**Career Grade Engineers Scale 5 – 8**

**Criteria for Progression**

Engineering posts relate to Drainage/Land Drainage, Coastal and Municipal Engineering. Roles can be filled on a ‘customisable’ basis so the information contained below should be read in conjunction with the Appendix and not interpreted as ‘fixed’ to any one post.

**Engineering Assistant**

To promote good Land Drainage practice within the District and provide administrative resource to the Land Drainage team. Progress minor development planning applications for sign off by the appropriate Engineer and / or inspect watercourse networks (e.g. Headwalls, open ditches culverts etc.).

**Grade:**

Scale 5 (SCP 13 – SCP 17) £28,163 - £30,060

**Qualifications:**

A bar will be in place at SCP 17 and further progression onto bottom of scale 6 (SCP 18) will be on the condition of commencing suitable Engineering Degree or HNC/HND course.

**Entry Level Experience:**

* No direct Engineering employment experience necessary but an aptitude for technical design and/or completion of a course in Engineering at further education level would be desirable.
* Experience of working in an office or site surveying or similar.

**Supervision:**

* Significant support and direction provided by the Principal/Senior Engineer or other senior staff.

**Expectations:**

Will provide engineering services, initially under supervision, such as progressing planning application responses (e.g. checking drainage layouts, simple calculations and flood risk assessments), or inspecting council assets (e.g. timber groynes, seawalls, watercourse networks, headwalls, open ditches, cluverts etc.) dealing with telephone enquiries and undertaking office administration tasks.

Examples of tasks:

* Inspecting and recording condition of assets and preparation of repairs schedules
* Provide support to other members of the Section.
* Undertaking surveys (levelling/land surveys /GPS) inc. setting out of works.
* Assist in the preparation of reports by gathering and assimilating simple engineering information.
* Assist in the administrative preparation of scheme designs and contract documentation.
* Supervision of works.

See Tasks and Expectations framework for full details (Appendix A).

**Assistant Engineer**

To promote good Land Drainage practice within the District and support senior officers with scheme preparation. The postholder will be expected to attain robust, policy compliant, Sustainable Drainage Systems on minor development planning applications with support from an appropriate Engineer. They will be able to give advice on more complex matters to members of the public and other council officers.

**Grade:**

Scale 6 (SCP 18 – 22) £30,559 - £32,654

**Qualifications:**

Completion of a suitable Engineering Degree or HNC/HND course.

**Experience:**

* A minimum of three year’s work experience in Civil/Environmental Engineering.
* Able to demonstrate considerable and proven professional Engineering knowledge.

**Supervision:**

* Support from Principal/Senior Engineer or other senior staff on resolution of difficult problems.

**Expectations:**

Will work autonomously and undertake a higher level of professional tasks with less direct supervision.

Examples of tasks:

* Checking of minor planning applications in respect to drainage calculation and designs.
* Design of schemes, including assisting with the preparation of business cases and procurement.
* Undertake Risk Assessments.
* Give advice on more complex matters to public and other officers.
* Deal with information gathering research, analysis and monitoring.
* Represent the Service in discussions with the public and resolution of enforcement matters.
* Advise less experienced staff for example on legal requirements of the Service.

See Tasks and Expectations framework for full details (Appendix A).

**Engineer**

Scale 7;

To promote good Land Drainage practice within the District and to undertake the procurement of minor capital works, prepare bids for external funders and scheme preparation. The postholder will be expected to attain robust, policy compliant, Sustainable Drainage Systems on complex planning applications only obtaining support from the Principal Engineer on serious problems.

Scale 8;

To promote good Land Drainage practice within the District and lead on procurement of major capital works, prepare and present bids to external funders, scheme preparation and, where necessary, compile and present reports to Committee and briefing panels. The Postholder will be expected to attain robust, policy compliant, Sustainable Drainage Systems on complex planning applications with autonomy, only referring to the Principal Engineer on serious problems.

**Grade:**

Scale 7/8, (SCP 23 – 28) £33,366 - £37,938

Bar at SCP 25 subject to achieving recognised professional status (e.g., Institution of Civil Engineers or Chartered Institution of Water and Environmental Management).

**Qualifications:**

A degree or HNC/HND in a recognised (Civil/Environmental) Engineering course.

**Experience:**

* Will have achieved a minimum of five year’s work experience in Civil/Environmental Engineering experience.
* Will be able to demonstrate considerable and proven competence across a broad range of professional Engineering work.
* Will be eligible for membership of professional body and have one year post qualification professional Engineering experience.

**Supervision:**

* Support from Principal/Senior Engineer or senior officer on resolution of significantly complex problems.

**Expectations:**

Will undertake a high-level of professional work/caseload with much autonomy, seeking guidance, advice and support as required on complex cases only.

Will act as mentor for less experienced and unqualified Engineers (not a supervisory role).

Examples of additional tasks:

* Checking of planning applications in respect of drainage calculations and designs particularly in relation to complex sites.
* Provide advice on complex matters to participants of the relevant Engineering process, including the landowners, public, Members, other Officers and professional groups, businesses and other Local Authorities.
* Support the work of more junior staff checking and advising on work.
* Undertake Risk Assessments and propose/initiate mitigation action.
* Design of schemes, including the preparation of business cases and procurement.
* Assisting with budget preparation and monitoring (Cap & Rev).
* Compile complex reports and policy advice.
* Conduct complex information gathering, research, analysis and monitoring.
* Deal with public consultation and representations on Enforcement matters.

See Tasks and Expectations framework for full details (Appendix A).

**APPENDIX A**

**TASK AND EXPECTATIONS FRAMEWORK**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Generic Activities** | **Grade 5** | **Grade 6** | **Grade 7** | **Grade 8** |
| 1. To be familiar with the changes in legislation, guidance and techniques relevant to the field of work. | **ü** | **ü** | **ü** | **ü** |
| 2. To respond in writing, telephone or in person to enquiries from members of the public, developers and other organisations on Engineering matters and advise appropriately. | **ü** | **ü** | **ü** | **ü** |
| 3. To undertake site inspections (accompanied and unaccompanied) as required in relation to specific Engineering tasks performed. | **ü** | **ü** | **ü** | **ü** |
| 4. To provide cover on day-to-day matters in the absence of the Supervising Officer on matters directly relating to the duties of the postholder and refer more complex issues for decision where early responses are required. | **ü** | **ü** | **ü** | **ü** |
| 5. To use information technology (ICT) and geographical information systems (GIS) Computer Aided Design (CAD) as required. | **ü** | **ü** | **ü** | **ü** |
| 6. To carry out surveys with regards to Engineering and enforcement matters. | **ü** | **ü** | **ü** | **ü** |
| 7. To carry out all duties and responsibilities in accordance with the Council’s policies covering equal opportunities, customer care, GDPR, etc. | **ü** | **ü** | **ü** | **ü** |
| 8. To ensure that health and safety policies are implemented at all times and raise any concerns regarding their operation or any other safety matters with the appropriate line manager. | **ü** | **ü** | **ü** | **ü** |
| 9. To be undertaking accredited Engineering course. |  | **ü** | **ü** | **ü** |
| 10. To have an Engineering related degree or HND/HNC. |  | **ü** | **ü** | **ü** |
| 11. To have an Engineering accredited qualification. |  |  | **ü** | **ü** |
| 12. Eligible for Membership of the ICE / CIWEM, (including meeting the minimum requirement of post qualification relevant experience, if applicable). |  |  |  | **ü** |
| 13. To be a Member of ICE / CIWEM. |  |  |  | **ü** |
| 14. To attend and contribute to public meetings to discuss areas of work covered by the relevant team. |  | **ü** | **ü** | **ü** |
| 15. To assist in the preparation of reports for Committee and Briefing Panels |  |  | **ü** | **ü** |
| 16. To present Reports to Committee and briefing panels. |  |  |  | **ü** |
| 17. To undertake routine case work, e.g. drainage comments in relation to minor applications. | **ü** | **ü** | **ü** |  |
| 18. To undertake routine case work, e.g. drainage comments in relation to major applications. |  | **ü** | **ü** | **ü** |
| 19. To have a working knowledge of legislation e.g. riparian responsibilities. |  | **ü** | **ü** | **ü** |
| 20. To have a detailed knowledge of legislation / Regulations |  |  | **ü** | **ü** |
| 21. To have basic knowledge of drainage principles. | **ü** | **ü** |  |  |
| 22. To have a more complex knowledge of drainage principles. |  | **ü** | **ü** | **ü** |
| 23. Be able to undertake drainage design from 1st principles. |  | **ü** | **ü** | **ü** |
| 24. To be able to undertake site inspections (e.g. asset inspections) and prepare reports and / or surveys. | **ü** | **ü** | **ü** | **ü** |
| 25. To be able to undertake site-based risk assessment surveys. | **ü** | **ü** | **ü** | **ü** |
| 26. To be able to undertake site based risk assessment surveys and to work through the results and produce mitigation suggestions. |  | **ü** | **ü** | **ü** |
| 27. To assist in the preparation of budgets and monitoring thereof (using corporate finance software). |  | **ü** | **ü** | **ü** |
| 28. To support the work of colleagues with general admin tasks e.g. raising purchase Orders and processing the same. | **ü** | **ü** |  |  |
| 29. To support the work of colleagues with organising regular CPD events. | **ü** | **ü** |  |  |
| 30. To monitor and/or prepare schedules of works, assets and other ongoing tasks. |  | **ü** | **ü** | **ü** |
| 31. To undertake the preparation of CAD drawing and/or GIS mapping. | **ü** | **ü** | **ü** | **ü** |
| 32. To be able to use the more complex procedures available in CAD/GIS software. |  | **ü** | **ü** | **ü** |
| 33. To be able to undertake technical designs (e.g., drainage systems). |  | **ü** | **ü** |  |
| 34. To prepare schemes to improve drainage networks and to prepare cost estimates. |  |  | **ü** | **ü** |
| 35. To undertake the procurement of day-to-day maintenance works. | **ü** | **ü** | **ü** | **ü** |
| 36. To undertake the procurement of minor capital works. |  |  | **ü** | **ü** |
| 37. To undertake the procurement of major capital works. |  |  |  | **ü** |
| 38. To input to the response to consultation on national documents and duty to cooperate with neighbouring authorities. |  |  | **ü** | **ü** |
| 39. To input to the preparation of bids to external funders. |  | **ü** | **ü** |  |
| 40. To prepare bids to external funders. |  |  | **ü** | **ü** |
| 41. To present bids to external funders. |  |  |  | **ü** |
| 42. To receive, log and respond to reports (e.g., problems in land drainage networks). | **ü** | **ü** | **ü** | **ü** |
| 43. To investigate issues with land drainage assets and suggest solutions. |  | **ü** | **ü** | **ü** |
| 44. Meet with landowners to explain why actions need to be taken to resolve issues (e.g., infilled/blocked ditches). |  |  | **ü** | **ü** |