



## Job Description

**Job Title:** HIGHWAYS ASSET ENGINEER  
**Directorate:** Infrastructure and Capital Delivery  
**Service:** Infrastructure, Public Realm and Climate Change Delivery  
**Business Unit:** Highways  
**Grade:** PO5  
**Reporting to:** Highways Asset Manager  
**Responsible for:** 2x Clerk of Works (PO3)  
1x Highway Asset Officer (SO2)  
1x Highways Technician (Sc6)  
Consultants and Contractors

### Main Purposes

- a) Manage the condition and performance of highway assets
- b) Maintain accuracy of highway asset databases
- c) Secure the services of external consultants and contractors as necessary
- d) Arrange supervision of works contractors to deliver value for money and compliance with drawings, specifications, or relevant legislation
- e) Organise work permits as necessary

### Principal Accountabilities

#### Technical Expertise

1. Provide, or secure the provision of, technical advice on matters relating to:
  - a) highways
  - b) structures
  - c) lighting
  - d) street furniture
  - e) drainage assets
  
2. For the assets listed above, use the standards stated in either the Highway Infrastructure Asset Management Plan (HIAMP), Acts of Parliament, Statutory Instruments, Regulations, Codes of Practice, Design Manuals, or standing orders to:
  - a) Lead, procure and manage all inspection, repair, renewal, or replacement activities.
  - b) Undertake or secure provision of condition surveys with specialist equipment
  - c) Provide or procure technical assessment and approval of others' proposed modifications to assets for compliance with quality standards
  - d) Assess the adoption of highway assets and assist with commuted sum calculations
  - e) Secure or procure the services of external consultants and contractors as necessary.
  - f) Act as Client for the improvement of the assets listed above, self-delivering small works, and writing project briefs for larger schemes to be project managed by others

3. For programmed work that is subject to formal project governance, prepare monthly scheme progress reports, monthly cost plans, quarterly performance indicators and risk registers
4. For all assets identified in the Highway Infrastructure Asset Management Plan, commission and verify:
  - a) condition reports
  - b) performance indicators on quality, efficiency, and cost effectiveness
  - c) provide an evidence-based costed action plan that would be sufficient to maintain the existing service level
5. Deliver clear, succinct, and rational presentations on the condition, plus performance, of highway assets.
6. Ensure specifications and drawings meet the standards in relevant publications, such as the Design Manual for Roads and Bridges
7. Make prompt decisions to instruct highway contractors when an on-site engineering complication arises
8. Technically risk assess and process abnormal load route applications for prevention of damage to highway assets, including structures.
9. At least quarterly, provide the Highways Asset Manager with a risk register for the assets listed above that identifies potential issues with maintaining or achieving the specified service level. Establish acceptable tolerances for each asset and produce a reporting mechanism to alert the Highways Asset Manager of any potential breaches.
10. Be responsible for securing as-built drawings and specifications for the assets listed above and for making any consequential changes to highway asset management databases.
11. Be responsible for the service-wide processes that ensure that the whole-highway asset management databases (currently Symology, Muse and Bridge Station) are always accurate and comprehensive.
12. Ensure that policies and procedures for works relating to the assets listed above are undertaken in accordance with all relevant legislation, including Traffic Management Act 2004, New Roads and Street Works Act 1991, Highways Act 1980, London Permit Scheme and Construction Design & Management (CDM) 2015

### **Management**

13. Deputise for the Highways Asset Manager.
14. Provide line management to direct reports, proactively encouraging learning and development and ensuring all relevant HR processes and policies are adhered to, including, but not limited to, 1-2-1s, sickness returns, annual leave management.
15. Plan Clerks of Works' tasks, which will be at unfixed boroughwide locations. Their workload shall include:
  - a) pre-site inspection
  - b) supervision of work in progress
  - c) testing of materials
  - d) joint measurements

- e) approving finished work
  - f) preparing of schedule and supervision of remedial works
  - g) certification for approval of work standards
  - h) scheduling of defects
  - i) defect-correction
  - j) handover
16. Be responsible for ensuring the Highways Asset Officer:
- a) maintains the Local Street Gazetteer
  - b) delivers the highway extent and CON29 land search service
  - c) keeps highway webpages up to date.
17. Manage the Highways Technician to:
- a) ensure adherence to the Section 58 process to protect newly surfaced roads from being excavated by statutory undertakers.
  - b) arrange permits for work activities that are not being undertaken by the term maintenance contractor
  - c) provide administrative assistance for service area
  - d) deal with the service area's daily correspondence
18. Assist in the management and administration of consultants, the preparation of consultant's briefs, the evaluation of tenders and reviewing consultant's performance in relation to the assigned functional areas of responsibility.
19. Work with multi-disciplinary cross department and cross-organisational groups, neighbouring local authorities, community groups, businesses, emergency services, elected members or external stakeholders (e.g. Transport for London or Environment Agency) in developing projects and programmes.
20. To ensure that robust project management procedures are utilised for all projects assigned to the post holder to ensure effective delivery within budget and deadline.
21. Provide effective contract management by running monthly operational progress meetings.
22. Adhere to Council's procurement and financial regulations for the appointments of external suppliers/ consultants.
23. Assist in preparing advice on the effects of relevant new or draft legislation, Codes of Practice or other initiatives, publications, or developments.
24. Work flexibly in undertaking the duties and responsibilities of this job and participate as required in multi-disciplinary cross-department and cross-organisational groups and task teams.
25. Be responsible for ensuring that all actions of the post holder and the staff supervised conform to the Council's quality standards and policies, Acts of Parliament, Statutory Instruments, Standing Orders, Service and Departmental Office Manuals, Financial Regulations, Contract Management and Administration systems and procedures, etc.
26. Ensure that all works are developed in cognisance of the Council's wider policy objectives, particularly those set out in the Borough Plan, the Local Plan, the Borough Transport Strategy, Highways Infrastructure Asset Management Plan and the Lambeth Air Quality Action Plan.

## **Finance**

27. Using the baseline annual budget supplied by the Highways Asset Manager, create the baseline cost plan for the post-holder's area of responsibility. Once approved by the Highways Asset Manager, maintain regular and accurate financial and non-financial reporting to Highways Asset Manager, including analysis and evaluation on the current and forecasted work programmes, to provide an accurate reflection of progress.
28. Operate a procurement strategy that ensures the most economically advantageous procurement of goods and services
29. Seek and secure external funding opportunities to offset the cost of delivering the Service
30. Procure the goods and services required to fulfil the outcomes described above, assessing, and approving applications for payment according to the scheme of delegation.


### **Health & Safety**

31. Ensure that all the postholder's own and instructed activities meet Health and Safety requirements and regulations, including Construction Design Management and Health and Safety at Work act regulations.
32. Be responsible for risk writing Risk Assessments and Method Statements (RAMS) relating to direct reports' areas of work and for approving/rejecting those submitted by others relating to the post-holder's area of responsibility
33. Ensure that all direct reports have been issued with, and use, personal protective equipment stated in relevant RAMS

### **General**

34. Deal with multiple work streams and adapt to changing priorities daily. Resolve conflicting demands of statutory bodies, services, and user groups.
35. Respond to written and verbal enquiries from Councillors, Members of the Public, Utility Companies, Contractors and Businesses.
36. Undertake inspections on highways, railways or in water courses in all weather conditions, as necessary. Provide public service in a diverse inner-city area.
37. Create a culture and environment of customer-focussed service delivery that promotes ownership, responsibility, and continuous improvement.
38. Take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.
39. Take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld. This includes, amongst others, Management Compliance Charter, Environmental Policy, Data Protection Act, Race Equality Action Plan, Quality Assurance Plan, Health & Safety, Sustainable Construction and Recycling.
40. Work flexibly in undertaking the duties and responsibilities of this job, and participate as required in multi-disciplinary cross-department and cross-organisational groups and task teams
41. Be available to attend stakeholder meetings which may be out of normal working hours.

**Person Specification  
Highway Asset Engineer**

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under Disability Confident Scheme, you will need to give evidence or examples of your proven experience in the areas marked with a (✓) on the person specification when you complete the application form.</p> 			<b>Shortlisting Criteria</b>
<b>Key Knowledge</b>	K1	Excellent understanding of highway design, design standards, specifications, and highway construction	A ✓
	K2	Excellent understanding of current and forthcoming legislation relevant to the post (e.g. CDM 2015, Highway Act 1980, New Roads and Street Works Act 1991)	A ✓
	K3	Sound knowledge of highway asset database systems, preferably Symology, Bridgestation and Muse	
	K4	Understanding of the need to provide public service in a diverse inner-city area and the challenge this poses.	
<b>Qualifications</b>	Q1	A relevant degree or professional qualification or an equivalent combination of qualification and experience together with demonstrable skills and aptitude	
	Q2	Evidence of relevant continuing personal development	
	Q3	Preferably, skilled in AutoCAD to at least NVQ Level 3	
<b>Relevant Experience</b>	E1	Experience of writing and speaking English to a high standard. Capable of expressing complex information accurately, clearly, and concisely. Able to use an appropriately accessible style and vocabulary.	
	E2	Experience of managing small work projects to agreed outputs and deadlines.	
	E3	Experience of delivering clear, succinct, and rational presentations	
	E4	Experience of good time management skills dealing with multiple work streams and changing priorities.	A ✓
	E5	Experience of highway asset management within a public sector environment.	A ✓
	E6	Significant experience in identifying, prioritising, designing, and constructing changes to highway assets in a city environment.	
	E7	Significant experience of commissioning consultants, writing briefs, contract management and supervision.	A

	E8	Experience of working with and contributing to multi-disciplinary teams, using your own problem-solving skills.	
	E9	Experience of carrying out and supervising site surveys	
<b>Key Behaviours</b>		<p><b>Focuses on People</b></p> <p>Is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact. It's about ensuring we have the right processes in place.</p> <ul style="list-style-type: none"> <li>• Ensure that service standards are set to benefit citizens not the suppliers</li> <li>• Ensure that the staff receive the training and support to achieve service standards</li> </ul>	
		<p><b>Takes Ownership</b></p> <p>Is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development.</p> <ul style="list-style-type: none"> <li>• Constantly thinks "how could we do this better"</li> <li>• Takes action to capitalise on opportunities</li> <li>• Takes calculated risks to deliver better outcomes</li> </ul>	
		<p><b>Works Collaboratively</b></p> <p>Is about helping each other, developing relationships, and understanding other people's roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results.</p> <ul style="list-style-type: none"> <li>• Seek the advice of the potential supply chain and those who will use the contracts prior to writing those contracts</li> <li>• works across teams or groups to raise or solve issues</li> <li>• Encourages others to contribute to collaborative working</li> </ul>	
		<p><b>Communicates Effectively</b></p> <p>Is about how we talk, write and engage with others. It's about using simple, clear, and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation.</p> <ul style="list-style-type: none"> <li>• Promote good contract management practice throughout the Service</li> <li>• Encourage users of the Council's contracts to feedback on what works and what does not work so well</li> <li>• Take time for regular catchups, team meetings and one-to-ones to give and receive information</li> </ul>	

		<p><b>Focuses on Results</b></p> <p>Is about ambition and achievement. It's about orienting ourselves towards the end product and considering the effect of our service. It's about making the right impact, having the right result and changing things for the better</p> <ul style="list-style-type: none"><li>• Be ambitious; take calculated risks if the reward is worth it</li><li>• Put in place end-to-end processes that, if followed, maximise the chance of successful outcomes</li></ul>	
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