 **Role Profile**

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| **Job Title**  | Flood Risk and Drainage Engineer |
| **Team** | Engineering | **Grade** | Career Grade;5, 6 & 7 / 8 |

**Overall job purpose:**

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| To support the Coastal Engineers and Flood Prevention service by providing assistance/support, advice and expertise to various stakeholders. The postholder will work collaboratively to facilitate the delivery of the overarching objectives of reducing and managing flood risk. For specific detail on levels of responsibilities, this role profile should be read in conjunction with the Career Path Framework document. |

**Key areas of focus:**

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| 1. | Assess and comment upon Planning Application proposals. |
| 2. | Assist with the management of the operations of the Council’s Land Drainage function and allocated budgets. |
| 3. | Assist with the project management of schemes within the Council’s Capital and Revenue Programme for Land Drainage and Coastal Defence Schemes for both internal works and studies. |
| 4. | Consult with other departments of the Council, Government Departments and appropriate outside bodies. Including the preparation and submission of reports and returns, as required by internal and government departments (e.g. Environment Agency). |
| 5. | Assist with the consultation of residents and their representatives to advise and discuss proposed works and their purpose, and where necessary explain the extents and limitations imposed by government policies and funding restrictions. |
| 6. | Carry out regular inspections and monitoring of the condition of council assets, preparing reports for submission to internal committees and Government / Government sponsored bodies. |
| 7. | Carry out surveys and investigations for engineering and associated works and prepare accurate plans and drawings from field work. |
| 8. | Carry out feasibility work, cost benefit analysis and environmental assessments in the preparation of capital and revenue works. |
| 9. | Carry out Programme preparation work in the form of the Medium-Term Plan (MTP) submissions to the Environment Agency and Project Appraisal Reports (PAR) for specific schemes. |
| 10. | Carry out design, prepare specifications, bills of quantities, financial estimates and tender/quotation documents. |
| 11. | To ensure safe working methods are adopted by yourself, all staff and contractors, during both scheme development and execution of works on site, and that they comply fully with all recognised Codes of Practice and Health and Safety at Work legislation. |
| 12. | Provide support to all emergency activities in the region. |
| 13. | Supervise the execution of delivery and the continuous improvement of high quality services to the customer by the Coastal Engineers and Flood Prevention Department. |
| 14. | Develop close working links with other service areas, and promote partnerships with outside groups, authorities and organisations where this would further the aims and objectives of the service and the Council generally. |
| 15. | Work with experts and advisers to ensure that the Council delivers the best possible service to the public. |
| 19. | Any other duties that are appropriate with this post. |

**Role Requirements**

The following outlines the criteria for this post. Applicants will be shortlisted and interviewed to access if they meet the criteria for the role. Note, that where criteria is only relevant at a specific level of engineer, the specific grade will be stated against the criteria.

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| **Criteria** | **Essential** | **Desirable** |
| **Professional Qualifications**  |
| A suitable civil or environmental engineering qualification. | 6 / 7 / 8 | 5 |
| Membership of the Institution of Civil Engineers or Chartered Institution of Water & Environmental Management (or similar). | 7 / 8 | 5 / 6 |
| Card holder under the Constructions Skills Certification Scheme (CSCS). |  | X |
| **Experience** |
| Inspection and assessment to municipal drainage/land drainage assets. | X |  |
| Topographic Surveying. | X |  |
| Assisting with the design of general, municipal or drainage engineering works.  | X |  |
| The principles of health and safety for design and construction. | 6 / 7 / 8 | 5 |
| Two years work experience within a Local Authority or Government agency or Environment Agency. |  | X |
| Dealing with flooding and flood mitigation/recovery. |  | X |
| **Knowledge** |
| Legislation in relation to Drainage Engineering. | 7 / 8 | 5 / 6 |
| Knowledge of the role and responsibilities of the LFA under the Flood and Water Management Act 2010 and the LPA’s role in respect to surface water drainage and flood risk management. | 7 / 8 | 5 / 6 |
| Knowledge of national and local guidance and best practice with regard to Sustainable Drainage Systems (SuDS) design, operation, maintenance and adoption. | 7 / 8 | 5 / 6 |
| **Competencies** |
| Good written and verbal communication skills. | X |  |
| Strong numeracy skills. | X |  |
| Sound IT skills with the ability to use a range of software packages such as engineering databases and Microsoft office. | X |  |
| Design of sewerage and drainage networks. |  7 / 8 | 5 / 6 |
| An understanding of the basic concepts of civil engineering construction, in relation to drainage. | 6 / 7 / 8 |  5 |
| Ability to be proactive, working independently as well as part of a team. | X |  |
| Able to work to deadlines and manage priorities. | X |  |
| Able to negotiate and explain matters to a variety of partners and stakeholders. | 7 / 8 | 5 / 6 |
| Customer focused. | X |  |
| Use of CAD type systems. | 7/8 | 5/6 |
| Use of GIS systems. | 7/8 | 5/6 |
| Able to set and manage priorities and programmes of work. |  | X |
| Preparation of quotation/tender documentation using standard forms of contract. |  | X |
| **Health and Safety**  |
|  | Yes | No |
| Any manual handling involved? Ie. Lifting manhole covers. | x |  |
| Does this role work outside/work in adverse weather conditions/travel across uneven ground/works close to water? | x |  |
| Does this role require a **Basic/Enhanced** DBS check? |  | X |
| Is this a Political restricted post? |  | X |
| Does this role require any out of hours/ weekend/ evening/ rota work?   | X |  |
| Does this role require a driver’s license and access to a vehicle? | X |  |
| Does this role attract an essential car user allowance? |  | X |
| Does this role attract a market supplement? |  | X |
| Does this role require a uniform? |  | X |

Prepared by; Karl McLaughlin, Flooding and Coastal Engineering Manager

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