deliver the Council’s vision and strategies and supports the growth aspirations of the city.

**Maintain** the highway, structures and public spaces and its assets fulfilling the Council’s legal obligations in a cost effective way using a whole life costing approach communicate with residents, stakeholders, business, visitors and commuters in relation to service delivery and work programmes and their levels of satisfaction  
**Improve -** develop, design, procure and implement improvement schemes to make better use of the existing network, improve accessibility and increase journey time reliability create, design and deliver sustainable and active transport through better and increased walking and cycling routes and supporting children with road safety. Effectively use a supply chain and increase social value for Manchester. Support utility companies to manage critical infrastructure

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**The Role:**

The candidate will provide technical advice and expertise to developers and planners on highway design proposals in relation to Section 38 and Section 278 of the Highways Act 1980 and to ensure all developments which affect the highway infrastructure are to a high standard.

To ensure that permitted development is controlled in a fashion which complements the existing infrastructure and minimises impact on services in the area while working toward a Safe and Sustainable highway network.

Will have extensive Highway Design experience including aspects of drainage design including SuDS, kerbing, road & footway surfacing and construction phasing including site supervision experience.

Have knowledge of contract management, compensation event, programme management.

Have significant experience in use of CAD design.

Knowledge of Traffic Regulation Orders (TROs) and the Legal processes involved would be considered a benefit.

Knowledge of S247 and S257 of the Highways Act 1980 would also be considered a benefit

Duties to include:

* Provide technical advice in designing appropriate highway schemes based on current design guidance and legislation.
* Communicate with residents, businesses, Transport for Greater Manchester, Neighbouring Authorities and other Stakeholders in advance and during construction of works, answer enquiries and assist in resolving complaints.
* Liaise with the Development Control Team, developers and contractors to ensure all highways proposals are to the highest standard.
* Liaise with MCC Legal Services regarding S278, S38 agreements.
* Liaise with MCC Traffic Teams and developers relating to the development of Traffic Regulation Orders (TROs) in relation to Traffic Management around developments.
* Manage and maintain the production of all project documentation, Executive Approval Reports, lesson learnt reports, risk logs, finance and key milestone monitoring reports and project closure reports
* Work on and assist in the delivery of work packages within planning development constraints of time, quality and standards so that business objectives are achieved.
* Display financial management skills to closely monitor and control income and expenditure in relation to services, projects and budgets.
* Ensure excellence in service delivery including providing management cover when required.
* Comply with CDM requirements and Health and Safety legislation.
* Have extensive knowledge of Risk Management and Risk Mitigation
* Work with other Council sections and developers to reduce conflicts between work sites and traffic management to minimise disruption on the highway.
* Coordinate works with road permit team (GMRAP’s).
* Provide ‘substantial’ and ‘final’ completion certificates for completed highways works following site inspection.

**Key Competencies and Technical Requirements**

**Our Manchester Behaviours**

* We are proud and passionate about Manchester
* We take time to listen and understand
* We ‘own it’ and we’re not afraid to try new things
* We work together and trust each other
* We show that we value our differences and treat people fairly

**Generic Skills**

* **Communication Skills:** Is able to effectively transfer key and complex information to all levels of staff, adapting the style of communication as necessary and ensuring that this information is understood.
* Ability to negotiate difficult agreements with wide impact; ability to influence or persuade internal or external stakeholders.
* **Analytical Skills:** Skills to analyse a wide range of data and other sources of information to break them down into component parts, patterns and relationships; probes for further understanding of problems and makes rational judgements from the available information and analysis demonstrating and understanding of how one issue may be part of a much larger system/issue.
* **Planning & Organising:** Excellent time management skills, creating own work schedules, prioritising, preparing in advance and setting realistic timescales for oneself and others. Has the ability to visualise a sequence of actions needed to achieve a specific goal and how to estimate the resources required.
* **Problem Solving & Decision Making:** Ability to formulate independently a range of options for new or unfamiliar situations and to select the appropriate course of action to produce a logical, practical and acceptable solution. An ability to make independent decisions of a relatively uniform nature.
* **Research & Intelligence:** Ability to conduct research using a variety of techniques, in order to gather evidence and evaluate intelligence, recording in compliance with documented standards and legislation.
* **Financial Management:** Ability to work confidently with financial data when making decisions: interpret trends, issues and risks in routine financial appraisals.
* **Commercial Skills:** Demonstrates an understanding of strategic issues, taking account of business needs and new technology developments.
* **People Management:** Is able to inspire individuals to give their best to achieve a desired result and maintains effective relationships with individuals and the team as a whole, to ensure that the team is equipped to achieve objectives set according to the overall business need.

**Technical requirements**

* Chartered or Incorporated Engineer with a relevant institution membership or working towards.
* **Or** Hold an undergraduate degree or MSc in a relevant engineering discipline
* **Or** full Membership of a relevant Institution
* **Or** hold a HNC / HND in Engineering or relevant equivalent
* **And** have relevant highway engineering experience