

Role Profile

Job Title:	Parking Design Engineer
Location:	Colindale
Department:	Highways - Parking Design Team
Directorate:	Environment
Grade:	I
Type of Working:	Hybrid
Reports to:	Parking & Sustainable Travel Manager

- 1. Job Purpose:** Working within the Traffic & Travel Team, you will provide technical support in the effective and efficient promotion and design of schemes, investigations and analysis as required within budgets and programmes.

This Team regularly reviews the parking policy and guidance documents to assess the parking situation on the network. The post holder will work alongside other Parking Design Engineers and Parking & Sustainable Travel Manager on the delivery of a portfolio of projects within the Parking Programme.

2. Key accountabilities:

- 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.
- Assisting with the design and supervision of projects, preparation of estimates, working drawings and Contract documents for projects of varying complexity, dependent on the post holder's grading.
- Assist in designing specifications and cost estimates, issuing works requisitions, liaising with and supervising contractors and monitoring costs.
- Assisting in obtaining the necessary technical, administrative and financial approvals and in the preparation, supervision and administration of associated consultants' commissions or contracts.
- To lead on projects as allocated.
- Assisting with or carrying out condition surveys and site surveys as directed and 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.

- The assessment of a variety of existing and proposed highway layouts, including town centre schemes, traffic signals, road safety schemes, route studies, cycle, bus or School initiative schemes.
- Assisting in preparing scheme plans to requisite design levels, ensuring they conform to technical and industry standards.
- Assisting in design and public consultations to requisite standards, produce detailed drawings to technical standards, prepare accurate complex cost estimates and contract documentation.
- Investigate the causes of accidents, analyse options and make recommendation for effective remedial measures.
- Assisting in Commissioning and managing consultant engineering, undertaking design and feasibility work to prepare scheme brief and monitor consultant's performance as directed by the Parking & Sustainable Travel Manager.
- Assisting with the drafting of Committee reports, which may cover policy issues and to implement 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 attend internal and external meetings and represent the service at public and other meetings as directed, always maintaining service excellence and customer care.

3. Financial Responsibilities:

- To assist in the preparation of estimates, the supervision and administration of Contracts and to control any resources allocated ensuring compliance with financial regulations, standing orders and the relevant legislation.

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 work and use devices/guards provided for safety.
- Wear/use personal protection equipment where 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:

Caring / Learning to Improve / Inclusive / Collaboration

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		
BTEC Level 3 Diploma in Civil Engineering, Building Services Engineering, Transportation or equivalent	Essential	Application/Interview
One-year relevant professional work experience in Civil Engineering, Building Services Engineering, Transportation or equivalent	Essential	Application/Interview
Experience & Knowledge		
Demonstrable work experience in Civil Engineering, Building Services Engineering, Transportation or equivalent	Essential	Application/Interview
Demonstrable experience in programming, supervision, and monitoring of a number of projects simultaneously from inception to completion	Essential	Application/Interview
Good working knowledge of Microsoft Office Suite including Word and Excel	Essential	Application/Interview
Experience of project management methodology e.g., Prince 2	Essential	Application/Interview
Skill & Ability		
Problem solving/analysis	Essential	Application/Interview
Adaptability and flexibility	Essential	Application/Interview
Customer focused	Essential	Application/Interview
Ability to interact positively with within and external to the team	Essential	Application/Interview

Values & Behaviours		
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	Desirable	Application/Interview
Learning to Improve		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Desirable	Application/Interview
Agile- I am fully empowered to act within the scope of my role	Desirable	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	Desirable	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	Desirable	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.	Desirable	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

Caring for **people**, our **places** and the **planet**

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
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