

# Job Description and Person Specification

Role: Senior Development Management Engineer.



# Job Description

<b>Job Title</b>	Senior Development Management Engineer.
<b>Grade</b>	7
<b>Service</b>	City Services
<b>Reports to</b>	Flood Risk Engineering & Strategy Officer.
<b>Location</b>	Whitley Depot
<b>Job Evaluation Code</b>	



# 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**

Working with and supporting the Flood Risk Manager in all aspects of new development compliance with the City Councils Local Flood Risk Management Strategy, flood risk and drainage plans, policies and relevant design standards.

## **Main Duties & Key Accountabilities**

### **Core Knowledge**

- To ensure new development meets the requirements of the Council's Local Flood Risk Management Strategy, Flood Risk Assessments, and the Surface Water Management Plan and to provide technical advice to colleagues in both Flood Risk Management & Drainage and Planning Group.
- To provide drainage and flood risk advice relating to development adoptions, planning applications and for planning appeal hearings, where required.
- Ensure that the Council is able to meet its legal responsibilities in relation to Sustainable Drainage Systems on both the Highway and in the public realm including an approval process and enforcement.
- Providing Sustainable Drainage System guidance and support to developers and in particular, supporting the Council's Development Control function.
- Provide advice and support to developers for The Water Environment (Water Framework Directive) (England and Wales) Regulations 2017 compliance.
- Collate and provide data for flood risk management audit outcomes for compliance measurement.
- The supervision of development management inspector(s) to ensure compliance with design standards and policies.

- To assist colleagues and to deputise for the Flood Risk Manager by undertaking specific project work, attending meetings and participating in corporate working groups, including responding, both verbally and written, to queries from elected members, the public, contractors and statutory bodies.
- To comply with the Construction (Design and Management) Regulation 2015 and subsequent updates to ensure all clients, designers and contractors are complying with Health and Safety legislation and standards.
- 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> Leader of the Council, Members of Parliament and Councillors. 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>	
<b>Knowledge</b>	
Knowledge of Flood Risk Management, complex drainage projects and the maintenance of highway drainage.	
Knowledge of legislation covering drainage and highway works.	
Knowledge of the design, detailing, preparation and letting of contracts and construction supervision of drainage improvement schemes.	
Knowledge of drainage design software and surface water modelling techniques.	
Detailed knowledge of Sustainable Drainage Systems and the current thinking on the effects of climate change on the urban environment.	
Knowledge of quality standards and Health and Safety practices.	
<b>Skills and Abilities</b>	
High level of verbal and written communication and presentation skills.	
High level of project management skills	
Good level of ICT skills including the use of Microsoft Project, Excel, AutoCAD, GIS/MapInfo and Confirm.	
Ability to negotiate, influence and work successfully with contractual and risk management partners and developers.	
Innovative and adaptable approach to solution finding.	
Ability to manage a small team.	

<b>Experience</b>
Road and drainage infrastructure foul and surface water design for adoption purposes.
Domestic and non-domestic within plot foul and surface water drainage design.
Working in a team environment, but under own initiative.
Working with highways contractors and consultants.
Suitable experience of working with or for a Local Authority highways maintenance, drainage or flood risk sector.
Experience of managing drainage contracts and specification compliance.
<b>Qualifications</b>
BTEC Higher in Civil Engineering or equivalent or Substantial relevant experience in the flood risk management and drainage discipline.
Member of relevant professional body or equivalent educational or professional qualification.
<b>Special Requirements</b>
Possession of a full current driving licence.

<b>Date Created</b>	February 2023	<b>Date Reviewed</b>	November 2024
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