

**Manchester City Council
Role Profile**

**Assistant Engineer, Grade 7
Highways Service, Neighbourhoods Directorate
Reports to: Contract Officer
Job Family: Technical**

Key Role Descriptors:

The role holder will undertake a lead role in a professional, customer focused, specialist technical service which enables the delivery of organisational objectives and provides a high quality service to customers in line with internal guidelines, policies and procedures and statutory requirements.

The role holder will lead 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 roleholder will provide specialist technical consultancy across the assigned service area to develop, design and implement customer-focused solutions for the assigned service area. They will act as a key member of the team and will ensure high standards of customer service and service delivery.

Key Role Accountabilities:

Provide an effective technical consultancy function for the assigned service area, ensuring that high quality technical solutions are delivered in line with customer or legislative requirements. Dependant 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) so that objectives are achieved, ensuring consistency in approach and compliance with appropriate internal and legislative guidelines.

Develop successful 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. This will include the communication of complex technical matters.

Ensure all work carried out fits within the parameters of service level agreements, using appropriate specialist equipment / software or tools where required, in line with safe working practices and health and safety regulations.

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. The roleholder will be expected to effectively co-ordinate resources to support the principals of 'joined up' communication and to ensure efficiencies are achieved.

Dependent on the service area, the roleholder 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

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 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

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.

About the Network Management Team

It provides services for communities and neighbourhoods, including planned and reactive maintenance, network management and development control, co-ordinating and managing roadworks, winter maintenance (including gritting), highways structures (bridges etc), flood management, parking, public spaces, monuments and water features. They aim to meet the needs of the city and our residents by providing the best possible service, working efficiently and generating income.

Contract Management

- Managing and maintaining highways structures, culverts and retaining walls

- Responsibility for contracts relating to patching, structures, bridges etc.
- Responsibility for the Street Lighting PFI contract
- Managing bridge inspections including inspection contracts.
- Reporting on performance and quality checks
- Keeping asset management information up to date

The Role

- Assist with the management of the Street Lighting PFI contract
- Produce performance reports and undertake quality checks
- Assess asset management and central management systems
- Review proposals for new installations / schemes
- Liaise with colleagues and developers for new sites and impact on existing apparatus
- Maintenance of non-PFI related apparatus
- Support Neighbourhood teams with festive lighting works



Key Behaviours, Skills 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.
- **Analytical Skills:** Ability to absorb, understand and quickly assimilate complex information and concepts and compare information from a number of different sources.
- **Planning & Organising:** Excellent time management skills, creating own work schedules, prioritising, preparing in advance and setting realistic timescales for own self 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:** Continually performs at high levels of achievement, demonstrating tenacity, energy and commitment to achieve desired results.
- **Financial Management:** Ability to work confidently with financial data when making decisions: interpret trends, issues and risks in routine financial appraisals.
- **Creative Skills:** Ability to find creative solutions where there are no existing parameters or procedural framework
- **Commercial Skills:** Demonstrates sound business intelligence and ability to identify commercially viable opportunities and secure value for money in service delivery.

Technical Requirements (Role Specific)

- Must hold HNC / HND in Engineering or equivalent.
- have or be working toward Affiliate / Associate of Institute of Lighting Professionals

