

Job Description

POST TITLE	Engineering Manager	POST NO:	ST1015
SERVICE UNIT	Streetscene	GRADE:	14 (plus professional fees)
JOB EVALUATION	A424	JOB FAMILY	N/A
RESPONSIBLE TO:	Head of Streetscene		
RESPONSIBLE FOR:	A variable number of professional, technical, supervisory, inspection and support staff		
LOCATION	Burnley Town Hall	STATUS	Middle Manager

Job Purpose

To manage the Engineering Team within the Streetscene Unit. Provide an efficient and effective Engineering service in compliance with the aims and priorities of the Council and in accordance with all relevant legislation and service standards. Manage professional, technical, supervisory and inspection staff in the Unit

Main Duties and Responsibilities:

1. To lead, manage and supervise staff within the Streetscene Unit and deputise, on occasions, for the Head of Streetscene.
2. To provide management of and direction and advice on Engineering issues, including liaison with internal colleagues, external partners, Councillors, and the public. To carry out, in conjunction with other Officers, the duties ascribed to the Council under the Construction, Design and Management Regulations.
3. To be responsible for the organisation of relevant parts of the workload involved in the design and safe implementation of capital and revenue work, with key internal and external stakeholders (for instance: Economy and Growth, Lancashire County Council, and the Environment Agency) either by small multi-agency teams or on an individual agency basis.
4. To be responsible for the planning, operations and performance monitoring of specific functions and projects within the Unit together with the preparation and collection of management information. To utilise knowledge and experience in defining and analysing problems as they present and to develop solutions.
5. To be an active member of the Unit's Management Team, assisting in the production and management of the Unit's Service Plan, and its response to

changing strategic priorities, new legislation, budgetary and resourcing/ workforce planning and Member/ resident stakeholder briefings.

6. To contribute to the future of the Streetscene Unit by maintaining and improving customer and safety awareness and quality of service. To make effective use of staff resources ensuring cost effectiveness and achievement of targets and programmes, whilst implementing Council policies and priorities.
7. To assist the Head of Streetscene in preparing and managing the Unit's Capital Programme and Revenue budgets and relevant report writing and written/ verbal briefings to a wide range of stakeholders on Engineering/ Streetscene related matters.
8. To be responsible for the strong delivery of organisational development and the day to day management and motivation of staff in the Engineering Team, in order to maximise delivery of an effective and efficient service. To deliver regular 1 to 1's and Performance Development Reviews in your Team and ensure that agreed training targets are achieved. To lead on workforce development, staff recruitment and selection to the team, and participate in disciplinary and grievance issues and other employee related matters.
9. Middle Managers are required to provide a working environment that is safe and without risks to the health, safety and welfare of employees and others who may be affected. This is in accordance with the Health and Safety at Work Act, associated regulations and the Council's Health and Safety Policy.
10. To support the Council's Emergency Planning response across all Engineering aspects.
11. To undertake additional training relevant to the duties of the post.
12. To undertake such other associated duties which may be required from time-to-time and are commensurate with the salary grading of the post.

Health & Safety

Managers are required to provide a working environment which is safe and without risks to the health, safety and welfare of employees, and others who may be affected, in accordance with the Health and Safety at Work Act, associated regulations and the Corporate Health and Safety Policy.

Politically Restricted Post

This is a "Politically Restricted" post under the provisions of Section 3 of the Local Government and Housing Act 1989.

FOOTNOTE

This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the post holder's responsibilities.

Equality Act 2010

If you are a disabled applicant or an employee who has become disabled and this will affect your ability to do any of the above duties the Council will consider making some changes it thinks are reasonable.

Examples of changes may include providing equipment, making alterations to the workplace or changing some parts of the Job Description.

Prepared by: Joanne Swift

Date: December 2022

Postholder:

Date of issue:

Person Specification

POST: Engineering Manager	GRADE: 14
	Post No: ST1015

Selection Criteria:	Essential/ Desirable E/D	Means of Assessment: Application/Interview/ Certificate/Presentation/ Test A/I/C/P/T
QUALIFICATIONS		
1. Qualification in the field of Engineering at degree level or higher.	E	A/C
2. Member of appropriate technical body.	E	A/C
3. Management Qualification and evidence of management training.	D	A/C
EXPERIENCE		
4. Post qualification experience in Municipal and Civil Engineering, including tender preparation and contract management for capital schemes and services.	E	A/I
5. Management & development of staff and resources at a senior level, including implementing and managing change (e.g., workforce/ resource planning and performance management.)	E	A/I
6. Experience of setting, allocating and monitoring budgets across a number of cost centres and services, and managing the same.	E	A/I

Selection Criteria:	Essential/ Desirable E/D	Means of Assessment: Application/Interview/ Certificate/Presentation/ Test A/I/C/P/T
7. Experience of Project Management, delivering schemes on time and within budget, including the production of Financial and Project bid reports and resources.	E	A/I
KNOWLEDGE/ SKILLS/ ABILITIES		
8. Ability to lead, motivate, manage, and develop staff and teams within a direct management role and across multi-disciplinary teams.	E	I
9. To communicate clearly and effectively e.g. to be able to write reports and deliver briefings at a senior level and to have strong communication and motivation skills, both verbally and in writing.	E	A/I/P
10. To monitor, review and improve service delivery and respond to and implement change in a positive way.	E	A/I
11. Ability to make effective use of a range of resources and to plan, prioritise and work to deadlines, whilst reconciling conflicting demands and issues.	E	I
12. Computer literacy (i.e. competent use of databases, spreadsheets, email, Internet, mobile phone App technology, and the Unit's specialised systems e.g. CAD).	E	I/T
13. Knowledge of a wide range of engineering related Legislation and Regulations.	E	I

Selection Criteria:	Essential/ Desirable E/D	Means of Assessment: Application/Interview/ Certificate/Presentation/ Test A/I/C/P/T
SPECIAL REQUIREMENTS		
14. A commitment to Equal Opportunities and understanding of its contribution to service delivery.	E	I
15. Understanding of customer access and customer focussed service delivery.	E	I
16. Available for call-out under Emergency situations.	E	I
17. Available for occasional evening and weekend duties.	E	I
18. In possession of full current driving licence	E	A/C
19. Owns or has use of vehicle that can be used for business.	D	A/I
The Burnley Way		
Burnley employees are expected to be role models the organisation's TEAM values and behaviours which are: Together, Enterprising, Ambitious and Meeting Customer Needs. Our organisational leaders and managers are expected to strive to create a culture of openness and trust, where people are led and managed in line with TEAM values acting as role models for working collaboratively to drive efficiency and service improvements in order to deliver the Council's vision and objectives. Further details are contained in the Behaviour Framework		