

Job Description

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| **Job Title:** | Senior Engineer (Drainage) |
| **Team/Service:** | Engineering  |
| **Responsible To:** | Service Manager  |
| **Salary Grade:****JE Reference:**  | Grade LRES137 |

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| 1. **Key Purpose of Job**
	1. To organise and directly manage the delivery of projects in the Drainage Section in order to provide an efficient, economic and effective service, reporting directly to the Engineering Service Manager.
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| 1. **Anticipated Outcomes of Post**
	1. Ensure that the Council's duties under the various Acts of Parliament relating to flood risk management and drainage are complied with.
	2. All projects undertaken by the Drainage section are designed and constructed in a technically competent and professional manner.
	3. Provide clients and the public with professional advice in order to reduce the risk of flooding to people and property.
	4. Actively seek opportunities with new private and public sector organisations, to assist in the expansion of TDA’s client bases and regional presence.
	5. Promote the status of the TDA Engineering team through the provision of highly specialist hydraulic modelling design services.
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| 1. **List Key Duties and accountabilities of the post**
	1. Provide advice and technical support to the council and members of the public on drainage/flooding and civil engineering matters.
	2. Carry out feasibility, surveying, design, tendering, contract preparation and supervision of urban drainage and other civil engineering related schemes.
	3. Partnership working with other local authorities and government bodies.
	4. Provide management and technical support to technicians within section.
	5. Produce strategic/ technical reports and policy for Engineering Department.
	6. Resolve emergency situations (flooding/asset collapse etc.).
	7. Managing a variety of schemes and projects in such a manner to ensure that an efficient and cost effective service is provided to meet the needs and priorities of the client, keeping the Service Manager regularly advised as to progress, future requirements and problem areas.
	8. Deliver effective line management of the Drainage section including monitoring performance, sickness/holidays and maintaining appropriate records.
	9. Ensuring all staff within the Drainage section comply with Standing Orders, Financial Regulations, Statutory Obligations and other relevant provisions.
	10. Assist with freedom of information requests from the public which often relate to sensitive and contentious matters
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| 1. **Give examples of the typical types of problems and decisions the post will be required to make**
	1. Design solutions to urban drainage problems considering hydraulic, health and safety, practicality, design standards, cost (environmental, social, financial).
	2. Scheme construction-based problems (public interface, programme of works, technical issues, quality issues, financial issues, health and safety).
	3. Assistance during flooding to the council, public and partners.
	4. Negotiation with public (riparian land owners) to encourage/enforce them to carry out works on watercourses.
	5. Decision making on all service areas under the direct control of the post, dealing with staff issues as they arise. Setting standards and procedures for the team to work to and offer sound decision making to lead others to effectively carry out their job roles.
	6. Ensure that all work undertaken for Torbay Council, TDA or external clients is carried out in accordance with appropriate Eurocodes, Health and Safety standards, Building Regulations and Planning Law. Failure to do this could lead to dangerous situations, accidents, health problems or even fatalities. These are serious consequences for both TDA and the client concerned. Sanctions can include fines, imprisonment, and disqualification.
	7. As engineering work is not always covered by defined procedures, the post holder will sometimes be required to problem solve under extreme pressure in order to achieve objectives. An example of this would be acting decisively to undertake out of hours emergency repair work in poor weather conditions on a watercourse defence or Culvert structure, in order to prevent significant flooding of public or private property or further damage to assets.
	8. The post holder will make decisions regarding the development and implementation of multiple, often conflicting, projects, allocation of resources to accommodate peaks in workload to manage tight project deadlines often subject to change. Preparation of fee quotations and control operational matters relating to this service area.
	9. The role involves dealing with a range of complex and continuous matters on a regular basis, involving contact with councillor members, contractors, consultants, and significant public liaison. Such interactions require sensitivity, tact and the ability to persuade and develop trust and cooperation in order to minimise opposition and protect the reputation of Torbay Council
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| 1. **Budgetary / Financial Responsibilities of the post**
	1. Ensuring that systems of budgetary, accountancy and financial control are properly understood, used and developed.
	2. Exercising effective financial monitoring, planning and control of the Drainage sections projects and budgets.
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| 1. **Supervision / Line Management Responsibilities of the post ( Please show / provide organisation structure as an appendices, showing official reporting lines**
	1. Team leadership/management of technical staff in the Drainage section. This involves direct line management of the whole drainage team, including co-ordination of training and professional development, staff appraisals and all aspects of performance management.

This post directly performance/line manages:* Engineering Drainage Technician – grade I.
* Senior Engineering Drainage Technician – grade I.
	1. Management of external consultants and contractors working on behalf of clients.
	2. Responsible for the day to day maintenance of health and safety of their team members.
	3. Ensure that team members receive adequate instruction and training for them to carry out their duties competently and safely.
	4. Ensure that risk assessments are undertaken to eliminate or control risk, and to ensure safe working practices are developed and implemented to minimise risks so far as is reasonably practicable.
	5. Ensure that all personnel adhere to safe working practices.
	6. Ensure that the Service Manager is advised of any defect or hazard which they cannot rectify themselves.
	7. Ensure that accidents/incidents involving team members are reported and investigated.
	8. They will ensure that effective supervision of employees is maintained at all times and particularly with new or inexperienced people.
	9. Provide management cover for the Engineering Service Manager during periods of absence and offer technical support and guidance to TDA Engineering team colleagues.
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| 1. **Working Environment & Conditions of the post**
	1. General office-based design, attendance at meetings in other offices within Torbay and attendance at site meetings on local and regional projects.
	2. Work on construction sites inside Torbay at all times of the year.
	3. Working outside surveying/inspecting watercourses and main rivers.
	4. Working outside adjacent to a live public highway.
	5. Working outside in varied weather conditions during/after a flooding event.
	6. Normal working environment and conditions when in the design office.
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| 1. **Physical Demands of the post**
	1. The postholder will be required to attend site often daily and provide cover across different engineering disciplines (coastal, highways, drainage, structures) which require periods of intense physical demand.
	2. The post requires the inspection the various structures, watercourses and main rivers within Torbay, often involving intense effort on foot to reach Torbay Council assets. Some of these assets are in awkward to reach places i.e. down embankments, in overgrown areas or across fields etc.
	3. The above may require site attendance during periods of adverse weather conditions, possibly outside daylight hours and/or weekends during winter months to react to unexpected flood events. This will involve exposure to moderate noise, heat, cold and potentially uncomfortable or difficult surroundings / conditions.
	4. The post holder should be prepared for the regular occurrence of these events during periods of sustained adverse weather, as Torbay is a Critical Drainage Area.
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| 1. **Specific Resources used by the post**
	1. Surveying Equipment to undertake a variety of engineering functions – ranging in value from £500 to £25,000. Frequency of use is dependent on projects that are being undertaken but could be daily/weekly.
	2. Specialist computer software
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| 1. **Key Contacts and Relationships**

**External**Liaising with Torbay Council regarding the preparation of civil engineering designs and contracts.Liaising with Council Members when necessary.Advising Council departments on a range of technical issues.Managing external consultants and contractors working on behalf of clients.Liaising with Statutory Undertakers and other individuals or bodies affected by the works.Dealing with members of the public through providing technical advice, enforcing land drainage law, consultations and supervision of contracts on site.Dealing with various government agencies.**Internal**  |
| Working closely with colleagues within the Engineering section and within TDA to achieve outputs as required by clients. |

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| 1. **Other Duties**

To undertake additional duties as required, commensurate with the level of the job. |

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| Other Information1. TDA is a trading name of Torbay Economic Development Company Ltd which is a company controlled by the Council of the Borough of Torbay.
2. This post is based at Tor Hill House but the post holder may be required to move their base to any other location within the TDA at a future date.
3. TDA is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo any checks appropriate to the post applied for. All staff and in particular managers, are responsible for corporate parenting for looked after children and young people within Torbay.
4. Successful applicants would be expected to complete a Criminal Records Self Declaration Form. Criminal convictions will only be taken into account when they are relevant to the post. You will only be asked to disclose ‘unspent’ convictions.
5. TDA adopts a Smoke-Free Policy and the post-holder is prohibited from smoking in any corporate buildings or enclosed spaces within the curtilage of buildings. Smoking breaks are not permitted within work time; however, in services where the flexi-scheme is in operation, employees may take reasonable break times outside of core hours, in accordance with flexi-time arrangements. Employees should follow the flexi-scheme procedure for agreeing time away from their duties in the normal manner with their immediate colleagues and line manager, with break start and finish times being recorded, as with any other break-time arrangement.

All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.1. The post-holder is expected to familiarise themselves with and adhere to all relevant Policies and Procedures.
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**Person Specification**

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| **Note for Candidate****All Candidates**The supporting statement on your application form will be used to assess ability to meet the essential requirements of the role, so you should explain how you meet each of the numbered essential requirements within your supporting statement.  In a competitive situation, the desirable criteria may be taken into consideration, so you are encouraged to show how you also meet each of the desirable criteria.Candidates who consider that they have a disabilityReasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability.If you consider yourself to have a disability you should indicate this on your application form, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview.Where ever possible and reasonable we will make adjustments and offer alternatives to help you through the application and selection process. If you have indicated that you have a disability on your application form you will be guaranteed an interview if you clearly demonstrate in your supporting evidence how you broadly meet the essential requirements of the role.  |

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| **Essential Skills and Effectiveness:** | **Desirable Skills and Effectiveness:** |
| 1. Effective communication skills, including correspondence and report preparation.
2. IT skills including use of Microsoft packages, specialist design software, including Micro drainage, AutoCAD and general drainage packages.
3. Ability to manage, monitor and review performance to meet targets.
4. Ability to deal firmly but fairly with contractors on site, have an unbiased approach to people and an ability to deal tactfully and diplomatically with people of all ages and backgrounds.
5. Ability to effectively prioritise workload and work on a diverse range of projects simultaneously.
6. Ability to effectively persuade and negotiate with tact and diplomacy to minimise disputes and opposition and maintain effective relationships
 | 1. Project management skills.
2. Presentation skills.
3. Effective negotiation skills.
4. Financial management skills.
5. Competent in the use of GIS Software.
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| **Essential Knowledge:** | **Desirable Knowledge:** |
| 1. Detailed knowledge and understanding of civil engineering especially in relation to urban drainage.
2. Advanced knowledge and understanding of relevant legislation and statutory obligations in relation to urban drainage.
3. Extensive knowledge of sound engineering practices.
4. Knowledge of Civil Engineering Method of Measurement.
5. Knowledge of contract law.
6. Financial monitoring and budgetary control.
 | 1. Knowledge of hydraulic modelling principles.
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| **Essential Experience/Achievements:** | **Desirable Experience/Achievements:** |
| 1. Extensive experience of civil engineering design, survey, taking-off quantities and contract preparation including use of modern computer techniques.
2. Line management/team leader experience.
3. Proven or demonstrable track record of supervising contractors and of administering contracts, measurements and accounts.
 | 1. Experience of working with external organisations and other interest groups.
2. Experience of Design and Supervision of urban drainage schemes.
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| **Essential Qualifications/Professional Memberships:** | **Desirable Qualifications/Professional Memberships:** |
| 1. Degree in Civil/Structural Engineering.
2. Incorporated Engineer Status (or working towards IEng/CEng status with equivalent industry experience)
3. Member of a relevant professional association such as ICE or IStructE.
 | 1. Academic and/or vocational qualifications in civil engineering design or related subjects.
2. Chartered Engineer status
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| Essential – Other requirements of the job role * Ability to carry out the physical requirements of the role (i.e. manual handling)
* Ability to travel efficiently around the Bay/South West/UK in order to carry out duties
* Ability to accommodate unsociable hours
* Ability to accommodate on-call working
* DBS check
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