**Job Description and Person Specification Profile**

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| **Job Title** | Engineering Services Delivery Manager  |
| **Job ID** | FH03B |
| **Service** | Engineering Services |
| **Grade** | K |
| **Reporting to** | Head of Service |

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| **The Role** |
| This role will; * Manage and control the successful delivery of a wide range of revenue and capital programmes & projects
* Formulate advice on policy options and implement service objectives
* Professionally manage a group of employees to ensure effective & efficient service delivery
* Contribute to the overall management and operation of the Service

**Main Duties and Responsibilities include:*** Be responsible for the effective and efficient management and development of a group of employees within the service unit, in accordance with required standards, levels of service, council policies, practices and procedures, in conjunction with the appropriate Head of Engineering Services.
* Adhere to the Council’s Guidelines for Managers with particular reference to:
	+ Recruitment and Selection
	+ Disciplinary / Grievance / Capability Procedures
	+ Equal Opportunities Policy
	+ Attendance Procedure, Maternity Guidance, Flexible Working Guidelines
	+ Exit Interviews
* Prepare and contribute to the development and implementation of service plans, business plans and strategies, including asset management and performance management systems, for the service unit and the service generally.
* Ensure service delivery, for which the post holder is responsible, is in accordance with the Council policies, practices and procedures and National requirements as relevant.
* To develop, articulate and review policies, strategies and working practices, and introduce such improvements as appropriate, to ensure the efficient and effective delivery of service and reflect best professional advice.
* Develop and engender an ethos of good customer service and value for money, to ensure an effective service to the public is provided.
* Manage, monitor, control and report progress on a variety of Civil, Highway and development related projects, ensuring compliance with Council’s Standing Orders, Financial Regulations, Health and Safety policies etc.
* Be responsible for the competent preparation of works schedules, contract documentation, supervision of works and project management to ensure delivery of works packages, projects, schemes and proposals to time, budget and required quality.
* Prepare reports for and provide professional advice to the Head of Engineering Services, Senior Management Team, Members of the Council, Working Groups, Elected Bodies, other internal/external agencies, and members of the public.
* Work collaboratively with the Highways Manager, Design Manager and the Business & Finance Manager to maximise resources, ensuring the service priorities are achieved.
* Manage and supervise external consultants and contractors.
* Be able to compile a procurement specification, invitation to tender and evaluation document in compliance with relevant regulations and work collaboratively with the Council’s procurement partner (STAR).
* To work in accordance with the Council’s commitment to provide a healthy and safe working environment including the promotion and implementation of health and safety policies and procedures.
* Deputise for the Head of Engineering Services or other management of the service as required.
* Promote and publicise the work and benefits of the service and the Council to a variety of customers and audiences and to represent the Council at any meeting, committee, court, tribunal or other similar forum as may be required.
* To identify and develop opportunities for income generation and external funding arrangements through building service reputation, utilising skills within the service, developing relationships with funding partners / organisations.
* Perform any other duties that correspond reasonably to the general character of the post and are commensurate with its level of responsibility.
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| **About You** |
| **Your essential qualifications*** HNC/BTec and/or Degree in Civil Engineering or other related subject or commensurate relevant experience or Level 6 qualification (eg. degree with honours, graduate diploma or level 6 NVQ) relevant to the Construction Industry.
* Full valid current Driving Licence

**Your essential skills, knowledge and experience*** Extensive experience in aspects of Civil, Highways and Structural Engineering
* Extensive experience in planning and managing civil, highways, structural or other engineering related projects.
* Managerial and financial administrative experience
* Project management experience
* Experience of staff development strategies
* Experience of working / communicating with people and external agencies
* Knowledge of appropriate legislation and policy issues, covering aspects of the specific field of experience
* Knowledge of engineering related maintenance and construction methods and their relevant procedures
* Appropriate IT skills
* Ability to prioritise and organise tasks
* Excellent communication and relationship skills
* The ability to identify and meet client and customer needs
* Proven experience of securing funding
* Decision maker
* A positive attitude to change
* Prepared to accept responsibility
* Ability to work under pressure and achieve targets
* Highly motivated and energetic and can develop and motivate others
* Able to work with minimal supervision
* Able to display initiative and seek innovative solutions
* Commercial awareness and detailed understanding of business principles, practices and drivers.
* Strong intellectual and analytical capacity, with the ability to communicate the results of such analysis
* Ability to produce clear, concise and persuasive written reports on complex issues
* Excellent financial, budget and performance management skills
* Must have a flexible attitude to work and occasionally work unsociable hours
* Commitment to the principles underpinning equality and democracy
* Excellent negotiation and persuasion skills
* Be diplomatic and aware

**If you have the following experience or qualifications – then that’s great!*** Chartered (C. Eng) or Incorporated Engineer (I.Eng) or equivalent
* Relevant management qualification
* Project management qualification or equivalent (eg. PRINCE 2)
* Excellent organisation and presentation skills
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**Our employees’ skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.**

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| **What can you expect from us?*** A fair salary and benefits
* Opportunities for good health and wellbeing
* Help you to grow, develop and to do your best
* Enable you to be creative and innovative
* Fully involve you in changes that affect you and your work
* Listen, and act on your ideas and feedback

**Working together, we are proud to work for Tameside** |

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

