JOB DESCRIPTION

JOB TITLE: Senior Infrastructure Delivery Officer

GRADE: GR4

DIVISION: Transportation and Connectivity

NO OF POSTS: 12.0

SECTION: Infrastructure Delivery

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: NO

1.0 JOB PURPOSE

1.1 To assist in the directorate functions relating to the transportation network and other infrastructure works and to lead on the design, approvals and delivery of appropriate projects commensurate with this post.

1.2 To assist the lead officer in the management of resources and implement work programmes and projects. In this context full account will be taken of the democratic process, public accountability and financial probity and integrity of public services. Full account shall be taken of the requirements of specialist external clients as appropriate.

2.0 DUTIES AND RESPONSIBILITIES

2.1 To assist in the implementation of specific projects, programmers of work and services within timescale, budgetary constraints and any contract conditions.

2.2 To apply the design and engineering standards to the design and delivery of transportation and infrastructure projects of the city council and third parties including private developers.

2.3 To manage the contracts including finances and the work/performance of contractors and activities of private developers to ensure that work elements are constructed in accordance with contract/developer approved contract conditions, agreements, drawings and specifications to achieve quality standards.

2.4 To prepare documentation as necessary in the preparation of design solutions and evaluation of options and costs and evaluate and recommend costed options together with relevant drawings and / or documentation for infrastructure projects.
and assist in the preparation of maintainability assessments in accordance with the Highways PFI requirements.

2.5 To prepare scheme cost estimates, Bill of Quantities and Contract Documents using appropriate standards and established practices and procure the services of construction contractors and project briefs and reports on a range of issues and adhere to the Project Governance process.

2.6 To project manage and lead the development of highway and engineering designs from concept to construction to a high quality on time and within budget.

2.7 To provide specialist professional /technical advice in one or more relevant subject area and “value engineering” solutions to infrastructure projects during design and implementation stages.

2.8 To assist with developing, assessing and achieving performance measures at project/service specific level and implementation and review of operational practices, systems and procedures.

2.9 To plan and manage public consultation and liaise with customers and stakeholders in professional, responsive and focused manner.

2.10 To operate in-house IT systems and computer design packages.

2.11 To participate fully and actively in all training and developments activities, including managing own development and assist in the development of staff.

2.12 To adhere to the Quality Management System.

2.13 To provide solutions and ensure compliance with Standing Orders, Financial Regulations and legislative requirements.

2.14 To have an understanding of, and ability to apply the CDM Regulations and act as Principal Designer and apply good Health & Safety practices.

2.15 To represent the interests of the City Council as required.

2.16 To undertake work outside normal hours. This may include attendance at meetings.

2.17 To undertake site duties commensurate to the grade as required for the service delivery.

OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED
3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE:

JOB NO:

3.2 LEVEL OF SUPERVISION

Left to work within established guidelines subject to scrutiny by supervisor.

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

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<tr>
<th>POST TITLE</th>
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<th>NO OF POSTS</th>
<th>LEVEL OF SUPERVISION*</th>
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*Use 1, 2 or 3 as in 3.2

5.0 SPECIAL CONDITIONS

CONTACTS:

Officers of the Development Directorate and other Council departments:
Officers from within the City Council
Regional and Local Partnerships
Other public sector agencies
Private developers and landowners
Professional consultants, agents etc.
Other private sector organisations
Elected members
Other stakeholders
Voluntary bodies and charities.
General public either as individuals or in organisations
**Person Specification**

**Post:** Senior Infrastructure Delivery Officer  
**Grade:** 4

**Division:** Transportation and Connectivity  
**Section:** Infrastructure Delivery

**Directorate:** Economy

**Method of Assessment (M.O.A.)**

| M.O.A. | A.F. = Application Form; I = Interview; T. = Test or Exercise; C. = Certificate; P. = Presentation. |

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| **Education/Qualifications**  
NB: Full regard must be paid to overseas qualifications. | I Eng MICE (Incorporated Engineer, Member of the Institution of Civil Engineers) or equivalent professional qualification or education base required to obtain CEng MICE (Chartered Engineer / Member of the Institution of Civil Engineers) or, Higher BTEC National qualification in a relevant discipline or equivalent technical qualifications. |

| Experience  
(Relevant work and other experience) | Knowledge and Experience |
|-------------------------------------|--------------------------|

1. Relevant experience in Civil Engineering or Transport Planning, Traffic Engineering, Transport Assessment.  
2. Experience of managing transportation/infrastructure projects from concept to construction including management of programme, cost and risks.  
3. Experience in leading with the technical and financial aspects of project development, design and implementation in the areas of transportation and infrastructure projects.  
4. Experience of providing specialist professional / technical advice in one or more relevant subject areas.  
5. Experience of assisting with the assessing and approving of designs for highway works associated with Section 278 and 38 Highways Act 1980.  
6. Experience in the use of current design standards and DMRB application.  
7. Proficient in at least two technical areas e.g. geometry, signs, drainage, MX and other relevant technical areas  
8. Experience in the application of CDM regulations  
9. Experience in meeting with general public and their representatives to discuss, develop, resolve and implement solutions |

| Skills & Ability  
e.g. written communication skills, dealing with the public etc. | M.O.A. |
|-----------------|--------|

1. Ability to identify and resolve problems of a technical, project planning and financial nature relating to transportation and infrastructure projects.  
2. Attention to detail to produce well-collated information | AF/I/T |
and documentation using appropriate standards and established practices.

3. Ability to plan, develop and undertake project work and deliver within set timescale and budget.

4. Ability to manage the work of the project team and to motivate others and promote team working.

5. Ability to prioritise own and other project team members workload.

6. Ability to communicate effectively both verbally and in writing with a range of audiences and to produce concise reports.

7. Ability to constructively participate or chair relevant meetings

8. Ability to use computer design and other in-house software packages

9. Ability to work in a way which promotes Equal Opportunities, Customer Care and Health and Safety.

10. Ability to use the Quality Management System.

11. To prepare both technical reports and draft initial City Council Cabinet Member Reports.

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<th>Training</th>
<th>Training &amp; Development</th>
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<tr>
<td>1. To demonstrate a commitment to continuing personal professional development and to obtain/maintain professional qualifications</td>
<td>AF/I</td>
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<td>2. To demonstrate a willingness to undergo training</td>
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