



Coventry City Council

Job Description

Job Title:	Senior Engineer – Drainage & Flood Risk	Job Number:	
Service:	Highways	Post Number:	1037705
Location:	Whitley Depot	Grade:	8

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.

Job Purpose:

Working with and supporting the Flood Risk Manager to develop business relationships with external developers / project managers and Clients relating to new development drainage infrastructure, within but not limited to, the City of Coventry. To provide a full consultancy service, including advice, preliminary and full design to enable clients to submit planning applications.

Main Duties and Responsibilities:

- 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 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 outcomes for Clients.
- To set and monitor project fee targets, 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 Clients 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.
- Prepare fee proposals and oversee 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.

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.

Responsible for: Project Engineers, Graduate Engineers and Technicians as assigned.

Responsible to: Flood Risk Manager

Date Reviewed: August 2021

Updated: August 2022



Coventry City Council

Person Specification

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Area	Description
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Knowledge:	<ul style="list-style-type: none"> Detailed knowledge of new Highway developments particularly drainage infrastructure, flood risk and flood risk management.
	<ul style="list-style-type: none"> Detailed knowledge of the design and detailing of highways, drainage infrastructure and structures schemes and also preparation and letting of contracts and construction supervision.
	<ul style="list-style-type: none"> Detailed knowledge of legislation and technical standards for new development works.
	<ul style="list-style-type: none"> Detailed knowledge of fee development and financial management
	<ul style="list-style-type: none"> Knowledge of quality standards and Health and Safety practices, particularly CDM Regulations
	<ul style="list-style-type: none"> Knowledge of preparation of Flood Risk Assessments and Business cases.

Skills and Abilities:	<ul style="list-style-type: none"> High level of verbal and written communication including presentation skills
	<ul style="list-style-type: none"> Good people management and interpersonal skills
	<ul style="list-style-type: none"> High level of project management skills
	<ul style="list-style-type: none"> Good level of ICT skills including the use of Microsoft Project, Excel, CAD, GIS/MapInfo, Hydraulic design and watercourse modelling.
	<ul style="list-style-type: none"> Ability to negotiate, influence and work successfully with clients and contractual partners
	<ul style="list-style-type: none"> Innovative and adaptable approach to solution finding

Experience:	<ul style="list-style-type: none"> Experience of implementing and monitoring projects, including fee income management.
	<ul style="list-style-type: none"> Experience of managing a small team of people.
	<ul style="list-style-type: none"> Working in a team environment, but under own initiative.
	<ul style="list-style-type: none"> Developing strong partnership relationships with clients, other consultants and contractors.
	<ul style="list-style-type: none"> Suitable experience of working with or for a Local Authority or Consultancy in a design and delivery sector.

	<ul style="list-style-type: none">• Experience of managing contracts and performance against contracts and issuing payments against contracts
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Educational:	<ul style="list-style-type: none">• BEng in Civil Engineering or equivalent
	<ul style="list-style-type: none">• Member of Institute of Civil Engineers or equivalent professional qualification and development.

Special Requirements:	<ul style="list-style-type: none">• Possession of a full driving licence
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Date Reviewed: August 2021
Updated: August 2022