



Knowsley Council

## **Principal Engineer Site Development Highways and Transportation**

**Pay Band L / SCP 38 - 39**

**£34,106 - £35,229 per annum**

**Job reference: CVP 567**

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Dear Applicant

**Post of Principal Engineer – Site Development**

Thank you for your enquiry about the post at Knowsley Metropolitan Borough Council.

Please find enclosed further details about the post and an application form for you to complete and return by **Friday, 18 January 2019**. You can find out more about Knowsley Council from our website at [www.knowsley.gov.uk](http://www.knowsley.gov.uk).

Interviews are likely to take place within four weeks of the closing date. If you have not heard by then you should assume that your application has been unsuccessful. If you would like receipt of your application to be acknowledged, please enclose a stamped addressed envelope with your completed form.

The council places great importance on maintaining high levels of attendance at work and all Directorates operate under well-established guidelines to monitor and control absence. If you are successful at interview, the council will be seeking references and your present or last employer will also be asked to give details of your sickness and attendance record over the last three years.

If you require any assistance during the selection process due to a disability, please contact us as soon as possible on telephone number 0151 443 3434. For example you may need a sign language interpreter, require an accessible interview room, or need help completing a written application (taped applications may be submitted by prior agreement).

Please note that the Council will disqualify any applicant who directly or indirectly seeks or canvasses the support of any Councillor for any appointment with the Council.

You should email your application to: [recruitment@knowsley.gov.uk](mailto:recruitment@knowsley.gov.uk)

I look forward to receiving your application and thank you for your interest in this post.

Yours sincerely

*Jaci Dick*

Jaci Dick  
Human Resources Manager



Our shared vision - to make Knowsley: ***The Borough of Choice***

*“We want Knowsley to have a sustainable and diverse population with successful townships that provide a sense of place and community.”*

## Our Council Values

CORE VALUES:			
Act with integrity	Being accountable	Openness and transparency	Respect for people
<ul style="list-style-type: none"> <li>▪ Demonstrates honesty, reliability and trustworthiness</li> <li>▪ Does the ‘right’ thing</li> <li>▪ Demonstrates consistency</li> <li>▪ Acts according to a consistent set of morals, values and principles at all times</li> </ul>	<ul style="list-style-type: none"> <li>▪ Acknowledges and assumes responsibility for actions and decisions</li> <li>▪ Takes ownership and responsibility for resulting consequences and does not seek to apportion blame on others</li> </ul>	<ul style="list-style-type: none"> <li>▪ Makes decisions in an open and transparent manner</li> <li>▪ Shares information whenever possible</li> <li>▪ Explains when information can’t be shared</li> <li>▪ Is open to new ideas and new ways of working</li> </ul>	<ul style="list-style-type: none"> <li>▪ Champions equality and diversity with all people at all levels</li> <li>▪ Treats people in the way they would like to be treated</li> <li>▪ Values people and their contributions</li> <li>▪ Shows consideration for others through thought and action</li> </ul>



<b>Job description</b>	
<b>Job title</b>	Principal Engineer – Site Development
<b>Grade</b>	Grade – L
<b>Directorate</b>	Regeneration and Housing
<b>Section/team</b>	Highways & Transportation – Network Management and Development Group Projects Team
<b>Accountable to</b>	Team Leader Projects
<b>Responsible for</b>	Graduate Engineer and Technical Assistants
<b>Date reviewed</b>	July 2014

### **Purpose of the job**

The Network Management & Development Group is focused on achieving the safe and efficient movement of traffic around the Borough's highway network, bringing environmental improvement benefits to our local communities, and maximising economic development opportunities within the area.

The post holder will work as a member of the Projects Team and will be primarily responsible for assisting the Team Leader in ensuring the delivery of any highways infrastructure and associated legal agreements associated with development proposals, to maintain highway safety, secure improvements and sustainable means of access; to maintain and improve the highway environment for all users; and preserve the amenity of existing highway users from the impact of proposed development.

Main duties will involve facilitating the delivery of highways infrastructure through development agreements, and managing the delivery of the any highways project such as a S278 and S38 agreements.

### **Duties and responsibilities**

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. Assisting in ensuring the delivery of the Highway Development Control service.
2. To assess and comment on all aspects of design associated with the new highways layouts and engineering improvements submitted as part of the planning process in relation to their suitability for agreement/adoption under the highways act.



To liaise with colleagues and provide advice to developers, engineers and contractors to ensure the best outcome in relation to detailed designs concerning highways geometry, surfacing street lighting maintenance and drainage, to ensure adoptable standards are met.

4. To oversee and inspect the construction of new highway to serve development as well as works that are required off site that are required off site to be delivered as part of formal S106 and S278 agreements
5. To liaise with legal services and Finance teams as per the requirements of highways agreements in question to secure appropriate level of approval, and inspection fees, along with calculation of commuted sums and bond (surety ) payments.
6. Undertake regular visits to development sites to meet with contractors to ensure smooth running of the construction projects and to conform to the approved design standards and technical approvals granted.
7. To provide timely specialist technical advice to Councillors, Senior management, other professional teams/working groups and the public on allocated projects and services. This may include expert professional evidence at public inquiries.
8. As representative of the local Highway Authority, to advise developers on implementation, construction and adoption of new, and improvement of existing highway works relating to development including inspection and approval.
9. Provide timely advice to developers and colleagues in respect of highway development management aspects of new development proposals.
10. To ensure that the relevant policies, and guidance in relation to development construction agreements are kept up to date and accord with the councils current policies.
11. Too ensure that accurate financial information (including forecasting) is provided in relation to ensuring the services business objectives are met.
12. To keep up-to-date with current legislation and good practice, providing training and advice to colleagues when required.
13. Represent the Council on highway matters as may be required at meetings with the public, agents, Councillors, Parish Councils, other local organisations and external bodies, always demonstrating the highest standards of customer care.
14. Deputising for the Team Manager when necessary, representing the Council at public meetings.



Supporting and assisting the team in the delivery of the functions and services provided by the Projects Team.

16. To work flexibly as a member of the Network Management & Development Group to ensure that the aims and objectives of the Highways & Transportation service are met and a high standard of service delivery is maintained.
17. To observe the Council's Strategies and Policies for Equal Opportunities and Diversity.
18. To comply at all times with the requirement of Health & Safety legislation and Council policy, taking appropriate action where necessary.
19. To undertake other duties as may reasonably be required, which are consistent with the role and level of responsibility of this post.

### **Health and safety**

- To ensure suitable and sufficient risk assessments are carried out taking into account employees capabilities
- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger

### **Data Protection and Information Security**

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference
- Report actual or potential security incidents



Knowsley

**Person specification**

<b>Post title</b>	Principal Engineer – Site Development ( Projects team )	<b>Grade</b>	Grade L
<b>Directorate</b>	Regeneration and Housing	<b>Section/team</b>	Highways and Transportation ( Network Management and Development Group , Projects Team)

<b>Criteria</b>	<b><i>Essential requirements</i></b>	<b>* M.O.A</b>
<b>Skills, knowledge, experience etc</b>		
1	Ability to embrace the values of KMBC	A/I
2	Good working knowledge of current traffic / highway design guides and best practice.	A/I
3	Good knowledge of development control policies, standards and procedures and legal agreements, and experience of development management matters relating to highways and traffic issues.	A/I
4	Good knowledge of Highways legal matters relating to delivery of highways projects by 3 <sup>rd</sup> parties, particularly those relating to S278 and S38 agreements	A/I
5	Ability to communicate effectively with all parties including developers, contractors Councillors, members of the public and other bodies on traffic and highways development control issues.	A/I
6	Good inter-personal skills with an emphasis on customer care.	A/I
7	Experience of managing contractors and consultant in the delivery of highways improvements projects, with particular focus on site inspections related to adoption agreements, and quality of workmanship	A/I
8	Ability to analyse and interpret technical specifications and issues.	A/I
<b>Qualifications</b>		
9	Experience requirements are dependent upon qualifications:  (i) Degree in Civil Engineering or related subject plus relevant practical experience in traffic and / or highway engineering; or  (ii) BTEC Higher National Certificate in Civil Engineering or related subject with substantial relevant	A/C



experience in traffic and / or highway engineering.

**Health and safety**

10	Ability to ensure suitable and sufficient risk assessments are carried out taking into account employees capabilities	A/I
11	Ability to use equipment as instructed and trained	A/I
12	Ability to inform management of any health and safety issues which could place individuals in danger	A/I

**Personal attributes and circumstances**

13	A considerable commitment to flexibility, both in terms of duties undertaken and the need to occasionally work outside normal hours.	A/I
14	An ability to keep a positive perspective and perform well including during difficult situations.	A/I
15	Required to have a current full driving licence and access to personal transport (or equivalent mobility)	A/C
16	Provide a vehicle or equivalent mobility.	A/I

**\*Method of assessment (\*M.O.A)**

**A** = Application form  
**P** = Presentation

**C** = Certificate  
**T** = Test

**E** = Exercise  
**AC** = Assessment centre  
**I** = Interview

Date	Approved by authorised manager	Designation
30.7.14	Jon Robinson	Group Manager

**Where the post involves working with children, in addition to a candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:**

- **Motivation to work with children and young people**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people**
- **Emotional resilience in working with challenging behaviours**
- **Attitudes to use of authority and maintaining discipline**



We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.



## Conditions of Service

<b>Post</b>	Principal Engineer – Site Development
<b>Employment status</b>	Permanent
<b>Grade</b>	Pay Band L
<b>General</b>	The conditions in the National Joint Council for Local Authority Services (Green Book) will apply.
<b>Hours of work</b>	36 hours per week
<b>Salary</b>	£34,106 - £35,229 per annum
<b>Basic annual leave</b>	180 hours
<b>Medical</b>	The successful applicant will be required to complete a medical questionnaire and may also be required to undergo a medical examination.
<b>Training</b>	The Council is a recognised 'Investor in People' and encourages training and development for all employees.
<b>Pension</b>	You are automatically entered into the Local Government Pension Scheme, unless you elect not to join. Employees with contracts of employment of less than three months are not eligible to join the scheme. Contributions rates are dependant on salary as per the contribution rates shown below.
<b>Childcare vouchers</b>	The Council is in partnership with a childcare voucher provider which offers employees a salary sacrifice scheme. Further details are available from Human Resources Division.
<b>Car status</b>	Essential



## Pension contribution rates

The table below sets out the contribution bands which will be effective from 1 April 2018. These are based on the pay bands for **2018/2019**, with the result rounded down to the nearest £100.

Band	Actual Pensionable Pay for an Employment	Contribution Rate for that Employment	
		Main Section	50/50 section
1	Up to £14,100	5.5%	2.75%
2	£14,101 to £22,000	5.8%	2.90%
3	£22,001 to £35,700	6.5%	3.25%
4	£35,701 to £45,200	6.8%	3.40%
5	£45,201 to £63,100	8.5%	4.25%
6	£63,101 to £89,400	9.9%	4.95%
7	£89,401 to £105,200	10.5%	5.25%
8	£105,201 to £157,800	11.4%	5.70%
9	£157,801 or more	12.5%	6.25%

The pay ranges in the **Contribution rate** column of the table is increased on the 1st of April each year by applying the rate of pension increase applied to public sector pensions on the 1st of April that year and rounded down to the nearest £100.

If an active member has a permanent material change to his or her terms and conditions of employment which affects his or her pensionable pay, the employer may determine a different contribution rate to reflect that new annual pensionable pay. This can be either an increase or a decrease.



## Exempted posts – Disclosure & Barring Service (DBS) disclosure

Knowsley Metropolitan Borough Council aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from diverse candidates.

Certain posts are subject to a Disclosure & Barring Service check due to the nature of the work being undertaken. All candidates who are successful at interview for one of these posts will be asked to complete an application form for a 'disclosure' check by the Disclosure & Barring Service before the appointment is confirmed.

Whilst the council supports the rehabilitation of ex-offenders, it is obliged in the recruitment of all employees to use an Exemption Order of the Rehabilitation of Offenders Act 1974 in order to ensure safe recruitment to posts where working with children, vulnerable adults or other positions of trust are involved. If you apply for a post that is subject to a disclosure, you will be advised in the recruitment job pack.

Having a conviction or a record of some type of unacceptable behaviour **would not** necessarily bar you from being appointed to the post as any decision to employ will be considered on the individual circumstances of each case.

If you are in doubt about what you should declare, you can ask advice from a member of the Human Resources Division 0151 443 3434.

Further information about the Disclosure & Barring Service, including how information is assessed in line with the Rehabilitation of Offenders Act 1974 can be found on their website: [www.crb.gov.uk](http://www.crb.gov.uk)

## Safeguarding

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline



## **Equality and Diversity sub groups**

Knowsley Council has six established sub groups to support the equality and diversity agenda, details below.

The groups are supported by the Community Cohesion Manager, Paul Peng who can be contacted on 443 3073.

### **Knowsley Black and Minority Workers' Group (KBMWG)**

The group's vision is to 'promote respect and value diverse cultures within Knowsley', and they are committed to challenging all forms of discrimination, racial harassment and bullying to promote race equality in employment and in the delivery of services. Through development days, members of the KBMWG have established and discussed terms of reference and decided on ways to be involved with the council corporately.

### **Disability workers' group**

This group meet to discuss issues surrounding disability within Knowsley. The council recognises that people are disabled by society and not their impairment.

The group advises on all policy and procedure. They also provide a networking opportunity across the groups to discuss common issues and link with similar employee forums in other local authorities.

### **Knowsley Carers Forum**

The group provides drop-in sessions for people who are carers. More and more of our workforce are juggling work and caring for someone they love. This can be a difficult time. The group aims to offer information and support.

### **Knowsley Lesbian, Gay, Bisexual and Transgender Forum**

The group aims to promote the council positively as an employer which is supportive of the LGBT workforce, as well as promoting LGBT within the larger community.

It acts as a consultation forum on new and existing policies and strategies and participates within equality impact assessment processes with the view to improving and influencing change. Through the group there is a robust and systematic process for exchanging ideas, problem solving and information sharing, this then raises awareness and reduces discrimination within the workplace.

### **Knowsley Multi-Faith and Belief Group**

The group is a welcoming and caring community of people who value faith and belief in the workplace, and meet to explore and express these values and provide opportunities for others to do so.

Our aims are to:

- Celebrate and increase the appreciation of faith and belief in the workplace.
- offer support and community to colleagues who have a personal faith or who are seeking to explore their beliefs.



- challenge prejudice and inappropriate behaviour in relation to faith and belief in the workplace, where necessary.

### **Women's operational workers' group**

The group's primary focus is the consideration of women's equality issues relative to every aspect of employment and service delivery. As with the other groups, there will be representation at the Equality Directorate Implementation Group which then feeds into the Corporate Equality and Diversity Strategy Group meetings. The advice and guidance which this forum is anticipated to contribute will be a valuable asset to the Equality and Diversity agenda of Knowsley Council, particularly as women make up 63.9% of the total workforce.

Equality and diversity information is available to view on <http://www.knowsley.gov.uk/your-council/policies,-plans-and-strategies/people/equality--diversity.aspx>