



Cumberland Council

Post Specification

Date	November 2022
Post Group Number	6708
Post Title	Assistant Lighting Engineer
Job Family	Regulation and Technical
Job Family Role Profile	RT11
Final Grade	11

To be read in conjunction with the job family role profile

Service Area description

This is a key post within the Road Lighting Team which forms part of the Highways and Transport service within the Place Sustainable Growth and Transport Directorate.

The Road lighting team is responsible for the management and maintenance of approximately 35,000 road lights and illuminated signs contributing to the Council outcome:

- Health and wellbeing is at the heart of everything we do

Purpose of this post

- To assist the management and programming of pro-active maintenance and Capital improvements to exterior lighting ensuring compliance with standards, timescales, legal obligations and budgetary targets.
- Undertake the design, procurement and management of small lighting improvements, including, management and supervision of internal and external technical and operational staff.
- Be responsible for the management, maintenance and development of the Road Lighting asset management systems, within given timescales, ensuring the data is accurate and up to date including providing support and instruction.
- Be responsible for the management and commissioning of the Central Management Systems (CMS) including assessment of data and introduction of new technology to support wider Highways Service requirements (e.g., road temperature, air quality).
- To manage the Unmetered Supplies energy reporting process to given timescales and industry standards including monitoring, reporting and preparation of year end forecasts making recommendations where further energy reduction measures can be made.
- To provide technical advice and support to colleagues and external parties in respect to the specifications and standards for exterior lighting.

Key job specific accountabilities

- Provide technical advice, support and instruction to colleagues across the Highways and Transport service in respect to exterior lighting design, maintenance, improvements and asset management systems.
- To manage the lighting, asset management system, energy reporting process, monitor performance and produce statistical reports as required.

- To carry out all activities relating to the planning, preparation, design and contract management of exterior lighting improvement and maintenance schemes.
- Assist in the delivery of a programme of works activities as directed by the Lighting Manager including responsibility for the development of robust cost estimates for works carried out by 3rd parties, the in-house delivery teams and ensuring the quality of service delivery through structured audits and checks.
- Assisting the Lighting Manager/Engineers to develop projects and work programmes and deliver, monitor and report on progress including issuing work instructions to contractors and other suppliers or in-house delivery teams and organise coordination of activities within own team including collection of appropriate asset inventory information and updating of records and to assist in the management of a diverse mix of technical and operational staff.
- Support the design, commissioning, programming and administration of exterior architectural lighting installations and events (e.g. Carlisle City of Lights).
- Contribute to the development of Management Plans, Service Procedures, Method Statements and Health & Safety Guidance in relation to lighting activities.
- Assist with the organising and coordination of the work of the team and carry out other tasks commensurate with the grade as required by the Lighting Manager.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	<ul style="list-style-type: none"> • Responsible for Revenue (Energy) and Capital budgets up to £2m per annum. • Monitor project expenditure
Staff Management Responsibilities	<ul style="list-style-type: none"> • Management of internal and external staff with regard to design, contract procurement and Implementation.
Other	<ul style="list-style-type: none"> • Information - Monitoring and reporting on progress of projects, preparing reports including the drafting of Cabinet and local committee reports drafting of and reviewing relevant operational and quality management procedures and checklists • Procurement - Provide direction and advice on contract procurement strategies and appropriate procurement routes in order to achieve the project objectives in an effective an efficient manner. Commission, monitor and evaluate project contracts and monitor and control elements of delegated budgets

Essential Criteria - Qualifications, knowledge, experience and expertise

- A relevant degree or NVQ Level 5 in appropriate discipline or equivalent and Membership of appropriate professional body.
- Considerable experience in an exterior lighting field. Ideally within a highways discipline.
- Substantial experience of leading a safety driven culture within an operational context.
- Political processes and structures of the Council and its key partners in a rapidly changing environment.
- Thorough knowledge of application of standards, specification, systems, guidelines, regulations, policies and legislation appropriate to relevant work area or service
- Knowledge of highways and transportation issues and services including Asset management, project, programme and risk management, Performance management and Contract / Partnership management.
- Knowledge of HR policies and procedures including performance management
- Delivery of the winter service function.
- Managing technical and/or operational staff to ensure high performance and high quality.

- Knowledge of cost estimating and building of budget estimates
- Programme, project and risk management
- Experience in dealing with customers, stakeholders and service providers

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances

Emotional Demands

- Minimal

Physical Demands

- Normal

Working Conditions

- Occasional exposure to weather and required to wear PPE when on site.

Other Factors

- Able to travel extensively throughout the County.
- There may be a requirement to work outside of normal working hours
- Working safely with complex highway electrical circuits which may be damaged, deteriorated, or non-compliant with modern standards.