# Role Profile

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| **Job Title:** | **Assistant Design Engineer – Traffic & Development** |
| **Location:** | **London Borough of Barnet** |
| **Department:** | **Highways** |
| **Directorate:** | **Environment** |
| **Grade:** | **G** |
| **Salary Range:** | **£37,794 - £41,511** |
| **Reports to:** | **Design Manager** |

**1. Job Purpose:**

Working as part of the Design Hub the Assistant Design Engineer will carry out all relevant duties and responsibilities in the work of the Design Team on behalf of the wider Highways Service to ensure the delivery of cost effective and quality services in accordance with Barnet vision and values. You will be the Assistant Design Engineer for a portfolio of allocated projects, providing feasibility studies, preliminary and detailed design, cost estimates, tender documentation and evaluation, compliance including health and safety and completion of works to the prescribed design. You will be responsible for effective customer and stakeholder engagement and awareness, providing customer service excellence at all times.

## 2. Key accountabilities:

- Assist in developing briefs, feasibility studies and undertaking design and implementation of schemes, projects and programmes for small and medium sized projects as allocated, including drawing using specialist IT Software.
- Assist on design of projects, preparation of estimates, working drawings and Contract documents for projects of varying complexity, dependent on the post holder's grading.
- Assist in developing specifications and cost estimates, issuing works requisitions, liaising with and supervising contractors and monitoring costs.
- To assist on projects as allocated. Be able to assess a variety of existing and proposed highway layouts – including town centre schemes, road safety schemes, cycle, bus or School initiative schemes

- Assisting with, or carry out condition surveys and site surveys as directed and to assist with, or carry out the preparation of reports on findings. To assist in the introduction of new methods as necessary to ensure efficient use of resources, including taking an active role in promoting best value

- Liaising, where appropriate, with other Agencies and Bodies and inter and intra services to co-ordinate projects, attending meetings as necessary including with commercial scheme promoters

- Assisting in preparing scheme plans to requisite design levels, ensuring they conform to technical and industry standards

- Assisting in design and manage traffic surveys and public consultations to requisite standards. Produce detailed drawings to technical standards, prepare accurate complex cost estimates and contract documentation

- Assist in investigate the causes of accidents, analyse options and make recommendation for effective remedial measures

- Assisting with the drafting of reports and implementing decisions arising from them.

- Preparing letters of varying complexity, dependent on the post holder's grading, including assisting with letters on policy matters, proof of evidence, technical reports, briefs for consultants and other documents of all complexities as may be required.

- To maintain technical and resource records and undertake research and technical investigations as directed.

- To liaise and deal courteously and in line with policy with all enquiries from elected Members, members of the public, and stakeholders to deliver service excellence, including the preparation of high quality, factual, letters, technical reports and other documents as required.

- To deliver, at all times, a professional technical service aligned to "the Way We Work" contributing to the Council's wider objectives, responding to customers' needs and the principles of continuous improvement.

- To attend internal and external meetings and represent the service at public and other meetings as directed, maintaining service excellence and customer care at all times.

- To ensure compliance with all Health & Safety legislation, the application of the CDM Regulations and associated codes of practice and Council policies.

- To carry out all duties with due regard to the Barnet's Customer Care, Equalities, Information Governance, Data Protection, GDPR, Financial Regulations and Health and Safety policies and procedures.

- To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post as defined, subject to the proviso that normally any changes shall be incorporated into the job description documentation.

**3. Financial Responsibilities:**

**4. Health and Safety Responsibilities:**

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements
- Complete mandatory health and safety training
- Follow safe systems of wok and use devices/guards provided for safety.
- Wear/use personal protection equipment were issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and other's safety, health and wellbeing

**5. Promotion of Corporate Values**

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

**C**aring / **L**earning to Improve / **I**nclusive / **C**ollaboration

**6. Flexibility**

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

**7. The Council's Commitment to Equality**

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

# PERSON SPECIFICATION

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| Criteria | Essential/Desirable | Assessed by: |
|---|---|---|
| **Professional Membership/Qualification** | | |
| You must be qualified to degree level or equivalent in Civil Engineering or Transportation, with Post-Graduate Experience in a highways engineering environment | Essential | Application |
| **Experience & Knowledge** | | |
| Demonstrable Engineering, Transportation, or equivalent experience | Essential | Application |
| Good IT Skills – including the use of Autocad and Microsoft Office Suite including Word and Excel | Essential | Application |
| Knowledge of highways and transport policies and associated working knowledge of legislation | Essential | Application/Interview |
| Experience in programme and project management | Desirable | Application/Interview |
| Experience of surveying and project cost calculation | Desirable | Application/Interview |
| Detailed understanding of the design process and interface with multiple disciplines | Essential | Application/Interview |
| Experience of working with consultants/ contractors | Desirable | Application/Interview |
| Managing Complex Engineering Projects | Desirable | Application/Interview |

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| Ensuring designs are carried out in accordance with current design standards taking into account of CDM legislation, whole life costing, value and risk management | Essential | Application/Interview |
| Demonstrate the ability to programme, and monitor a number of projects simultaneously from inception to completion | Essential | Application/Interview |
| Full driving licence or the ability to travel around the borough on a daily basis | Desirable | Application/Interview |
| Experience in financial and cost management | Desirable | Application/Interview |
| **Skill & Ability** | | |
| Able to work without close supervision | Essential | Application/Interview |
| Ability to keep good work records | Essential | Application/Interview |
| Good written and verbal communication skills | Essential | Application/Interview |
| Good budgetary management skills | Essential | Application/Interview |
| The ability to set and work to personal deadlines and targets to meet the requirements of programmes of work, to meet clients' needs and to respond to targets set by others. | Essential | Application/Interview |
| **Values & Behaviours** | | |

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| **Caring** | | |
| Integrity- I work with candidates and colleagues in a way that builds trust. | Essential | Application/Interview |
| Empathy- I say “thank you” and “well done” where appropriate, and take time to ‘check in’ to see if the people I work with are ok | Essential | Application/Interview |
| Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt | Essential | Application/Interview |
| **Learning to Improve** | | |
| Insight- I regularly rely on evidence and professional standards to support my work and decision making. | Essential | Application/Interview |

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| Agile-I am fully empowered to act within the scope of my role | Essential | Application/Interview |
| Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can | Essential | Application/Interview |
| **Inclusive** | | |
| Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding | Essential | Application/Interview |
| Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others | Essential | Application/Interview |
| Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do. | Essential | Application/Interview |
| **Collaborative** | | |
| One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others | Essential | Application/Interview |
| Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet | Essential | Application/Interview |
| Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards | Essential | Application/Interview |