

# Job Description and Person Specification

Role: Senior Engineer (Consultancy).



# Job Description

<b>Job Title</b>	Senior Engineer (Consultancy).
<b>Grade</b>	8
<b>Service</b>	City Services
<b>Reports to</b>	Flood Risk Manager.
<b>Location</b>	Whitley Depot
<b>Job Evaluation Code</b>	A5764



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

### Purpose of the role

Under the guidance of the Flood Risk Engineering & Strategy Officer, develop and manage drainage maintenance schemes. To work closely with the Highways Operations Teams and external contractors to ensure that the Drainage Capital Programme is delivered on time and to budget. To assist the Flood Risk Engineering & Strategy Officer with the development and delivery of the Council's Surface Water Management Plan, Asset Management and Data collection. To support the Flood Risk Management team in providing technical advice on the watercourse consents and on Sustainable Urban Drainage approval.

## Main Duties & Key Accountabilities

### Core Knowledge

- To set a business plan for the service with budget income, cost and contribution expectations, including a marketing and client engagement plan to support the income budget.
- To develop new business for the Council through provision of a drainage consultancy service.
- To manage and be responsible for the development and maintenance of client relationships.
- To engage with clients, and to write professional and robust proposal documents aligned to client need with suitable and appropriate fee estimates for the completion of consultancy service.
- To design new development infrastructure in line with established design parameters including drawings, specifications and contract documentation to ensure the delivery of high-quality consultancy services on time and to fee targets.
- To carry out engineering appraisals of schemes.
- To identify project needs and prioritise work streams, working with technical approval processes to produce deliverables for clients.
- To set and monitor project fee commitments, cost control and report on a regular basis to the Flood Risk Manager.
- To develop business cases at client's request in relation to drainage schemes.
- To carry out and provide Drainage Studies and Flood Risk Assessments at the client's request.
- To ensure that best practice is applied to scheme development and ensure that the consultancy is kept up to date with all relevant laws, codes and guidance relating to new development.
- To propose solutions, prepare designs and agree modifications to existing infrastructure where needed.
- To work with and coordinate with other project teams in the delivery of projects where necessary.
- Manage projects to ensure that fee targets are met and payments are received to meet contractual obligations.

- To assist colleagues and to deputise for the Flood Risk Manager when necessary, by undertaking specific project work, attending meetings and participating in project working groups, including responding, both verbally and written, to queries from clients, regulators, contractors and statutory bodies.
- To act as Construction (Design and Management) Regulations Designer and ensure all clients, subgroup designers and contractors are complying with the regulations and Health and Safety standards.
- To prepare and present technical, financial and operational reports to management meetings and client meetings.
- To undertake investigations relating to staff disciplinary issues. This will involve working closely with HR officers, conducting investigations, preparing reports and representing the section at disciplinary hearings.
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<p><b>External</b> All external stakeholders Severn Trent Water Environment Agency</p>	<p><b>Internal</b> Staff at all levels across the organisation.</p>
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## Standard information

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions.
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required: -

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected.

- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately.

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Smoke Free**

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

**Training**

The postholder must attend any training that is identified as mandatory to their role.

**Responsible for:**

**Staff managed by postholder:**

Project Engineer (Drainage)

## Person specification

<b>Job Evaluation Code</b>	A5764
<b>Knowledge</b>	
Detailed knowledge of new Highway developments particularly drainage infrastructure, flood risk and flood risk management.	
Detailed knowledge of the design and detailing of highways, drainage infrastructure and structures schemes and also preparation and letting of contracts and construction supervision.	
Detailed knowledge of legislation and technical standards for new development works.	
Detailed knowledge of fee development and financial management	
Knowledge of quality standards and Health and Safety practices, particularly CDM Regulations	
Knowledge of preparation of Flood Risk Assessments and Business cases.	
<b>Skills and Abilities</b>	
High level of verbal and written communication including presentation skills	
Good people management and interpersonal skills	
High level of project management skills	
Good level of ICT skills including the use of Microsoft Project, Excel, CAD, GIS/MapInfo, Hydraulic design and watercourse modelling.	
Ability to negotiate, influence and work successfully with clients and contractual partners	
Innovative and adaptable approach to solution finding.	



<b>Experience</b>
Experience of implementing and monitoring projects, including fee income management.
Experience of managing a small team of people.
Working in a team environment, but under own initiative.
Developing strong partnership relationships with clients, other consultants and contractors.
Suitable experience of working with or for a Local Authority or Consultancy in a design and delivery sector.
Experience of managing contracts and performance against contracts and issuing payments against contracts
<b>Qualifications</b>
BEng in Civil Engineering or equivalent
Member of Institute of Civil Engineers or equivalent professional qualification and development.
<b>Special Requirements</b>
Possession of a full current driving licence.

<b>Date Created</b>	August 2021	<b>Date Reviewed</b>	November 2024
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