

JOB DESCRIPTION

Job Title: Principal Engineer (Road safety)

Directorate & Section/Unit: Economy & Infrastructure, Traffic Management Service

Reporting to: Road safety Engineering Manager

Management responsibility for (Level 1 Manager and above):

Please do not change the following information unless a grading or DMA review has been undertaken.

WCC Management Level: 0

Number of Direct Reports: 0

Our People Values:

To uphold and act in accordance with Worcestershire County Council's values;

- **Customer Focus** – Ensure delivery of a high quality service which meet the needs of customers.
- **Can Do Culture** – Be proactive to achieve excellence, finding solutions and creative ways of working.
- **Freedom within Boundaries** - Make constructive change through cohesive decision making, ensuring services are responsive.

Purpose of job:

To ensure the County Council meets its statutory duty in road safety through accident studies and road safety engineering techniques

Main Activities & Responsibilities:

- To lead on the development of the casualty reduction programme based on detailed accident analysis to develop a prioritized programme of highway improvement and/or maintenance schemes.
- Manage the capital funding allocation for the accident studies and casualty reduction programme including financial forecasting
- Oversee the delivery of the schemes in relation to recommendations on direction and decisions during the design process.
- Produce an Annual Monitoring and Evaluation report covering Accident Studies, delivery of improvements and outcomes
- To assist with the road safety auditing service stages I, II, III and IV for WCC highway improvement schemes and check third party audits including those for development proposals.
- To undertake the investigation of all fatal accidents in conjunction with Police representatives, make recommendations and prepare detailed reports.
- To establish contacts with appropriate representatives both internal and external to draw on expertise and develop working partnerships.
- To maintain and develop the established close liaison and co-operation with officers of the West Mercia constabulary in the furtherance of accident investigation, prevention and research.
- To prepare reports and evidence for public inquiries and to attend such meetings as a representative of the Authority as required.
- To ensure that all surveys and other works undertaken by supervised staff are carried out within Health and Safety legislation.
- To provide an advice service and to be the focus of knowledge on accident remedial and prevention schemes, including costs, effectiveness, applicability and relevant legislation.

- To prepare briefs, as necessary, for colleagues and consultants to undertake the detailed design and construction of such schemes.
- To undertake research and feasibility studies accident remedial schemes, incorporating detailed consultation and estimates and taking overall project Management responsibility for these schemes to the point of handover for detailed design and implementation to include:
 - Obtaining information from statutory undertakers and issuing of appropriate notices
 - Undertaking risk assessments, including compilation of the health and safety file and production of the design stage Health and Safety Plan
 - Consultation with interested bodies and the public, mounting exhibitions as appropriate
 - Co-ordination of ancillaries such as street lighting and TROs
 - Supervision of contractors, as appropriate
 - Follow up with regards to maintenance needs
- To supervise colleagues and consultants undertaking detailed design including all requisite consultations, mounting of exhibitions and implementation of projects, as appropriate.
- To take overall responsibility for budget management of these projects including producing detailed estimates, checking payments and overseeing associated administrative procedures.
- To monitor the construction of road safety engineering schemes, ensuring that compliance with specified standards is maintained.
- To draft technical reports for Members and Chief Officers
- To liaise with other officers of the Directorate and the Authority on technical, legal and environmental issues relating to the implementation of proposed schemes.
- To provide information for outside bodies or other parties who may be affected as a result of the implementation of these projects.
- To develop and establish annual programmes of work including consultation, the preparation of tender documents and budgets.

General Duties:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.
- To participate in the Council's emergency response arrangements as directed by the designated officer.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities
- To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equality and Diversity Policy

Contacts:

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Elected Members, Directors, Heads of Service, Senior Managers, Management Teams, Managers &

Staff across all directorates, Project Staff.

External: District & County Councils, Government Agencies & Departments, Developers, Consultants, West Mercia Safer Roads Partnership, Police, Fire, Suppliers, Contractors, Service providers, Statutory and Voluntary Organisations, service users, clients, customers, members of the public

Notes:

- This post is subject to a criminal record check under the arrangements established by the Criminal Records Bureau.
- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Disability Discrimination Act.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.

PERSON SPECIFICATION

Post Title: Principal Engineer (Road safety)

Directorate/Division: DE&I

Scale / Grade: PO2

EXPERIENCE

- Significant experience in the preparation of risk assessments
- Significant experience in the project management and the monitoring and forecasting of budgets
- Significant experience in data analysis and the application to highway improvement solutions
- Significant experience of the supervision of consultants and contractors
- Significant experience of consultation with the public and interested organisations
- Considerable experience in the preparation of project briefs
- Considerable experience of presenting at public meetings consultations and exhibitions.

It is desirable that the postholder has:

Experience in carrying out Road Safety Audits

KNOWLEDGE, SKILLS AND ABILITIES:

- Expert Knowledge of the design and specification requirements for Highway improvement schemes
- Expert Knowledge of the Construction (Design and Management) Regulations and any other legislation appropriate to the job.
- Expert level knowledge of Highways legislation and practice
- Good oral and written communication skills, including preparing and giving presentations;
- Management skills including the ability to motivate a team of people to achieve results
- Good planning and organisational skills

- Persuasive, tactful yet firm negotiation and influencing skills
- The ability to plan, design, implement and co-ordinate complex schemes, with appropriate internal controls
- The ability to analyse, interpret and manipulate data
- The ability to understand, interpret, draft and write complex technical and other reports to a standard for presentation to senior managers including those of partner organisations and to elected Members
- Computer literacy including ability to use standard packages such as Microsoft Word, Excel, and Outlook and knowledge of databases
- The ability to travel extensively and at short notice in the course of work
- Willingness to work occasionally outside normal office hours

QUALIFICATIONS/TRAINING/DEVELOPMENT

- A level 6 qualification such as a Honours degree in Civil Engineering or a relevant subject, **or** equivalent competencies.
- Project Management qualifications or equivalent competencies

It is **desirable** that the postholder has:

- Membership of the Society of Road Safety Auditors and Register of Road Safety Auditors
- IT qualifications, eg European Computer Driving Licence

Sarah Gilmour

Date: Jun 2024