


## Policy and Resources (Vacancy Monitoring) Sub-Committee

### Request to Fill a Vacancy Graded NLC12 and Above

<b>Service:</b> Regeneration & Environmental Services	<b>Division:</b> Roads & Transportation
<b>Section:</b> Roads & Transportation	<b>Post:</b> Senior Engineer Officer (Roads Structures)
<b>Grade:</b> NLC12	<b>Essential Qualification:</b> Degree or equivalent
<b>Date vacancy occurred:</b> 30 September 2015	<b>Current Salary Scale:</b> £34,494 to £38,916
<b>Reason for vacancy:</b> Retirement of post holder.	
<b>What are the consequences of not filling this post?</b> This is a key post that assists the Business Manager (Roads Strategy & Design) in ensuring an effective and efficient service. As well as day to day management of staff within the Roads Structures team, this post also has key roles, duties and responsibilities in ensuring the capital programme of works is delivered. Therefore, this post is essential for the continuation of effective service provision.	
<b>What alternatives to filling the post have been considered and why is it considered that these alternatives are not appropriate?</b> There are no alternatives to filling the post.	
<b>The following documents are enclosed with this form:</b> (✓)	
1. Job Description	<input checked="" type="checkbox"/>
2. Organisational Chart (detailing location of post in structure and including number of posts at same level)	<input checked="" type="checkbox"/>
<b>I confirm that, for the reasons set out above, that the filling of this vacancy is considered essential.</b>	
<b>Signature Executive Director:</b> 	<b>Date:</b> 07.10.2015
<b>Human Resources use:</b> <b>Date of Vacancy Monitoring Sub-Committee</b> _____ <b>APPROVE / NOT APPROVE / CONTINUE</b>	

North Lanarkshire Council  
Job Description



**Service:** Environmental Services  
**Division:** Roads & Transportation  
**Job Title:** Senior Engineer/Officer  
**Responsible to:** Assistant Business Manager  
**Grade:** NLC12

**Job Outline:**

Responsible to the Assistant Business Manager for the effective and efficient management of Roads & Transportation Services, ensuring the delivery of a high quality professional service that maximises the resources available, delivers positive outcomes and meets the needs of our customers and service users. The main functions are:

**Main Duties and Responsibilities:**

In addition to the normal duties and responsibilities you will be responsible for:

1. Assisting in the preparation and collation of information for relevant committees and for providing legislative, professional and technical advice as necessary.
2. Representing the Head of Roads & Transportation Services and the Council as necessary in the achievement of organisational priorities and policies, including contributing to and attending internal and external groups and agencies such as conferences, seminars, meetings, public enquiries, tribunals, government departments and committee.
3. Playing a full and active part in the corporate approach to the overall running of Council services, ensuring, through the Head of Roads & Transportation and in conjunction with other Officers, the effective and efficient implementation of Council priorities and policies and the effective deployment of resources to this end.
4. Assisting in the implementation of major policy and change initiatives and programmes to enhance performance and co-ordinate and evaluate progress against agreed outcomes.
5. Assisting in the implementation of the operations and service management plan which reviews performance, establishes the needs, requirements, objectives, and sets out a forward programme of key tasks and performance targets for Roads & Transportation Services.

6. Demonstrating commitment to the aims of the management team and working collaboratively across the organisation to help achieve service and corporate objectives.
7. Assisting in the promoting of the service to all sections of the community through demonstrations, events, festivals, centres of excellence, publicity and programming.
8. Ensuring compliance with legislative requirements in relation to best value and other service related activities in order to achieve continuous improvement.
9. Contributing to the preparation and effective management of relevant budgets and for ensuring adequate monitoring, reporting and control arrangements.
10. Account for or audit budgets including authorisation to commit expenditure and authorisation of invoices to approved levels.
11. Assisting the Assistant Business Manager in making the most effective use of available financial resources and, where possible taking remedial or pre-emptive action to address problems and maximise income.
12. Assisting in the implementation of a strategic framework for the provision of services which is business led, customer focused, provides value for money and embeds a culture of continuous improvement.
13. Maximising available and appropriate external funding opportunities.
14. Deliver services in accordance with service level agreements and other appropriate systems including the development, implementation and maintenance of appropriate quality systems.
15. Day to day supervision of staff, allocation and monitoring of work.
16. Ensuring staff within the Roads & Transportation Service team have access to and/or receive a) adequate and appropriate supervision and direction, b) training, mentoring, coaching and skills development, c) performance review and feedback, and d) appropriate systems of communication and consultation.
17. Assist in the application of personnel practices including the application of the Managing Attendance Policy, adherence to the Council's Recruitment Policy, Equal Opportunities policy and Grievance procedures.
18. Assess level of service and respond to requests for service from individuals or groups of people.
19. Contribute to overall adaptation and design of assets by developing and delivering asset management plans and programmes of work, service activities and projects.

20. Assist with policy development.
21. Day to day delivery of tender, procurement and contract administration and assisting in the appropriate compliance and procurement arrangements, in terms of negotiations, tenders and contracts.
22. Assisting in developing and implementing approaches to workforce planning and organisational development that enables change across the organisation in terms of working culture and employee capability, reflecting best practice whilst meeting the needs of the organisation.
23. Implementation, monitoring and developing the Council's equal opportunity arrangements for Roads & Transportation Services in a way that values and promotes diversity and respects individual differences.
24. Ensuring all duties and responsibilities are fulfilled in terms of the Health and Safety at Work Act 1974.
25. Undertaking such delegated duties as may be decided by the Council and such other duties as may be required by the Assistant Business Manager or anyone acting on his/her behalf.

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.

## Roads Strategy & Design (including City Deal – 1 April 2015)

