

Department:	Environment and Transport
Job Title:	Assistant Engineer (Flood Risk Management)
Grade:	11
Post Number:	5.12.6
Service/Section:	Highways & Transport Commissioning, Infrastructure Planning
Base/Location:	County Hall
Responsible To:	Senior Engineer (Flood Risk Management)
Responsible For:	N/A
Key Relationships/ Liaison with:	Staff of the County Council, District and Parish Councils, the public, Contractors, Consultants, Developers, land-owners, stakeholder groups, national, regional and local agencies and organisations.

Job Purpose	
<p>To assist the Senior Engineer in delivering the Council's statutory functions as a Lead Local Flood Authority and to develop and promote best practice. This includes assisting in delivering the actions of Leicestershire's Local Flood Risk Management Strategy and deputising and/or assisting the Senior Engineer when required in representing the Council at meetings as appropriate etc.</p>	

Corporate Responsibilities	
1.	To ensure that the services are delivered for the benefit of the people of Leicestershire.
2.	To deliver effective partnerships and working relationships with statutory, voluntary, private agencies and communities.
3.	To ensure activities are delivered in the most efficient and effective manner as possible.
4.	To be responsible for technical advice to Members, partners and stakeholders on programmes and projects to ensure appropriate communication and dialogue takes place; including writing reports
5.	To support the performance management of services and teams through contributing to the departmental business planning process as required.

Service Responsibilities

6.	To deputise for the Senior Engineer where appropriate.
7.	To perform the functions required for the Council to fulfil its role as the Lead Local Flood Authority, including delivering the role of the Council as statutory consultee to the planning process, investigating locally significant flooding issues, updating the asset register and responding to applications for consent under the Land Drainage Act.
8.	To provide technical knowledge and expertise and to oversee the day to day work of the Senior Technicians, Technicians and other junior staff on all aspects relating to flooding and drainage.
9.	Liaise with elected members, other authorities, statutory undertakers and the general public and represent the Department at meetings, exhibitions, conferences and seminars of officers, Members, Parish Councils and other customers and groups as necessary.
10.	To commission, manage and deliver projects on the Council's flood risk management programme through new and existing contracts. To enhance and develop the current programme of flood risk management projects and to identify and seek to maximise grant funding and partnership funding for existing and future projects.
11.	To help facilitate partnership working with all Risk Management Authorities and stakeholders for flood risk management to ensure joint partnership working is efficient.
12.	To constantly review current processes and seek to identify efficiencies in current ways of working.
13.	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.

Special Factors

- The nature of the work may involve the jobholder carrying out work outside of normal working hours.
- The nature of the work may involve the jobholder carrying out work at different locations than their designated base.
- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- Expenses will be paid in accordance with the Local Conditions of Service.

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Date Prepared/Revised: 15/01/2019

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	Essential	Desirable	App/Int
<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> A degree in an appropriate subject or equivalent qualification (e.g. BTEC Higher in Civil Engineering) plus demonstrable experience as identified below. OR Experience that meets the essential requirements, and Evidence of continued learning and development. 	<p>✓</p> <p>✓</p> <p>✓</p>		<p>App</p> <p>App</p> <p>App</p>
<p><u>Experience:</u></p> <ul style="list-style-type: none"> Experience of civil engineering design, management, maintenance or project management processes. Representing the wider views and policies of an organisation. Engagement with customers / clients / stakeholders, including attending and producing materials for meetings, exhibitions etc., and liaising with Elected Members and/or Company Directors. Collaborative working with customers / clients / stakeholders / key stakeholders to deliver outputs and outcomes. Working in a commercial environment and delivering projects and programmes to time, quality and cost. 	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p>

	Essential	Desirable	App/Int
<ul style="list-style-type: none"> Supporting and mentoring junior staff. 	✓		App/Int
<ul style="list-style-type: none"> Delivering the key statutory functions set out in the Flood and Water Management Act, Town and Country Planning Act and the Land Drainage Act. 	✓		App/Int
<ul style="list-style-type: none"> Developing schemes and providing comments / technical approval. 	✓		App/Int
<ul style="list-style-type: none"> Interpreting technical and non-technical reports and providing technical advice. 	✓		App/Int
<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> Relevant technical guidance and standards including CDM regulations, planning practice guidance etc. 	✓		App/Int
<ul style="list-style-type: none"> Knowledge of current legislation relevant to flooding, drainage planning and the environment. 	✓		App/Int
<ul style="list-style-type: none"> Principles of good project management. 		✓	App/Int
<p><u>Skills and Competencies:</u></p> <ul style="list-style-type: none"> Excellent communication and presentation skills. 	✓		App/Int
<ul style="list-style-type: none"> Excellent report writing skills. 	✓		App/Int
<ul style="list-style-type: none"> Connecting with communities through listening, dialogue and understanding community needs using a customer focussed approach. 	✓		App/Int
<ul style="list-style-type: none"> Building positive relationships across stakeholders, peers and partners, creating open and transparent relationships based on trust. 	✓		App/Int
<ul style="list-style-type: none"> Strong analytical, creative thinking and problem-solving skills. 	✓		App/Int
<ul style="list-style-type: none"> Be able to influence and negotiate with key stakeholders. 		✓	App/Int
<ul style="list-style-type: none"> Be able to work to tight timescales and to agreed targets. 	✓		App/Int

	Essential	Desirable	App/Int
<ul style="list-style-type: none"> Using mapping and modelling software such as Mapinfo or equivalent, microdrainage etc. 		✓	App/Int
<p><u>Other Requirements:</u></p> <ul style="list-style-type: none"> Full, valid driving licence and access to a vehicle. An understanding of, and commitment to Equal Opportunities, and the ability to apply this to all situations. Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010. 	<p>✓</p> <p>✓</p> <p>✓</p>		<p>App</p> <p>App</p> <p>App</p>

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