

Leeds City Council Job Profile

Directorate	City Development Directorate
Service Area	Highways & Transportation
Job Title	Engineer, Flood Risk Management
Grade	SO2
Conditions of service	NJC
Reports to	FRM Senior Engineer, Strategy and New Works
Responsible for	Supervise junior members of FRM (Strategy and New Works) as required.

Job purpose

To work as a member of the Flood Risk Management Team engaged in all works to reduce flood risk in Leeds also to engage in the delivery, inspection, operation and maintenance of flood risk management assets, undertake activities as required and supervise the work of other staff within the team

Responsibilities

- To support and contribute towards reducing the risk of flooding in Leeds by ensuring that all stages of the development, delivery, operation and maintenance of works and assets are properly utilised in the management of flood risk.
- Maintain and develop flood risk management systems and Leeds' Flood Risk Asset Register.
- To be motivated to achieve Corporate Plan, Service Plan and Divisional Plan objectives
- Promote and deliver positive solutions to achieving diversity and equality in all aspects of service delivery, community engagement areas, focusing on equality of outcome.
- Provide technical support to the processes and procedures operated within the team.
- Work towards achieving a good level of technical competence. Provide technical support to the processes and procedures operated within the team.
- Assist the wider team in the management and supervision of junior members of staff and the supply chain.
- To abide by the Council's Equal Opportunities Policy in the duties of the post and as an employee of the Council.

It should be noted that this job description is subject to occasional changes in response to organisation change/review or to assist flexibility. The duties outlined are not meant as an exhaustive list. Other duties may be undertaken which are commensurate with the grade and within the spirit of the post as specified by the Manager after consultation with staff concerned/trade unions.

Principal Responsibilities

- To support and contribute towards reducing the risk of flooding in Leeds by ensuring that all stages of the development, delivery, operation and maintenance of works and assets are properly utilised in the management of flood risk.
- Maintain and develop flood risk management systems and Leeds' Flood Risk Asset Register
- To be motivated to achieve Corporate Plan, Service Plan and Divisional Plan objectives
- Promote and deliver positive solutions to achieving diversity and equality in all aspects of service delivery, community engagement areas, focusing on equality of outcome.
- Provide technical support to the processes and procedures operated within the team.
- Work towards achieving a good level of technical competence. Provide technical support to the processes and procedures operated within the team.
- Assist the wider team in the management and supervision of junior members of staff and the supply chain.
- To abide by the Council's Equal Opportunities Policy in the duties of the post and as an employee of the Council.

It should be noted that this job description is subject to occasional changes in response to organisation change/review or to assist flexibility. The duties outlined are not meant as an exhaustive list. Other duties may be undertaken which are commensurate with the grade and within the spirit of the post as specified by the Manager after consultation with staff concerned/trade unions.

Specific Responsibilities

- Create and maintain flood risk asset GIS records in an accurate, consistent and timely manner. Liaise with partner organisations to manage the currency of flood risk related GIS data sets, and develop the range of existing spatial data held.
- To ensure the team delivers against its KPIs.
- Provide a high quality and cost effective flood risk advisory service to support the growth agenda for the city.
- Support and assist in the development of policies.
- Maintain good awareness of Health and Safety legislation.
- Awareness of key planning and drainage legislation, as it applies to the work of the team.
- Working knowledge of surface water drainage design, mapping and modelling as well as associated software, including SuDS, GIS, AutoCAD.
- Provide expert advice to other sections of the council on flooding and drainage.
- Ensure that own work complies with Council's policies and contributes to the sustainability agenda
- Awareness of various hydrological and hydraulic modelling methods and associated surface water drainage designs.
- Carry out investigation of land drainage and flooding problems as directed and report thereon.

Qualifications

HNC/HND or similar relevant qualification or can demonstrate relevant experience at a senior level.

Essential requirements It is essential that the candidate should be able to demonstrate the following criteria for the post. Candidates will only be shortlisted for interview if they can demonstrate that they meet all the essential requirements.

- General computer expertise including GIS, database applications and data management skills.
- Experience of maintenance & development of asset management systems.
- Ability to work as part of a team to achieve positive outcomes.
- Knowledge of equal opportunities in both employment and service delivery.
- Ability to contribute to initiatives to improve standards and performance.
- Knowledge and experience of flood risk and drainage design
- Ability to manage competing priorities whilst delivering on a range of schemes and adapting to changing circumstances and priorities.
- Be able to work competently, to strict deadlines, as an effective team member
- Ability to plan and organise own work and that of others competently with minimum supervision, and to strict deadlines
- Ability to communicate key issues clearly and succinctly both in writing and verbally.
- Ability to resolve conflict.
- An understanding of flood risk management legislation and organisations.
- Ability to promote a professional image of self, the department and the Council.

Knowledge Required

- Knowledge of the asset inspection processes including the EA's Condition Assessment Manual (CAM)
- Of Computerised systems.
- Of the problems of disadvantaged groups.
- Of the work of the department

Experience Required

- Experience in using systems and programmes relating to flood risk management including GIS, databases, AutoCAD.
- Experience working to standardised methods and processes.

Essential Behavioural & other Characteristics

- General computer expertise including GIS, database applications and data management skills.
- Experience of maintenance & development of asset management systems.
- Ability to work as part of a team to achieve positive outcomes.
- Knowledge of equal opportunities in both employment and service delivery.
- Ability to contribute to initiatives to improve standards and performance.
- Knowledge and experience of flood risk and drainage design
- Ability to manage competing priorities whilst delivering on a range of schemes and adapting to changing circumstances and priorities.
- Be able to work competently, to strict deadlines, as an effective team member
- Ability to plan and organise own work and that of others competently with minimum supervision, and to strict deadlines
- Ability to communicate key issues clearly and succinctly both in writing and verbally.
- Ability to resolve conflict.
- An understanding of flood risk management legislation and organisations.
- Ability to promote a professional image of self, the department and the Council.

Desirable requirements It is desirable that the candidate should be able to demonstrate the following criteria for the post. Candidates are not required to meet all the desirable requirements however these may be used to distinguish between candidates.

Skills Required

- Possess a current driving licence
- Ability to work on own initiative.
- Ability to work to deadlines.
- Ability to resolve conflict.
- Awareness of public sector issues.
- Ability to develop and contribute to partnerships involving various stakeholders to achieve positive outcomes.
- Ability to develop productive working relationships that command respect, trust and confidence
- Ability to be practical and hands on where and when necessary.

Knowledge Required

- Of Computerised systems.
- Of the problems of disadvantaged groups.
- Of the work of the department.

Experience Required

- Of working effectively with others to deliver schemes and investigations.
- Of an awareness of local government and experience of achieving results in a politically sensitive context.
- Of setting and working to quality standards.
- Of managing conflicting demands.
- Of managing in an office environment.

Behavioural & other Characteristics required

- Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.
- Willing to take personal responsibility under and abide by the Council's Health and Safety Policy.

- Willingness to actively participate in training and development activities to ensure up to date knowledge and skills.
- Understanding of local government and experience of achieving results in a politically sensitive context.
- Understanding of and commitment to sustainability in service delivery.

Date Job description last reviewed and approved: 20th July 2018

Name Jonathan Moxon

Designation Executive Manager Flood Risk Management

Job Evaluation Ref