

Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

Job Title:	Engineer
Salary:	£31,346 – £37,890 per annum
Grade:	10/11
Hours:	37 per week – we are open to discussions about flexible working
Team:	Road Agreements
Service Area:	Planning & Place
Primary Location:	County Hall, Oxford
Budget responsibility:	N/A
Responsible to:	Senior Engineer
Responsible for:	N/A

Job Purpose

To assist with the progressing of proposals for road agreements from planning permission stage to completion.

To assist the Senior Engineer or Principal Engineer in ensuring that layouts of new roads and changes to existing roads are designed and built to meet the Council's standards and appropriate contemporary urban design standards by working with other Council officers, developers and local planning authorities.

This post holder is responsible for ensuring that all relevant County policies and procedures are adhered to and concerns are raised in accordance with these policies.

Job Responsibilities

1. Provide highway technical advice and co-ordinate Road Agreements Team planning consultation responses for planning applications.
2. Advise Technician and Team Co-ordinator on the Advanced Payment Codes (APC).
3. Assist with team site inspections relating to construction works undertaken on the existing Highway and development sites.
4. Liaise with internal Oxfordshire County Council teams to secure specialist approvals.
5. Respond to correspondence received by the Road Agreements Team, giving excellent customer service.

6. Independently calculate commuted sums, inspection fees and bonds for schemes, and support Technician Engineers carrying out this function.
7. Instruct Legal Services on 1980 Highways Act Private Street Works, Section 38 & 278 agreements.
8. Carry out technical audits and issue approval in line with the Councils specifications and provide support to Technician Engineer carrying out this function.
9. Compile and complete Highway adoption files, scheme files and general team processes.
10. Manage own and assisting team portfolio of work, including ensuring all correspondence and information is saved to the electronic database system.
11. Assist and monitor works completion, maintenance periods, formal inspections and remedial works in line with Council standards.
12. Continually develop Technician Engineers skills and abilities as well as actively seeking training or development for themselves and team members.

Notes

The duties of this post may vary from time to time without changing the general character of the duties or the level of responsibility.

For all staff - You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
- Cooperate on all issues involving health and safety
- Use work items provided for you correctly, in accordance with training and instructions
- Do not interfere with or misuse anything provided for your health, safety or welfare
- Report any health and safety concerns to your line manager as soon as practicable

Oxfordshire County Council is re-organising office accommodation across the county, and the location of this post may change. The successful applicant for this position will be kept informed by his/her line manager of any proposed change in location.

Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our corporate values.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

Essential Criteria	Assessed By:
<p>Education and training</p> <ul style="list-style-type: none"> • Civil Engineering Level 4 Higher National Certificate or relevant civil engineering experience. • CSCS qualification and holding valid CSCS card 	A, D

<p>Experience</p> <ul style="list-style-type: none"> • Ability to interpret and produce technical audits and give sound advice without recourse to manager • Experience of large-scale development management • Experience and understanding of highway maintenance techniques. • Understanding of relevant legislation and policies in relation to highway adoption procedures • Working knowledge and experience of Highway construction design & specifications • Knowledge of highway construction materials, their properties and uses • Experience of negotiating road agreements (Private Street Works, Section 38 and Section 278 Agreements) for the provision of transport services and infrastructure • Experience of site supervision / inspection of highway infrastructure together with sound record keeping • Proficient in the use of Microsoft Word, Excel and other Microsoft Office suite products • Experience and understanding of advance payment code procedure 	<p>A, T, I</p>
<p>Relevant Skills and Aptitude</p> <ul style="list-style-type: none"> • Negotiation skills • Proven customer service skills including liaison with internal specialist teams, elected members, public, consultants, developers, contractors & solicitors • Comprehensive understanding of technical submissions, including plans, road safety audits and site investigation reports • Ability to work to tight deadlines and manage own workload independently • Demonstrate financial skills in order that commuted sums, bond figures and inspection fees can be calculated • Completion of relevant personal development, training courses and ability to help develop technician engineers' skills and abilities • Be able to compile information required for Highway adoptions files, including excellent record keeping and documentation 	<p>A, T, I</p>
<p>Special Requirements</p> <ul style="list-style-type: none"> • Full, valid driving license and use of own vehicle 	<p>A, D</p>
<p>Equal Opportunities</p> <ul style="list-style-type: none"> • Commitment to, and understand of, the principles of Equal Opportunities for all, in employment and the delivery of services 	<p>A</p>
<p>Desirable Criteria</p>	<p>Assessed By:</p>
<p>Education and training</p> <ul style="list-style-type: none"> • A desire to become a member of the professional engineering institution, e.g. ICE/ IHE etc 	<p>I</p>

Experience <ul style="list-style-type: none"> • Experience of liaising with statutory undertakers • Experience of viewing and editing AutoCAD drawings 	A, I
Relevant Skills and aptitude <ul style="list-style-type: none"> • Enthusiasm for change and innovation in road construction • Staff Supervisory skills including recruitment expertise 	A, I

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role include:

<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Police Check
<input type="checkbox"/>	Prohibition from Teaching	<input checked="" type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	Other (please specify):		

Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).



<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input checked="" type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.

