

## Group Engineer - Highways – Grade 13-14

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead so we are always looking for better and smarter ways to work.

The Group Engineers will be responsible for the operational leadership and management of teams. Teams may focus on Streetworks, Health and Safety, Asset Management, Maintenance and Safety Design, Street Lighting Design and Contracts– working collaboratively across West Yorkshire and the Combined Authority. The Group Engineer lead of major projects, planning and developing proposals and providing high level technical advice and guidance.

As a Group Engineer you will ensure your team(s) work efficiently and effectively and that the services provided are of a high quality, demonstrate value for money and overall have a positive effect on the lives of people within Kirklees.

Find out more about [working for Kirklees](#).

### The Job

You will manage teams within your Group who carry out engineering, technical, non-technical and specialist work. You will develop the potential of your staff and promote a good working environment which maximises and values employee contribution in achieving service objectives, in an environment of continuous service change.

You will promote a culture of performance management, continuous improvement and ongoing achievement. Your aim will be for your teams and the Group to deliver high quality, cost-effective business development solutions that meet the council's political priorities so effective budget, resource and programme management is essential. You will plan, monitor, manage and evaluate the work of your teams, and along with your peers will constructively hold each other to account to improve effectiveness in performance. You will be accountable for monitoring and reviewing your team(s) delivery against Council objectives, standards and performance measures.

Communication is vital for the effective and efficient work of the Highways Service. You will ensure that you undertake good and informative communication process so that all your team(s) are aware of the Service objectives / future plans and the Council's vision and values which impact on how our service is delivered. You will also be required to deputise for your Operational Manager or Unit Manager from time to time.

You will actively promote a culture of safe working practices, having a thorough understanding and practical application of safe systems of work allied to the construction industry.

### Job Checklist

- Lead and deliver an efficient and responsive Service which is attuned to customer needs and political priorities, within budget.
- Provide lead technical and specialist support and advice to your teams, senior management, Council, Cabinet, and Scrutiny.
- Ensure the service proactively contributes to collaborative partnership working.
- Develop, promote and sustain a positive image of the Service when dealing with customers and partners both internal and external.
- Timely monitoring and reviewing of information to inform decision making and allocate resources to deliver to time and budget.
- Takes a proactive approach to negotiation and decision making.
- Applies knowledge and understands how local government operates.
- Applies experience of writing reports for decision making committees, preparing working procedures and implementing policy change.
- Ensure relationships with councillors are well supported, managed and arrangements comply with constitutional, financial and democratic requirements in relation to decision-making and scrutiny.
- Ensure work is carried out in accordance with relevant policies, procedures, standing orders, Codes of Practice and legislation applicable to the area of work.
- Delivers an effective level of service which meets or exceeds standards.
- Consult and undertake research and analysis to ensure decision around projects and initiatives have had appropriate engagement and ensured stakeholders fully informed.

Please see your responsibilities related to [safeguarding](#).

## The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work. Supporting the Operational Managers, you will demonstrate a track record in:

- Delivery of Statutory and legal obligations.
- Leading multi-disciplinary teams and projects which will deliver complex programmes.

Your flexibility, resilience and positive professional approach will inspire confidence across Council boundaries. Your approach to communication will engage and inspire in all arenas.

You will act as a role model for the Service, providing a clear purpose and sense of direction and represent the council both internally and externally. Your leadership skills will motivate the team and enable individuals to maximise their contribution to service delivery.

You will lead the team by example in working co-operatively, communicating and consulting with appropriate colleagues internal and external to the Council in order to maintain effective working relationships. You will proactively seek customer feedback to improve service delivery and check understanding of their requirements.

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

We also expect you to promote and role model the Council's Expectations of a Council manager within the organisation.

This role is at level 3. The Council's [Behaviours and Expectations](#) will be tested throughout the selection process.

## Person Checklist

### (Entry level - Grade 13)

Please refer to Progression Criteria document for further information on progression to Grade 14.

- An appropriate professional or academic qualification that supports and develops the skills and abilities required for the post or the ability to demonstrate significant experience.
- Experience and knowledge of budget preparation and financial/budgetary management and control.
- Experience of effective leadership alongside team management and development.
- Experience of commissioning skills to ensure an appropriate level of resourcing to deliver effective project / programme management. Must have proven ability to apply these skills in the delivery of construction projects.
- A performance management ethos to ensure efficient and effective service delivery.
- A team player with proven effective communication skills, to create and maintain constructive relationships across a range of groups – i.e.
- Councillors. West Yorkshire Partners, Trade Unions
- Customer focused with excellent relationship management skills.
- A working knowledge and understanding of policy, procedures and legislation applicable to the post.
- Demonstrate effective and creative use of communication tools to deliver concise and motivational messages, appropriate to the role.
- You must hold a full and valid driving licence and be willing to undertake and pass a Kirklees Council driving test and travel between sites using a Council vehicle, or have the ability to travel between sites.

*This Role Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.*

**For Recruitment Purposes:** In order to be considered for this role you will need to demonstrate how you meet the points in the Person Checklist.



# Group Engineer Highways Development Management

Our Vision at Kirklees is to be a district which combines a strong, sustainable economy with a great quality of life – leading to thriving communities, growing businesses, high prosperity and low inequality where people enjoy better health throughout their lives.

The adopted Kirklees Local Plan provides this framework for exciting growth to achieve our ambition and will provide you with excellent opportunities to network with a wide range of stakeholders and professional disciplines.

You will work in a team that will enable delivery of this growth where it will be your opportunity to shape solutions, assessing the potential impact of major and strategic planning applications and securing mitigation and contributions to deliver supporting infrastructure. You'll need to be creative and adaptable, but with your calm approach to managing conflicting priorities and securing consistently excellent results, you will be a key component in this directional challenge.

Taking a lead role within the Highways Development Management team, you will act as one of the key interfaces working with internal and external stakeholders to deliver high quality sustainable development within the Kirklees area.

You will be innovator who applies expert highways development planning experience and knowledge to keep a wide range of land use proposals on track. And with your input, Highways Development Management will have a major influence and contribution on place making and delivering the Kirklees Vision.

We are looking for an individual who:

- is customer focused and is prepared to go that extra mile to provide a high quality service
- has excellent and demonstrated leadership skills and is an effective decision maker.
- has excellent and demonstrated project management experience
- has excellent verbal and written communication skills, with the capacity to cement your conversations with comprehensive responses to planning applications and reports.
- has excellent transport infrastructure planning, development management and place-shaping skills.
- understands and can work within a political environment
- enjoys working in partnership with people and stakeholder organisations.
- has a good understanding and aptitude in dealing with legal documents, local highway design guidance and planning legislation.
- has great IT skills (including Word and Excel).

You must hold a full and valid driving licence and be will to undertake and pass a Kirklees Council driving test and travel between sites using a Council vehicle.

**Group Engineer**  
**CROS - Operational Services - Highways**  
**Career Progression**  
**Grade 13 - 14**

**Introduction:**

*The Council is committed to investing in the personal and professional development of staff. Career Graded Posts Progression Schemes (CGPSs) support staff in their career aspirations and allows the Council to ensure it has a workforce to deliver high quality services to citizens of Kirklees by having employees with the necessary level of skills and experience.*

**Principles:**

*CGPSs provide a consistent and structured framework to support employees to progress in their chosen career. The schemes identify pre-determined criteria against which employees will be assessed and should be accessible, easy to understand and achievable within the context of the job.*

*Career grades and progression should form part of the overall approach to Performance Management and Performance Appraisal is a fundamental part of this.*

**PROGRESSION SCHEME PROCESS**

You can request consideration for career grade progression after being in post for 12 months.

In order to support you, career grade progression will be discussed as part of overall Performance Management e.g. 1:1 and Performance Appraisal discussions.

To be able to apply for career grade progression, you must be able to demonstrate that you are eligible to be awarded an increment as part of the Performance Appraisal process. In addition, you should be able to demonstrate achievement of your objectives and a commitment to personal and professional development.

You will need to submit the following electronically to your line manager:

- Your current appraisal paperwork.
- Evidence of learning and development
- Case study of recent work – demonstrating your experience, improving your decision making skills, developing your specialist knowledge and your communication skills.

This information will be assessed by a panel of senior officers. You will also be required to attend a meeting where the above information will be discussed in more detail.

The panel will make their decision and this will be signed off by the Team Manager.

You will be advised of the outcome by your line manager. This will be confirmed in writing.

If you are unsuccessful in your submission for progression, you may be “referred” to submit further evidence or “deferred” if it is felt you are not yet ready for progression. If referred, you will have four weeks to submit further information. If deferred, you must wait a further six months before resubmitting a request for progression.

If you disagree with the outcome of the Career Progression you must put your concerns in writing to the Head of Service within 10 days of the sign off.

**To achieve progression you will need to demonstrate:**

**For Group Engineer – Grade 14.**

**As per the Person checklist for entry grade Grade 13 but also demonstrating within the examples, how these have been undertaken consistently and is a normal way of working, with most area showing significant skills and knowledge and in some areas being regarded as a role model, plus:-**

- Can effectively plan, develop, design and evaluate processes/materials for the managing and presenting of information.

**For Group Engineer - Progression through Grade 14**

**As per entry Grade 14, demonstrating within the majority of the examples how these show significant skills and knowledge and that you are regarded as a role model, plus:-**

- Effectively manage the planning, co-ordination, monitoring and the delivery of projects as well as project risks, and takes action on those risks where appropriate.