

Reference Document

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Project Engineer Competency Scheme

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1 Purpose

The purpose of this document is to detail the process by which London Underground Capital Programmes Directorate (CPD) assesses the competence of Project Engineer 'Duty Holders' and identifies their associated development needs and levels of delegated authority.

Adhering to the arrangements described within this document also enables CPD to:

- Demonstrate the requirements of Pathway and LU's Company Management System handbook '[Managing Engineering](#)'
- Ensure the most appropriate deployment and matching of engineering resource across CPD to fulfil the role of Project Engineer

2 Scope

2.1 Applicability

This document applies to both permanent and temporary staff who are employed to undertake the role of Project Engineer for periods of greater than 3 months.

For assignments of less than 3 months, a waiver shall be sought from a relevant designated assessor, providing they are demonstrably competent.

This governance also applies to those Discipline or System Engineers who may be required to undertake the role of Project Engineer 'Duty Holder' (depending on the scale/complexity of the project, as per figure 2.1).

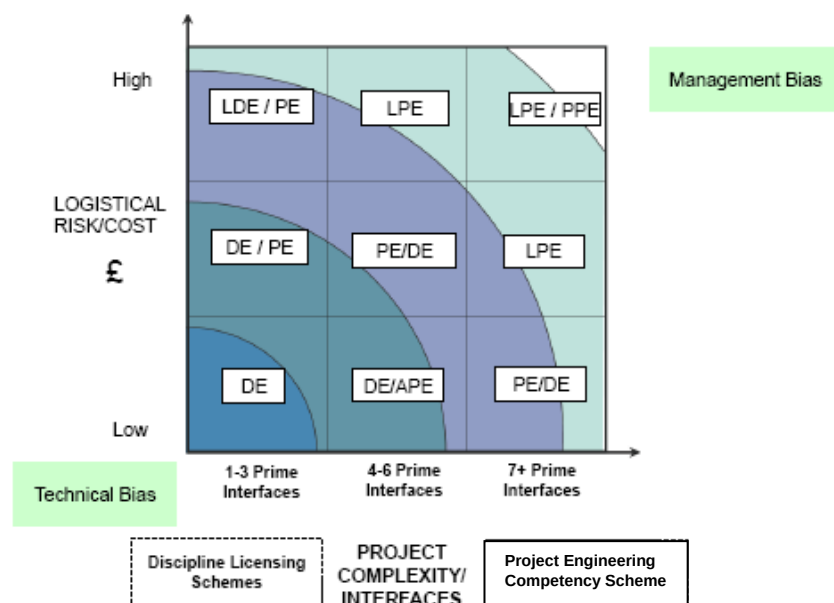


Figure 2.1: Risk/Complexity matrix for deployment of Project Engineers

2.2 Application

2.2.1 How assessments are undertaken

Assessment is undertaken using the process described in 3.1.6 which enables a professional and informed judgement to be made by the assessors as to whether the individual is competent to fulfil the role.

A pool of trained assessors has been formally appointed to undertake the assessments, who must be independent of the project or portfolio in which the candidate PE is working.

In addition an Internal Verifier (IV) has oversight of the scheme and ensures that the objectivity and consistency in the assessment approach is maintained. The IV also acts as the arbiter in the event of challenges to the outcome of an assessment.

2.2.2 How information is used

Accreditation is considered a pre-requisite for enabling an individual to formally undertake the role of Project Engineer 'Duty Holder'.

Once assessed, the designated assessor will advise the relevant employing manager who will issue a formal letter of appointment to the individual, confirming their accreditation status and any restrictions if applicable (See example in Appendix A).

If a person is found not to have sufficient competency to fulfil the criteria, then the following options are available to managers:

- Specify a training and development plan (an input into performance appraisals)
- Ensure suitable supervision (e.g. Lead Project Engineer) and mentoring
- Augment the team to ensure such competency gaps are mitigated by other staff
- Re-allocate the individual to a lower risk project (to gain experience) and seek an alternative replacement

2.3 Validity and Frequency of re-assessment

Accreditations shall remain valid for a period of 3 years, although the relevant Senior Engineering Manager¹ (SEM) in conjunction with a designated assessor reserves the right to re-assess individuals following:

- A change of project (in which there is significantly greater complexity / risk)
- A significant incident in which the PE's actions (or lack of) may have been called into question
- A promotion (i.e. PE to LPE)

Re-assessment timescales for those who failed to evidence the necessary level of competence shall be determined by the relevant SEM or their delegate, and subject to peer review by CPD Senior Management and designated assessors.

¹ 'Senior Engineering Manager' refers to senior posts within the LU Head of Engineering organisation. Refer to section 4 for further detail.