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| **Post title:** | Electrical Engineering Manager |
| **Grade:** | SM1 |
| **Responsible to:** | Head of Highway Operations |
| **Staff managed:** | Manages a team of specialist professionals |
| **Directorate:** | Environment |
| **Service:** | Highways & Transportation |
| **Job family:** | **SM - Senior Management** |
| **Date of issue:** | April 2024 |

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| Job context |
| The Highways Operations Service Unit is responsible for the ‘front line’ delivery of the highways service in North Yorkshire. This service is delivered via 7 locally based highways offices and a centrally based Electrical Engineering office.   * The service has a clear customer focus and a strong performance culture. Our vision is to deliver the best highways service to the people of North Yorkshire. * The post-holder is directly responsible for a team of engineers, technicians and support staff. The service is also supported by both a Teckal contractor, NY Highways, and a partner consultant. * This is a politically restricted post as defined by the Local Government and Housing Act 1989. * It also involves out-of-hours working associated with attending community meetings. * The post-holder must be highly motivated, a good leader, have excellent communication skills and have the ability to represent the authority in a wide variety of forums. * The Electrical Engineering Team’s responsibilities include a county wide lighting installation and maintenance service, an emergency response service. The team also provides a design, installation and supervision and maintenance service for Parish Councils, housing developers and external architects and consultants. * The post holder is the Council’s nominated Duty Holder for all highway electrical activities. * Maintenance of other electrical assets both on and off the highway such as floodlighting, amenity lighting and associated cabling networks * Responsible for all highway asset management functions relating to highway lighting due to the specialist nature of the service.   ***To carry out roles identified within the resilience and emergencies and business continuity policies. These include ensuring plans exist within their Service Area and appropriate officers are able to respond both in and out of hours as required if required.*** |

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| Job purpose | The core focus of this job is to lead and manage the Electrical Engineering Team and to provide professional advice on Lighting and associated electrical issues. In addition, the post holder is pivotal in initiating and developing strategic plans for the team and associated policies which require the application of specific specialist knowledge only held by the postholder. To ensure the effective expenditure of the budget (approximately £9 million) and exercise financial control. |
| Operational Management: | * Ensure compliance with policies and procedures associated with the delivery of the electrical engineering service. * Oversee the effective design, supervision, ordering, delivery and measurement of schemes and other works delegated to the team together with checking/processing of invoices. * Provide effective compliance with the statutory duties of the Highway Authority. * Contribute to specific programmes as part of the Council’s change and transformation programme. * Develop, support, and promote a strong results-driven and customer-focused performance culture ensuring the provision of cost-effective, efficient, high-quality services in line with identified needs. * Review and propose changes to structures, procedures and working methods that will improve the effective use of resources and the effectiveness of service delivery to communities and targeted groups. * Responsible for all Highway Asset Management associated with the Highway Electrical network * Responsible for the identification of impact of new policies / procedures / guidance / directives on existing methods of working. Determination of remedial measures or actions in order to ensure compliance and also no risk (including reputational) to the Council * Represent the Council as an Expert Witness in Legal Proceedings. * Ensuring compliance with principles of Highway Maintenance efficiency Programme (HMEP) in order to ensure effective and efficient methods of working and successful benchmarking against other authorities * Responsible for the interpretation of Well Managed Highway infrastructure (WMHI) and subsequent application of a risk based approach to service delivery. * Developing policy, practice and procedures associated with Highway electrical issues and ensure compliance. * Contribute to the Development and Management of the Council’s energy reduction programme. * Providing professional leadership and advice on all matters relating to relevant electrical engineering issues. * Responsible for achieving Income Targets for attachments on columns, including advertising, and from design services and supervision of street lighting projects for third parties. * Champion energy and carbon reduction |
| Resource management: | * To provide leadership, direction, motivation and support to the Electrical Group to ensure the delivery of the targets and programmes included in the Service Performance Plan. * Be directly responsible as the budget holder for resources in respect of allocated budgets within the Council’s scheme of delegation of financial responsibility. To oversee the electrical engineering service in such a way as to protect its financial and operational viability by maintaining current levels and securing additional business to maximise income generation. * To give leadership, management, and direction to staff of the service through the establishment and promotion of service and individual objectives, performance plans, priority setting, reviews, and performance appraisal. * To develop and maintain an innovative and responsive approach to the management of resources having regard to the need for economy, efficiency, and effectiveness. * Carry out people management issues such as recruitment, development, and absence management, setting targets, providing feedback on performance, and effectively addressing development and learning issues. * Support the delivery of corporate initiatives in delivering transformational change through effective modelling of positive behaviours and delivering innovative solutions to service delivery and development. * To act as the budget holder and have overall responsibility for Area based budgets and expenditure. * Generate income and new business opportunities for the Council and its partners in NY Highways. Provide a one stop shop Design and Build Service for housing developers, for all street lighting, amenity lighting, floodlighting, illuminated sign and cable design together with management of the installation, testing and commissioning within North Yorkshire * Identification and ongoing implementation of potential efficiency saving techniques and initiatives for the Council’s continuing savings programme. * Manage the Client requirements at Leeming Bar Depot. |
| Partnerships: | * Ensure that the team undertakes appropriate and effective liaison with partners and other contractors/consultants in all aspects of electrical works undertaken within the highway. * Work with a range of partners/agencies, both internal and external, to develop and maintain co-operative relationships. * When implementing service delivery change, ensure activities are aligned, where appropriate, with other changes taking place corporately or across directorates, including working with colleagues in HR, ICT, Finance, Communications, Legal Services, and other functions as required. * Represent the service at operational and co-ordination forums with external agencies and other Council directorates as required. * Engage, liaise and persuade the Council’s local strategic partners to join the Council’s ca procurement scheme and street lighting maintenance contract. * Engage in the planning and implementation of the Council’s Smart Cities initiatives including the design and managing the installation of EV Charge points across North Yorkshire * Manage the street lighting maintenance and energy requirements for the various Parish & Town Councils that own footway lighting in North Yorkshire. * Liaise with NY Police and Elected Members to ensure that energy reduction initiatives do not negatively impact on the Council’s responsibilities under Section 17 of the Crime and Disorder Act. * Liaise with North Yorkshire’s National Parks to develop and promote and maintain their Dark Sky Reserve status through bespoke Policy and design initiatives |
| Strategic management: | * To determine, implement and manage long-term maintenance strategies for Electrical Engineering for approval by the Head of Highway Operations. * Contribute to determining strategy, setting objectives and targets and to the development of policies across the operational remit of the service and, working with the line manager, to be accountable for service strategy. * Develop and maintain street lighting and illuminated signing / other assets, policies and protocols in respect of the installation and maintenance of Highway Electrical assets in accordance with DMRB. This includes the Street Lighting Asset Management Plan and the Electrical Inspection Manual. * Personally, and through team members, deliver the targets set down in the service and team plans, monitoring and addressing under-performance. * Interpret and enforce the legal requirements of the Electricity at Work Regulations and the IEE Wiring Regulations. * Responsible for strategic decision making for highway electrical matters across North Yorkshire. * Contribute to developing new ways of working that maximise efficiency and effectiveness. * The Post Holder is the “Duty Holder” for all Highway related electrical Issues as determined by the Electricity at Work Act |
| Communications: | * Liaison with Councillors, Parish Councils and Councillors, the Police, other statutory organisations, other representative bodies, and members of the public on matters related to electrical engineering and to attend meetings, including evening meetings, as required. * Represent the Council through being the point of contact with the media in Electrical Engineering matters. * Prepare and present reports to Council Committees and other meetings. * Promote the Council’s priorities, policies and Corporate Plan and positively promote the service with local and national media. * Work closely with officers/professional staff in understanding/improving the customer journey across a range of NYC services. * Manage challenging situations effectively and pro-actively to improve the performance of staff and/or volunteers through communication and the provision of support and guidance. * Represent the service at appropriate inter and intra agency meetings, promoting, liaising, consulting, and engaging with managers, staff and people who use our services including (but not limited to) ongoing and future carbon / energy reduction * Respond to media enquiries as required and appraise your manager of any matters arising which are particularly sensitive or controversial in nature. * Deliver presentations in order to develop effective service delivery and good stakeholder relationships. * Inform and analyse national and local policy change and communicate implications * To influence and persuade a range of Private and Public sector organisations to utilise the fee earning services offered by the Council’s Electrical Engineering Team. * Commercialise the Council’s street lighting assets including marketing for that service. |
| Systems and information: | * Ensure that systems and processes to support the service are consistent with the Council standards and procedures. * Use relevant IT systems and tools to support management, delivery, and development of services, ensuring records are accurate and current. * Ensure government guidance and legislation are interpreted appropriately and are adhered to in a manner consistent with good practice. * Accountable for the street lighting and illuminated signing module of the SYMOLOGY Aurora system and all associated data/information held within. |
| Safeguarding: | * N/A |

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| Person specification: |  |
| Essential | **Desirable** |
| Knowledge and Experience   * Significant and applied knowledge of effective management of staff, budgets, and resources and the planning / delivery of significant works programmes * Significant relevant Electrical Engineering experience, with a proven track record. * Extensive knowledge of current guidance, good practice and legislation with respect to street lighting, electrical design, inspection and maintenance. * As this post is Duty Holder for all highway electrical issues it is essential that the post holder has extensive knowledge of the Electricity and Work Regulations and BS7671 Requirements for Electrical Installations (IET Wiring Regulations) * Detailed knowledge of current guidance and legislation with respect to contract procedures rules. * Detailed knowledge of current guidance and legislation with respect to procurement procedures rules. * Extensive knowledge of statutory requirements, including requirements in respect of health and safety and CDM & NEC * Demonstrable understanding of energy management and energy reduction techniques and initiatives * Sufficient knowledge and experience to be the Council’s primary authority on all aspects of street lighting and electrical design thus requiring extensive experience at a senior level of design, installation, inspection and maintenance in accordance with legislation, guidance and industry best practice. * Recent experience at a senior level in people/project management, management and team leadership * Significant experience in identifying and managing risks. * Significant demonstrable experience of leading and managing a successful design or design/build service that is capable of offering services on a commercial basis external to the Council. * Experience developing and implementing energy management and energy reduction strategies and initiatives. * Experience of responding to media enquiries. | * Knowledge and understanding of the principles of partnering contracts. * Knowledge and understanding of road works design and construction. * Experience of responding to media enquiries. |
| Occupational Skills   * Ability to lead a professional and technical team and to manage and direct others. * Effective leadership skills and the ability to promote organisational policy and objectives. * Excellent written and oral communication skills. * Ability to positively interact with customers and to understand their needs. * Self-motivated and able to work without close supervision. * Ability to develop and maintain effective partnerships both within and outside the service. * Ability to negotiate and influence at a senior level both within and outside the service. * Advanced ICT Skills in the use of SYMOLOGY Aurora, Lighting Reality, AutoCAD and Microsoft Packages. |  |
| Behaviours   * [link](https://www.northyorks.gov.uk/your-council/our-role-structure-and-objectives#accordion-content-0-0) |  |
| Professional Qualifications   * Electrical Engineering Degree or equivalent such as bespoke street lighting training combined with significant demonstrable experience * Membership of the Institute of Lighting Professionals * Northern Electric 01.1 Competency Certificate * Regional Electricity Company G39 parts 1, 2 and 3 * ILP Lighting Technology Level 1, 2 and 3 * CDM Designer and Client responsibility training * NEC Training | * A management qualification * A project planning/management qualification * Membership of the Institution of Electrical Engineers * ILP Lighting Diploma * IOSH Managing Safely |
| Other Requirements   * Ability to travel across the County. * Ability to attend meetings outside of normal business hours. * Evidence of professional updating and development. |  |

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| Career progression: |
| * At NYC we value our employees, and as part of this we can provide wider opportunities to progress in your career. Through discussion with your manager identify areas of interest and consider avenues to progress to them, e.g. apprenticeships and work shadowing/coaching. * As a large council we have a range of roles, across our services, and can provide a wealth of career and development opportunities to help our employees find fulfilling career development opportunities. |

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| Structure |
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NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.