|  |
| --- |
| **Job Description** |
| **Post title** | Area Drainage Assistant Engineer |
| **JE Reference No** | N7919 |
| **Grade** | 9 |
| **Service** | Neighbourhoods, Climate & Change |
| **Service Area** | Technical Services |
| **Reporting to** | Drainage and Coastal Protection Manage |
| **Location** | Your normal place of work is to be agreed but you may be required to work at any Council workplace within County Durham. |
|  |
| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

|  |
| --- |
| **Description of role** |

The post holder will be responsible for undertaking the workload in the Drainage and Coastal Protection Team within the Strategic Highway Group as direct by the Drainage and Coastal Protection Manager. This involves assisting in the development of operational plans and the investigation of flood events, including the liaison between Highway Services the Civil Contingencies Unit and working with external partners such as the Environment Agency and Northumbrian Water.

|  |
| --- |
| **Duties and responsibilities** |

* To be responsible for all aspects of the work allocated by the Drainage and Coastal Protection Manager, which may be subject to change from time to time.

* To assist in the role and duties of the SuDS Approving Function.
* To assist the Drainage and Coastal Protection Manager in the investigation and recommendation of solutions to land drainage, flood management and coastal protection issues.
* To assist in the duties associated with the Flood and Water Management Act 2010 and the Land Drainage Act 1991.
* To liaise between the Environment Agency and the local water company, including attendance at regular meetings.
* To represent the authority at public meetings, including MPs regarding flooding problems.
* Responsible for gathering of information in defending the authority in public liability claims, including documentation of evidence witness statements and the giving of evidence in court associated with flooding and coastal protection policies.
* Dealing with Service requests related to flooding and coastal protection.
* To liaise between Strategic Highways and Highways Services in respect of flooding and coastal protection issues.
* To represent the Drainage and Coastal Protection Manager as appropriate at various meetings, working parties, panels etc as directed.
* To assist the Drainage and Coastal Protection Manager in ensuring the various standards and targets are achieved.
* To support staff within the Team.
* To assist the Drainage and Coastal Protection Manager in organising and managing the activities of the Team to ensure that the maximum efficient and effective use is made of the resources available.
* To liaise effectively with other County Council services and relevant outside bodies in the work of the Team.
* To respond appropriately to emergencies arising in relation to the work of the Team.
* To co-operate effectively with others in the corporate working of the service.
* To foster and maintain good relationships with a wide range of internal and external stakeholders.

|  |
| --- |
| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

|  |
| --- |
| Person specification |
|  | Essential | Desirable |
| Qualifications | * HNC in Civil Engineering or FDSC River and Coastal Engineering.
 | * Incorporated Engineer or working towards Incorporated status.
* Degree in Civil Engineering (or equivalent)
* Recognised management qualification.
 |
| Experience | * Experience of working in a highways or drainage related environment.
* Experience of working within a multi-functional public or private sector organisation.
* Working at senior level within a highways environment.
* Experience of service objectives, polices and strategies.
* Experience of managing change.
* Experience in performance and project management.
 | * Experience of dealing with land drainage, flood management and coastal protection issues.
 |
| Skills & Knowledge | * Ability to analyse and resolve complex technical problems.
* Ability to communicate effectively, both orally and in writing.
* Ability to apply sound engineering principles to practical solutions.
* Analytical and decision making skills.
* Awareness of Committee management and working with Members.
* Good IT skills.
* Ability to use Microdrainage and Autocad software for modelling and scheme design.
* Ability to use surveying equipment and software.
* Ability to use GIS and knowledge of the system.
 | * Ability to work using own initiative.
* An understanding of local government.
* Knowledge of highway and drainage law.
* Knowledge of Quality Management Systems.
 |
| Personal Qualities | * Enthusiastic, motivated, committed.
* Approachable, team player, and motivator.
* Commitment to the concept and values of public service.
* A flexible approach to work and capability to work under pressure to deadlines.
* To be self-motivated and able to work under own initiative but in accordance with corporate objectives.
* Good organisational ability and communication skills, including good information communication technology skills.
* Ability to respond quickly and efficiently to a wide range of queries from Senior Management, elected Members and other staff.
* Due to the requirement to drive a County Council vehicle in this role, appointment will be subject to the production of a valid driving licence for the required category of vehicle and the satisfactory completion of an in-house Driver Induction Assessment.
* May be required to work outside normal hours.
 |  |