

## JOB DESCRIPTION & PERSON SPECIFICATION

Job Title	Engineering Manager	Status	Live
Reports To:	Chief Executive Officer	Date Effective:	May 2025
Function:	Engineering	Grade	SPOT

### ROLE & PURPOSE OF JOB:

The Engineering Manager will be responsible for the strategic management of all highway engineering assets including maintenance, repair and improvement across a varied and complex portfolio. The post holder will be an experienced individual who is able to demonstrate a high degree of competence in the following areas:

- Health safety and welfare of employees contractors and asset users;
- Technical matters including design and assessment of long span bridges;
- Commercial matters including budgeting, procurement and administration of high value contracts;
- Leadership skills;
- Risk management including commercial, health and safety, reputation; and
- Quality Management

The post holder will lead and develop a diverse team of HBB employees and external resources, to ensure legal compliance, achievement of organisational goals and systems to ensure smooth transition of information to future asset management personnel of all levels.

They will react to immediate needs and constraints, without adversely affecting future bridge operations.

### PRINCIPAL ACCOUNTABILITIES:

#### 1. Strategy

Accountable for Engineering prioritisation and workstream planning including:

- Long term major project planning including budgeting;
- Introduce and maintain robust inspection regime;
- Respond to unforeseen events;
- Overseeing and producing risk reviews;
- Implement sustainable resourcing;
- Lead procurement;
- Manage major projects;
- Lead and support Engineering employees to manage projects
- Engender a culture of Right First Time;
- Develop and maintain a robust document control process;
- Develop and maintain a robust assessment management process
- Responsible for fire safety within the bridge structures

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2.	<b>Performance Management</b> <ul style="list-style-type: none"> <li>• Provide timely and accurate management information relating to the service area</li> <li>• Develop and deliver excellence in line with KPI's contributing to improved service</li> <li>• Prepare information and briefing documents for the CEO and Board</li> <li>• Report departmental financial reporting including budgeting and forecasting expenditure</li> </ul>
3.	<b>Leadership</b> <ul style="list-style-type: none"> <li>• Support, mentor and develop all Engineering colleagues</li> <li>• Undertake continued professional development and provide peer group learning within HBB</li> <li>• Support STEM (Science, Technology, Engineering and Mathematics) during and outside business hours</li> <li>• Provide support to other teams in the execution of their duties as required</li> <li>• Develop department KPI's and asset management strategy</li> <li>• Produce career development plans for Engineering colleagues</li> <li>• Inform all parties who may be affected by changes made to H&amp;S policies and procedures whilst undertaking the role of H&amp;S lead.</li> </ul>
4.	<b>Statutory Obligations</b> <ul style="list-style-type: none"> <li>• Comply with Humber Bridge Acts 1959 and 2013</li> <li>• Comply with the Constitution and Standing Orders</li> <li>• Comply with the Humber Bridge Byelaws</li> <li>• Responsible for departmental compliance with H&amp;SAWA</li> <li>• Provide support and leadership regarding business wide compliance with H&amp;SAWA</li> <li>• Responsible for departmental compliance with CDM</li> <li>• Comply with the Electricity at Work Regulations 1989</li> </ul>
5.	<b>Financial</b> <ul style="list-style-type: none"> <li>• Using risk based prioritisation for assessment and intervention, develop and maintain a long term asset management plan.</li> <li>• Identify constraints, budgets, resource requirements and programmes to define funding requirements.</li> <li>• Oversee the procurement and delivery of a broad range of complex and high value capital projects.</li> <li>• Review short, medium and long term plans on receipt of new asset assessments.</li> <li>• Manage the overall department works programme including interface with other departments and stakeholders essential to the wider Humber region.</li> </ul>
6.	<b>Governance</b> <ul style="list-style-type: none"> <li>• Responsible for all Engineering policy and procedure</li> <li>• Ensure compliance and provide feedback on relevant Policy</li> <li>• Contribute to the review and production business policy</li> <li>• Ensure compliance with applicable regulations and standards including Construction Design Management and Design Manual for Road and Bridges</li> </ul>

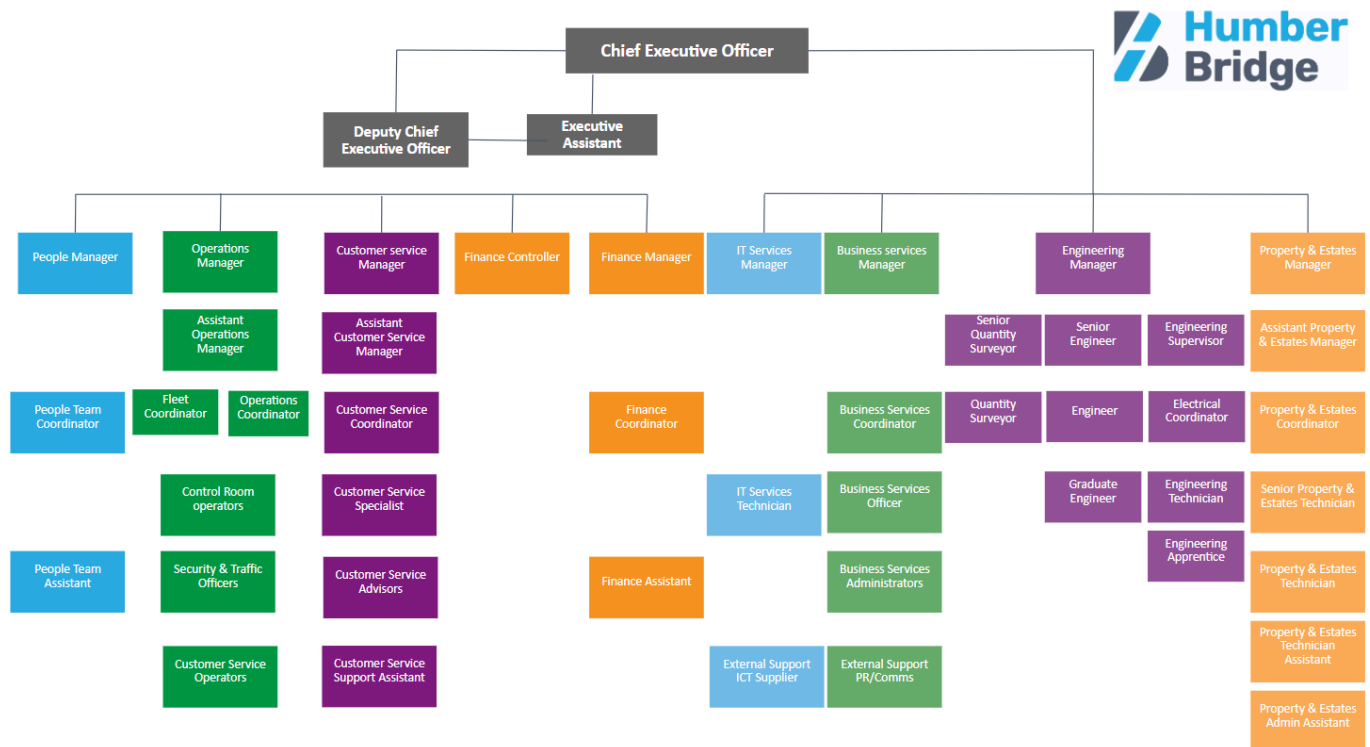
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CORPORATE RESPONSIBILITIES:	
1.	<b>GENERAL</b> The above principal duties and responsibilities do not include or define all the tasks which may be required to be undertaken. The postholder must be flexible to ensure the operational needs of the organisation are met. This includes the undertaking of duties of a similar nature and responsibility as and when required.
2.	<b>DIGNITY AT WORK</b> To show, at all times, a personal commitment to treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes equal opportunities across the business.
3.	<b>HEALTH AND SAFETY</b> The Health and Safety at Work etc Act 1974 and associated legislation places responsibilities for health and safety on the Humber Bridge Board, as your employer and you as an employee. In addition to the Board's overall duties, the post holder has personal responsibility for their own health, safety and wellbeing and that of other employees; additional and more specific responsibilities are identified in the Board's Health & Safety policy and associated procedures.

JOB CHARACTERISTICS: The post has the following characteristics	
✓	Postholder will be required to have a range of either professional or specialist knowledge or experience.
✓	Role has latitude to determine appropriate actions within set policies and practices. Role is subject to structured direction and supervision with set objectives.
✓	Role has a requirement to identify and establish relevant policies and practices within their specific area of responsibility.
✓	Role is required to monitor budgets in line with corporate policy
✓	Role has the authority to make key decisions impacting on the Principal Accountabilities.

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ORGANISATION CHART: The chart shows this post, its peers, reporting lines and management tier



### RESOURCE MANAGEMENT:

1.	Responsibility for colleagues: Deliver sustainable long term resourcing; Leadership and mentoring of internal Engineering personnel; Management of a large network of external suppliers.
2.	Responsibility for 3rd parties: Coordinating and managing 3rd party service providers; other 3rd party organisations, including contractors, consultants and stakeholders.
3.	Impact on Departmental spending: Responsible for departmental spending Defining budget requirements Priorities spending based on risk review Delivery of major projects Provide robust procurement governance, Monitor and forecast expenditure

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4.	<p>Responsibility for Physical Resources / Assets:</p> <p>Responsible for a varied and complex portfolio of assets including:</p> <ul style="list-style-type: none"> <li>• all aspects of the suspension bridge</li> <li>• highway and approach structures/viaducts</li> <li>• electrical infrastructure</li> <li>• communication systems</li> <li>• safety systems and signs</li> <li>• Work plant and equipment</li> </ul>
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WORKING RELATIONSHIPS:	
1.	<p>Within own Function:</p> <ul style="list-style-type: none"> <li>• Develop professional working relationships to support, challenge and inform decision making, offering innovative and feasible solutions</li> <li>• Colleagues - engage and communicate on service related matters</li> <li>• Champion continuous improvement and business collaboration</li> <li>• Lead and develop the department</li> <li>• Deliver sustainable resourcing</li> <li>• Produce and develop career development plans</li> <li>• Lead recruitment</li> <li>• Manage organisational change</li> </ul>
2.	<p>Within the wider Business:</p> <ul style="list-style-type: none"> <li>• Managers - develop professional working relationships to support, challenge and inform decision making, offering innovative and feasible solutions</li> <li>• Data Protection Officer - collaborate on data protection matters</li> <li>• Colleagues - engage and communicate on service related matters and businesses initiatives</li> <li>• Training partners - collaborate with external organisations to deliver approved training</li> </ul>
3.	<p>External Parties to the Business:</p> <ul style="list-style-type: none"> <li>• External suppliers - develop professional working relationships to manage contracts</li> <li>• Provide coordination of external stakeholders requiring access to HBB premises.</li> <li>• Auditors - collaborate on operational aspects for audit purposes</li> <li>• Local Authorities - develop professional working relationships to manage any outsourced support</li> <li>• Stakeholders - Primary contact for stakeholders with significant regional importance</li> <li>• Promote HBB and develop strategic regional relationships</li> </ul>

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WORKING CONDITIONS INCLUDING PHYSICAL & EMOTIONAL DEMANDS		
	<i>State for each: Not Applicable, Low, Moderate, High, Very High, Intense</i>	Supporting Information (if applicable)
<b>PHYSICAL DEMANDS:</b> Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).	High	Climbing long ladders, undertaking rescue training, assisting with manual tasks, walking long distances
<b>EMOTIONAL DEMANDS:</b> Exposure to objectionable situations over and above that normally incurred in a day to day office environment.	High	Likely to be exposed to Emotionally distressed member of the public and possible suicide. High pressure situations such as rescue of HBB colleagues.
<b>WORKING CONDITIONS:</b> Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).	High	At great height, within enclosed areas, exposed to wind, rain and heat whilst on/in the structure.

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The information listed as essential is used as part of the job evaluation process.		Essential (E)  or  Desirable (D)	How identified  A - Application/CV C - Certification I - Interview P - Presentation T - Test/Assessment
1	Qualifications:		
	NVQ Level 6 Degree or equivalent in a construction discipline, or equivalent management qualification	Essential	A / C
	Professional member of relevant institution	Essential	A / C
	Temporary Work Coordinator	Desirable	A / C
	Standard Driving Licence up to 3.5 tons	Essential	A / C
	CITB manager or equivalent	Essential	A / C
	Working at height competent	Essential	A / C
	Rescue from height	Desirable	A / C
2	Relevant Experience:		
	Project Management of contracts valued > £10m	Essential	A / I
	Leadership of an Engineering team	Essential	A / I
	Management of Multi-disciplinary projects	Essential	A / I
	Risk risk review and asset inspection	Essential	A / I
	Development of asset management systems	Essential	A / I
	Management of work and height and within restricted access areas	Essential	A / I
	Electrical Principal Duty Holder	Essential	A / I
	Maintenance and operation of long span bridges	Essential	A / I
	CDM Principal contractor and client duties	Essential	A / I
	Experience of successfully managing large scale change including cultural change to ensure innovation, quality and service improvement	Essential	A / I
3	Skills (including thinking challenge/mental demands):		
	Excellent organisational, resource and management skills and experience of management and leadership in a	Essential	A / I

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	multi-disciplinary and professional organisation related to the functions of the post holder		
	Ability to motivate, manage and develop colleagues including external, with track record of successful line management of large teams	Essential	A / I
	Professional, technical, legal, financial, commercial and budgetary skills relating to service area to enable justification of decisions to CEO, colleagues, stakeholders, partners and contractors	Essential	A / I
	Project, programme and portfolio management skills with proven track record of achievements in delivering major projects and initiatives	Essential	A / I
	Breadth of vision and the ability to grasp critical issues quickly and rise above the detail to see the problem from a wider perspective	Essential	A / I
	Risk management and value management skills	Essential	A / I
	Proficient in the use of IT programmes including G-Suite, Microsoft packages including Outlook, Word, Excel and PowerPoint	Essential	A / I
	Skilled in record keeping and document control	Essential	A / I
	Ability to advise and work with senior members of the team	Essential	A / I
	Practical and logical; able to solve problems quickly	Essential	A / I
	Ability to extract key information from contracts and insure compliance	Essential	A / I
	Ability to produce programmes of work	Essential	A / I
	Undertake asset inspections	Essential	A / I
<b>4</b>	<b>Knowledge:</b>		
	Extensive knowledge on long and cable supported bridges	Essential	A / I
	Extensive knowledge of legislation and best practice in local government procurement, finance, business, contract management, construction law, project management, highways, building design, civil engineering, housing, facilities management, and asset management	Essential	A / I
	Work confidentially and in line with the Data Protection Act and GDPR	Essential	A / I
	Possesses specialist skills and well-developed knowledge to provide in-depth support to Engineering tasks.	Essential	A / I



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	Health and Safety and Work Act	Essential	A / I
	DMRB - Standards for Highways	Essential	A / I
	Electricity at Work Regulations 1989	Essential	A / I
	Construction Design Management Regulations	Essential	A / I
	Lifting Operation and Lifting Equipment Regulations	Essential	A / I
	Waste Disposal & Recycling Regulations	Essential	A / I
5	Interpersonal/Communication Skills:		
	Verbal Skills		
	Tact and diplomacy skills and ability to diffuse and resolve volatile situations resulting from emergencies or failures	Essential	A / I
	Communications, negotiation and mediation skills at a high and sensitive level	Essential	A / I
	Driven, determined, hands on, pragmatic, confident and personable	Essential	A / I
	Excellent communication, interpersonal and analytical skills	Essential	A / I
	Ability to work collaboratively developing productive relationships internally across all levels of the business and externally	Essential	A / I
	Innovative and proactive in a fast-paced environment with a willingness to adapt.	Essential	A / I
	Demonstrates integrity in all business interactions and honours personal commitments	Essential	A / I
	Willingness to share this knowledge and experience with others	Essential	A / I
	Written Skills:		
	Good written and oral communications skills and the ability to convey a range of complex problems/solutions to a technical or non-technical audience	Essential	A / I
	Record keeping	Essential	A / I
	Emailing	Essential	A / I
	Report writing	Essential	A / I
6	Other: <i>If there aren't any state 'none'</i>		
	Strong work ethic with flexibility to work unsociable hours/nights	Essential	A / I
	Strong attention to detail	Essential	A / I

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The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.

### Values & Competencies:







#### Leadership Competencies

Focus on excellence	Essential	
Performance and resource management	Essential	
Creativity and energy	Essential	
Personal credibility	Essential	
Collaborative working	Essential	

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HBB's Mission Statement is: *"keeping the region connected, whilst providing safe, sustainable and reliable use of the bridge and estate"* and key to this are the values listed below

### Embedding our values into working practice – Our Behaviours

	Value	Meaning	Supporting Behaviours
	Healthy and safe	Creating a healthy and safe environment for everyone	<ul style="list-style-type: none"> <li>Take responsibility for health and safety</li> <li>Be Supportive, empathetic, and caring</li> <li>Wellbeing is at the heart of what we do</li> </ul>
	Unique	We are a regional icon	<ul style="list-style-type: none"> <li>Pride in what we do</li> <li>Demonstrate resilience</li> <li>Embrace flexibility</li> </ul>
	More than a Bridge	The bridge is a community, and the community is the bridge	<ul style="list-style-type: none"> <li>Engaged with our community</li> <li>Promote and demonstrate inclusivity</li> <li>Be an ambassador of the Humber Bridge</li> </ul>
	Best at what we do	Be the best at what we do and exceed expectations	<ul style="list-style-type: none"> <li>Accountable and behave with integrity</li> <li>Bring a positive attitude</li> <li>Customer focussed in all that we do</li> </ul>
	Everyone matters	Everyone is important and everyone matters	<ul style="list-style-type: none"> <li>Respect for everyone</li> <li>Always act with consideration</li> </ul>
<i>Always work together</i>			
<ul style="list-style-type: none"> <li>Innovative in our approach</li> <li>Transparent with our decisions</li> <li>Be efficient to get the best results</li> </ul>			<b>Resourceful</b> Innovative and efficient in the approach to using our limited resources

#### Disclosure of Criminal Record:

*Note: For Standard, Enhanced, Enhanced & Barring List Disclosures the candidate is required to declare full details of everything on their criminal record. In any event where the post holder requires a 'Basic Disclosure' or no disclosure is required, the candidate is required to declare unspent convictions only.*

Is a DBS Disclosure Required? Mark as essential if the post holder requires a DBS disclosure with a satisfactory check as a condition of their employment.

Yes

Essential

State type of check required: *no disclosure, Basic, Standard, Enhanced, Enhanced & Barring List Disclosure*

Enhanced

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I confirm I have read, understood and agree to the Job Description which outlines the purpose of my role. I also understand the job description may need to change over time and this will be done by consultation.

Signed by:	
Name:	
Date:	