**Senior Drainage Engineer**

**Grade PO8**

**Job Description**

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| **Job Purpose** |
| To be lead officer for the asset management of the Highway Drainage System, covering cyclic and ad hoc gully maintenance, as well as reactive and capital drainage works.  To manage the delivery of the Capital Drainage programme and implement, drainage and municipal engineering schemes and to provide technical advice on engineering matters within the Business unit, members of the public and others within the Council.  The post holder will work across service functions and externally with Key Partners to achieve planned outcomes on both a long and short-term basis and will be responsible for effective asset management. |
| **Major Tasks** |
| * To support the management of the Borough’s Highway Drainage assets and oversee the data gathering and implementation of a more intelligent highway gully cleansing plan. * To work closely with the Council’s Term Service Contractor to deliver effective highway drainage works. * To write and lead the day to-day delivery of a new Highway Drainage Strategy. * To prepare detailed drainage schemes together with the preparation of Contract documents including Bills of Quantities, Specifications and Contract Drawings. * To prepare and implement projects relating to drainage and other environmental and municipal schemes. * To use GIS, asset management software and works ordering and management software on a regular basis. * To manage projects from start to finish, monitoring the progress, both financially and with respect to time. * To undertake detailed feasibility studies and produce technical and financial reports on options considered under the Team Leader/ Service Delivery Manager.  The post holder will be the lead officer on a number of engineering and where necessary, management schemes from inception to implementation on site and monitoring the progress, both financially and with respect to time.  * To undertake design using specialist software. * To provide detailed technical advice on methods and legislation related to the post’s specialism including Regulations & General Directions. * To undertake public consultation on scheme work with a wide range of bodies including the public, Town/Parish Councils, Local Member and senior management.      * To work with and supervise the work of contactors to deliver capital programme schemes. * To act as the liaison between the team and a number of engineering contractors. * To undertake technical designs related to the post’s specialism using AutoCAD and associated software. * To identify future sources of revenue funding. * Undertake financial monitoring on both capital and revenue budgets in conjunction with the Team Leader. * Alongside the Team Leader/ Service Delivery Manager, develop innovative ways of delivering the service to ensure resource is efficiently used and the customer experience is managed. * The postholder will be expected to have a working knowledge of the preparation of engineering drawings, Bills of Quantities and Specifications. The postholder may also be expected to supervise the execution engineering schemes on site along with Contract administration. * In accordance with established Council procedures, the postholder will be expected to deal with general public generated enquiries and complaints. * The Postholder will be expected to prepare and present reports at meetings which may involve evening meetings with Parish Councils etc. * To provide advice and design services on the post’s specialism to both internal and external clients. * To provide advice on Planning and Building Regulations applications in relation the post’s area(s) of expertise plus other relevant issues and recommend investigations that would have to be carried out by applicants in order to provide sufficient information to enable such advice to be given. * To deal directly with applicants and/or their agents/technical advisors to achieve satisfactory outcomes. * To input into the development of policy and procedures related to these areas of work. * To input into the preparation of evidence on all relevant specialist issues at planning enquiries and appeals. * To carry out Desk Studies for internal clients in relation to the post’s specialism. |
| **Contacts & Relationships** |
| * The post holder will have regular contact with the Team Leader/ Service Delivery Manager and the Director to advise on the management of the post’s particular specialism. * The nature of the work will require the post holder to work with multi-disciplinary groups and external bodies such as Town and Parish Councils, contractors, utility companies and the Council’s ICT service to deliver schemes and develop and maintain the specific areas/schemes the post is concerned with. * The role will require dealing with contentious issues and regularly working with local communities, parishes and elected Members to agree project proposals that address concerns raised with the Council. * The role will require, where necessary regular contact with the Council’s legal and Democratic services regarding the drafting and advertising of any orders related to the post’s specialisms in accordance with statutory procedures. * The post-holder will have occasional contact with the Director for Neighbourhood & Customer services in relation to scheme work and development. * The post holder will meet with other local authority representatives, the emergency services and the Highways Agency when considering schemes that have cross-boundary implications and will be involved in developing joint working arrangements. * The post holder will be required to liaise, negotiate and offer professional advice with internal teams, private developers and utility companies relating to the design and implementation of schemes. * The post holder will have regular contact with contractors and consultants acting as a liaison with a number of differing contractors to ensure scheme delivery. In addition the postholder will demonstrate effective negotiation skills in relation to contract management. * The post will have significant contact with the Council’s contractors in relation the postholder’s areas of work. * The post holder will be required to liaise with regional and national bodies regarding scheme development including relevant Government departments. |
| **Creativity** |
| * The role will require use of professional judgement working with highly complex legislation and regulations to ensure that the Council provides an effective service. * The post holder will require an awareness of legislation, regulations, design guidance and best practice together with exercising professional judgement applied with limited guidance to identify the impact of proposed developments and appropriate mitigating measures. In addition to ensuring that proposed developments safely and effectively mitigate any impact they are likely to have. * The role will involve being innovative to identify ways of assessing impacts of proposed developments and using multiple sources of data to verify impacts of proposals. * Investigate, prepare and analyse data, to prepare and design technical solutions that support development for the end user, this includes projects that support works outside of the Authority, preparing for consideration and technical review by other Local Authorities. * The role will involve advising, liaising with and negotiating with applicants for developments under construction, as well as their agents and consultants. In addition, the post holder will be expected to approve and supervise designs and on-site work by third parties to ensure it is built to agreed standards. * The post holder will meet with other Local Authority representatives, the emergency services, National Highways, Utility companies and other organisations when considering impacts of developments that are likely to be cross-boundary and will require jointly agreed solutions. * The post holder will be expected to produce engineering scheme designs, drawings and calculations under the direction of the Team Leader/ Service Delivery Manager. * The post holder will be expected to produce detailed and complex technical reports relating to the schemes under the direction of the Team Leader/ Service Delivery Manager including specialist technical reports on the post’s specialist area(s). Some of these reports will require the direct approval of the Service Delivery Manager. * The post holder will be expected to show initiative and ingenuity within the designs and schemes produced, along with realistic cost estimates for the schemes. * The post holder whilst working with the Team Leader/ Service Delivery Manager will be expected to arrange and prioritise their own work on a daily basis. * The post holder will be expected to produce realistic programmes of work to reflect the aspirations of the capital programme. * The post holder will be expected to produce detailed and complex engineering drawings within the broad guidelines given by the Team Leader/ Service Delivery Manager. * This role will require a high degree of skill to create detailed engineering drawings using specialist software such as AutoCAD and bespoke design software. * The role will require innovative and creative working to develop designs and practical solutions to issues, applying professional judgement to ensure options developed are safe and effective. * To keep up to date with new legislation and regulations that will impact upon the delivery of the Service. * Support the development of new ways of working to make services more efficient and more accessible to residents and business including using computer systems to record and track progress of all requests to undertake works. * To develop the use of new technologies to support the efficient and safe operation of the schemes and/or networks. * To monitor both capital and revenue budgets for the projects placed under the post holder’s control. * Developing ways of making services more efficient and more accessible to residents and businesses. * To support the development of joint working opportunities with other local authorities to deliver service improvements. * To support the management of complex contractual matters including for the maintenance of infrastructure. |
| **Decisions** |
| * The post holder will make technical decisions regarding the design and operation of sites. * The post holder will be expected to make regular decisions based upon sound engineering judgement, contract legislation, health and safety matters and financial constraints with the support of a senior staff. * The role will have the autonomy to consider and secure appropriate mitigating measures where decisions are delegated directly to officers. These decisions will be made in accordance with broad guidelines but will require the application of professional judgement and expertise, limiting legal challenge to the Authority. * The post holder will have the autonomy to formally approve technical designs and drawings submitted by developers for work they intend to do to amend or create new infrastructure. In addition, the post holder will be expected to approve and supervise designs and on-site work by third parties. * The post-holder will respond to emergency situations and make immediate decisions to implement the necessary measures to protect the work force and the public associated with development related works on site, with limited supervision. * The post holder will be expected to make daily site decisions which do not have any financial implications. * The post holder will be expected to make frequent decisions regarding the health and safety and welfare of the contractors reporting and breaches to senior staff. * The role will require application and understanding of detailed legislation and regulations to ensure the effective operation of highway drainage within the Borough and supporting a wider design team to achieve this. * The post holder will respond to emergency situations and implement the necessary measures to protect the work force and the public associated with drainage issues in the Borough. * The role will involve formally approving drainage designs and supervising work by contractors on site to ensure it is implemented correctly. * The post holder will implement new policies and procedures related to the postholder area(s) of work, including making recommendations to senior officers and elected members on a regular basis regarding changes to Council policy. * The post holder will be required to deal with complex FOI requests, complaints and enquiries relating to the operation and management matters within the post(s) areas of concern across the borough on a daily basis. |
| **Management & Supervision** |
| * The post holder will be expected to communicate effectively with Team Leaders and Service Delivery Managers across the Service Area and throughout the Council, to ensure effective and efficient operation of any relevant centres and systems in the borough. * The post holder will be responsible for mentoring less experienced staff and checking their work to ensure that it is in accordance with relevant legislation, codes of practice and regulations. * The post holder will be responsible for ensuring that contractors and third parties undertake work safely and protect the public when doing work. * The post holder will be expected to supervise contractors engaged by the Service Area. * The post-holder will be responsible for checking the work of less senior staff to ensure that it is in accordance with relevant legislation, codes of practice and regulations. * The post holder will be required to monitor workload of the Engineers and assist the Team Leader/ Service Delivery Manager in prioritising and delivering work. * The post-holder will assist with outlining requirements of regulations to internal teams to ensure the Council performs its statutory duties effectively. The post-holder may be required to mentor less experienced staff in the team. |
| **Supervision Received** |
| * The post holder will be line-managed by the Team Leader/ Service Delivery Manager. * The post holder may occasionally receive guidance from a Director. * The post holder will manage and arrange their own work only contacting the Team Leader/ Service Delivery Manager to identify progress and provide complex professional advice. |
| **Complexity** |
| * The nature of the work is highly complex and requires a high degree of technical ability to meet the demands of delivering the service. * The post holder will be expected to analyse complex numerical data and exercise professional judgment in making decisions. * The post holder must be able to use the resources at their disposal to make the best effect in managing matters within the post’s specialisms. * The post holder must be able to use computer systems and software that support delivery of the service including design software. * The post holder must be able to monitor both capital and revenue budgets on a monthly basis. * The post-holder must be able to estimate the value of proposed construction works and monitor budgets for fees agreed with private developers on a regular basis. * The post holder must be able to identify breaches in health and safety that may lead to the injury of a member of the workforce engaged in delivering work for the Council and any risks to the public. * The post holder must be aware of relevant initiatives and legislation at national, regional and local level that may impact upon the Service Area. * The post-holder must be aware of a wide range of national and local policies, design standards and regulations influencing work within the post’s specialism and apply them with minimal guidance using professional judgement. * The post holder must be able to present complex policies and projects to the public, Members and senior management including in reports and at formal committees such as Plans Board. |
| **Resources** |
| * The role requires the regular use of hand tools, electronic equipment, specialist vehicles, traffic signing and survey equipment. * Use of static and mobile ICT devices in the office and on site. The postholder will be the service specialist in relation to complex system(s) and associated hardware and software. * Delivery within allocated scheme budgets and support Engineers in their financial requirements, under the wider financial monitoring of the Team Leader/ Service Delivery Manager. * Invoice Management and raising works orders including Agresso use as a approver. * The postholder must be a proficient user of specialist software relating to the post’s specialisms, particularly around AutoCad, design, modelling, incident investigation, and maintenance/operations. * The postholder will handle commercially sensitive information relating to projects and occasionally may come across personally sensitive information. * There will be an occasional requirement to use Council vehicles. |
| **Impact** |
| * The purpose of the role is to ensure that the Council fulfils its duties under the relevant legislation. * The role directly impacts service users and members of the public relating to highway operation, as well as other Council teams, partners such as Parish & Town Councils and local Councillors. * The postholder will support the Group Manager in their responsibility to maintain a safe flowing highway network through their day to day work. |
| **Physical Demands** |
| The roles requires regular site visits and inspections that may include a significant amount of walking depending on the task.  Some operations can be physically demanding such as installing signs, placing traffic management equipment and positioning trailers in accordance with provided method statements and risk assessments.  There will be the occasional requirement for out of hours working on both a reactive and planned basis that requires a significant time commitment. |
| **Working Environment** |
| Work may involve occasional visits to construction sites, often on a lone working basis. Very occasionally, visits may be conducted at a resident’s home should it be deemed appropriate and safe to do so.  Due to the public facing nature of the role, on occasion there may be some exposure to verbal abuse.  The postholder will be expected to work outside regularly in all weather conditions where deemed safe to do so. |
| **Emotional Context** |
| As the principal technical lead, the postholder may be required to communicate more sensitive decisions to support the Engineers.  This role involves using professional judgement to make recommendations in relation to activities and work programmes. This often involves rejecting requests including those from ward members and Town and Parish Councils and can affect quality of life for those affected. |
| **Other** |
| The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.  The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.  The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations. |

**Person Specification**

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| **Criteria** | **Standard** |
| **Qualifications** | * A degree in a numerate or engineering related subject with experience. * A project management qualification such as Prince 2 or similar, or alternatively be able to demonstrate excellent project management/workload management skills. * Membership of a professional body (such as the Chartered Institute of Highways & Transportation) is essential. |
| **Experience** | * Previous experience in areas relevant to the post, working with the relevant legislation and regulations. * Experience of dealing with outside bodies, including stakeholder groups and Parish/Town Councils on contentious or locally important issues. * Experience in working with and supervising contractors and third parties such as developers and utility companies. * Significant experience in specialisms related to the post. * Significant experience in managing both capital and revenue budgets. * Significant experience in co-ordinating programmes of work. * Experience in working with elected members. * Significant experience in contract management. * Experience with working with external consultants and contractors. |
| **Knowledge** | * Substantial knowledge of relevant technologies including communications technologies. * Significant knowledge relating to the relevant legislation and * Extensive knowledge of areas relevant to the post concerning engineering functions and procedures. * Significant knowledge relating to the relevant legislation and regulations. |
| **Skills** | * Ability to communicate effectively at all levels. * Ability to negotiate and persuade with internal and external partner organisations/ clients. * Ability to operate with minimum supervision. * Ability to take decisive action and manage risk. * Ability to work in a complex political environment. * Analytical reasoning skills. * Ability to manage priorities. * IT literacy. * Advanced ability in using systems and software for the management and design of drainage systems. |
| **Personal style & behaviours** | * As a Council employee you will be supported and expected to demonstrate the Council’s Core Behaviours. Please note that these may be updated from time to time and are available on the Council’s intranet pages. * Promotes diversity and equal opportunity. * Develops good working relationships by leading by example. * A personality that is comfortable when working alone or in a team situation both outdoors and in an office environment. * Methodical and accurate with the ability to approach work in a systematic way. * Able to remain calm when dealing with emergencies. * Able to listen to customers and to be patient, tactful and diplomatic. * A willingness to meet deadlines and targets and assist others in achieving overall deadlines. * A flexible outlook and a willingness to undertake other tasks as required within the Service Delivery Team. * A personality that is comfortable when working alone or in a team situation both outdoors and in an office environment. * Methodical and accurate with the ability to approach work in a systematic way. * Able to remain calm when dealing with emergencies. * Able to listen to customers and to be patient, tactful and diplomatic. * Keen to develop as an individual and working as a one team unit, particularly in the field of IT systems. * A willingness to meet deadlines and targets and assist others in achieving overall deadlines. * A flexible outlook and a willingness to undertake other tasks as required within the Service Delivery Team. |
| **Fluency Duty** | This post has been identified as a customer facing role, representing the Council at meetings, and public consultations. As such the post holder must:   * Be able to choose the right kind of vocabulary for the situation at hand without a great deal of hesitation; * Listen to their customer and understand their needs; * Tailor their approach to each conversation appropriate to their customer, and * Respond clearly with fine shades of meaning, even in complex situations. * Spoken interaction is frequent, focusing around complex technical and professional subjects. The importance of this interaction is significant.   All communication is likely to include technical, profession-specific and specialist vocabulary. |
| **Political Restrictions\*\*** | This post is not subject to political restrictions. |

Where the post has been identified as “customer facing” under the requirements of the fluency duty, please insert the paragraph below:

This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.

This post has been assessed as requiring XXX level under the Common European Framework of Reference for Language (CEFR).

More information is available at:

<http://ecouncil/Fluency/Pages/default.aspx>

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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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| **Type of criminal records checks required for this post** | **Ticked as required** |
| None | ✓ |
| Basic Disclosure |  |
| Standard Disclosure |  |
| Enhanced Disclosure |  |
| Working with Adults - Regulated Activity |  |
| Working with Children - Regulated Activity |  |

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>

*\*\* Political Restrictions*

*Certain posts in the Council are designated as ‘politically restricted’, which means that the post holder must not have any active political role either in or outside of work. Employees who have politically restricted posts are responsible for ensuring they do not engage in restricted activities. Where a post has been identified as politically restricted, the following statement must be included within the Person Specification:*

This post has been identified as being politically restricted.

*Where the post has been identified as* ***not*** *being politically restricted, the following statement must be included:*

This post is not subject to political restrictions.