

JOB DESCRIPTION

Job Title	Assistant Engineer – Highway Lighting and Electrical Assets		
Directorate	Infrastructure and Transport		
Reporting to	Service Manager Highways Lighting & Electrical Assets		
Grade	11		
Evaluation ref:	AG0322	Job ref:	Family EST11
Role purpose			
<p>The role of an Assistant Engineer (Highway Lighting and Electrical Assets) within the Highway Operations Group is pivotal in ensuring the effective management and delivery of street lighting projects. This position involves initiating, developing, and managing projects using a combination of specialist and technical knowledge, as well as interpersonal skills. The Assistant Engineer provides advice, guidance, and support to senior professionals, managers, colleagues, and external organizations on various street lighting issues, including design standards, current highway legislation, environmental impacts, and political awareness. They are responsible for preparing reports, conducting preliminary investigations into contractual, political, and technical issues, and contributing to or leading key aspects of projects and policy development work. Additionally, the role includes supervising and mentoring junior team members, establishing priorities, and liaising with colleagues and service providers to ensure effective project performance. The Assistant Engineer also plays a crucial role in maintaining awareness of documentation, legislation, and procedural requirements to uphold high standards of work. This role requires a strong understanding of street lighting systems, excellent communication skills, and the ability to manage multiple tasks simultaneously, contributing significantly to the council's infrastructure and public safety.</p>			
Responsibilities			
<p>Initiates, develops, manages and delivers street lighting projects using a combination of specialist and technical knowledge and interpersonal skills.</p> <p>Provides advice, guidance and support to Senior Professionals, Professionals, Managers, colleagues and external organisations including private developers, on a variety of street lighting issues including; design standards, current highway legislation and legal agreements, environmental impacts and political awareness. Ensures, under supervision of a Senior Professional, that the statutory requirements of Somerset Council as the highway authority are met.</p> <p>Prepare reports, including drafting of written reports, preparation of presentations and provision of technical data and information.</p> <p>Undertake preliminary investigations into contractual/political/technical issues, advising Senior Professionals and Managers on the findings and have involvement with decision regarding any action to be taken.</p>			

JOB DESCRIPTION

Contribute to or lead on key aspects of projects and/or policy development work with key stakeholders as agreed with the Manager/Senior Professional. This includes consultation and liaison with both in-house service providers and external contractors on contracts. Monitors project performance and liaises with Senior Professional to agree and implement any change initiatives required.

Assist in the Design and delivery of presentations and briefings to members of the public, County Councillors, Parish Councils, District Councils, action groups and colleagues in order to support highway project work and policy implementation.

Undertake a general supervision/mentoring role for 1 or 2 junior members of the team. This will include reviewing work, assisting with identifying priorities, setting key project milestones, etc.

Establish priorities, reviews/amends programmes of work through close and regular liaison with colleagues and service provider staff and with reference to Somerset Council policies, standards and procedures.

Attend meetings outside normal office hours. May occasionally be required to accompany a senior colleague to represent the highway authority at: public inquiries, planning committees, appeals, etc.

Participate, as appropriate, in specific projects designed to improve the service, for example, participation in the Best Value Review.

Develop and maintain close working relationships with other Groups within EC&I to ensure effective and efficient execution of the Group's responsibilities. Ensure effective communication at all times.

Maintain awareness of the EC&I and Highway Operations documentation, legislation, procedural and other requirements/changes so as to ensure an effective standard of work.

Required to attend monthly NTI audits

Impact

Contacts & Relationships

Contact takes place by telephone, written correspondence and in person, when seeking or providing information is an essential element of everyday work.

Within the Council, there are frequent meetings with other members of the Highway Operations Group, the purpose of which will be to receive instruction, exchange advice and information, provide guidance, attend and participate in briefing meetings and working groups. May also be required to attend meetings with team members from EC&I .

Also has contact with a wide range of organisations, including those with Service Level Agreements providing an income to the Authority; other local authorities, Government Departments at National and Regional level; etc as well as private organisations and developers providing additional income streams. The purpose of these contacts can be to research, provide, obtain and analyse information or to discuss and undertake basic

JOB DESCRIPTION

negotiations on various street lighting issues.

Resources

Contributes to decisions relating to budget and resource management by inputting local and technical knowledge.

Responsible for supervision of a small team (1 -2 members of staff).

	Essential	Desirable	
Knowledge			
The role holder must have a thorough understanding of street lighting design standards and current highway legislation.	X		
They should be knowledgeable about environmental impacts related to street lighting projects.	X		
It is essential to have a good grasp of political awareness and how it affects street lighting projects.	X		
Familiarity with the statutory requirements of the Council as the highway authority is crucial.	X		
Knowledge of project management principles and practices is desirable.		X	
Understanding of the latest technological advancements in street lighting systems is beneficial.		X	
Experience			
The role holder must have experience in managing and delivering street lighting projects.	X		
They should have experience in providing advice, guidance, and support on street lighting issues.	X		
Experience in preparing reports, presentations, and technical data is essential.	X		
It is important to have experience in conducting preliminary investigations into contractual, political, and technical issues.	X		
Experience in supervising and mentoring junior team members is desirable.		X	
Experience in liaising with both in-house service providers and external contractors is beneficial.		X	

JOB DESCRIPTION

Qualifications / Registrations / Certifications			
A degree in Civil Engineering, Electrical Engineering, or a related field is essential.	X		
Professional certification in project management (e.g., PMP) is desirable.		X	
Membership in a relevant professional body (e.g., Institution of Civil Engineers) is beneficial.		X	
Additional training or certification in street lighting design is desirable.		X	
Continuous professional development in the field of street lighting and highway operations is beneficial.		X	
A valid driver's license is essential for site visits and inspections.	X		
Skills			
The role holder must possess excellent communication skills, both written and verbal.	X		
Strong interpersonal skills are essential for providing advice and guidance to various stakeholders.	X		
They should have strong analytical and problem-solving skills.	X		
Project management skills, including the ability to manage multiple tasks simultaneously, are crucial.	X		
Proficiency in using relevant software and tools for street lighting design and project management is desirable.		X	
The ability to work effectively as part of a team and independently is beneficial.		X	
Working Conditions			
Working Arrangements			
Somerset Council's dynamic Working Strategy will be applied to this position.			
Corporate Responsibilities			
Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.			



JOB DESCRIPTION

Date: June 2025