HAVANT BOROUGH COUNCIL - JOB DESCRIPTION

OPERATIONS – COASTAL PARTNERSHIP

TEAM: Coastal Engineering

POSITION TITLE: Coastal Engineer / Coastal Project Engineer

POSITION NUMBER:

GRADE: D – H (Career Grade)

RESPONSIBLE TO: Coastal Team Leader

RESPONSIBLE FOR: N/A

Overall Objectives of the Job

- To work as a member of the Coastal Engineering Team providing an effective and co-ordinated service to the Council that reduces the risks to people and the developed and natural environment from flooding and coastal erosion by encouraging the provision of technically, environmentally and economically sound and sustainable defence measures.

- To provide an efficient, effective and co-ordinated coastal management service to the Council including project management, design and implementation of capital and corporate projects.

Accountabilities:

1. Assist the Coastal Defence Partnership Manager in advising the Council on Coastal Engineering matters and providing a professional engineering service.

2. Undertake inspections of coastal defence structures and other watercourses as required. To assist in organising maintenance or replacement of such structures.

3. Prepare Project Appraisal Reports and administer applications for approval and grant aid.

4. Provide advice to the Council on engineering matters including design issues and material specifications. Design a range of civil engineering works commensurate with level of qualification and experience, including preparation of plans, specification, bills of quantities, and contract documents.

5. Supervise the construction of such works commensurate with level of qualification and experience or assist the Project Manager / Supervisor on such supervision. Issue site instructions / compensation events / variation orders, agree measured work and certify payment of accounts.

6. Organise Topographic and Hydrographic surveys of the coastal zone. Undertake survey and research work into coastal processes, to advise the Council on the management of the coastline to ensure sustainable development. Maintain and deploy coastal survey monitoring equipment, collate and interpret the data collected and disseminate in suitable reports.

7. Act as Project Manager for specific projects, these being both directly related to services provided by Planning and Built Environment, projects promoted by partners and corporate projects.

8. Responsible for the effective preparation, management and presentation of feasibility studies and initial design of flood and erosion risk management schemes, including, where appropriate managing the performance of consultants employed to carry out such works.

9. Consult with residents and other agencies i.e. Environment Agency, Statutory Undertakers etc., as appropriate in connection with projects.

10. Assist or lead commensurate with level of qualification and experience on the development of Coastal Strategies and other flood and erosion risk initiatives across the Coastal Defence Partnership.

11. Assist with the development, promotion and management of flood and erosion risk management initiatives in accordance with the Council's policies, priorities and procedures.

12. Liaise with students from local education establishments.

13. Undertake personal development in order to obtain qualification as a Chartered Engineer or Incorporated Engineer, as appropriate.

14. Carry out investigations, prepare reports etc, pertinent to a Municipal Engineering Department and represent the Executive Head (Planning and Built Environment).

15. Where appropriate and commensurate with level of qualification and experience supervise staff assisting with projects and where required assist with the recruitment of staff.

16. Sign post and other documents in accordance with any delegation scheme issued by Executive Head of Service.

17. Respond to enquiries and correspondence in connection with the work of the Coastal Team.

18. Ensure that all working practices and procedures adopted both in the office and on site comply with Health and Safety policy.

19. Represent the Council out of hours when called upon.

It is in the nature of the work of Havant Borough Council that tasks and responsibilities are in many circumstances unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises that tasks which are not specifically covered in their job description have to be undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work and they will be commensurate with the duties and responsibilities of the role. The post holder will be expected to continually develop in the role.

How the post holder will progress through the grades

In order to progress through the grades the post holder must be able to demonstrate that they are competent to carry out the duties associated with that level of responsibility. Once the employee has obtained/developed the necessary technical knowledge, qualifications, competences and experience, as detailed in the person specification and the prescribed career grade progression criteria, and they can fully discharge all job accountabilities and task areas to a satisfactory standard, they will, subject to assessment by the Coastal Defence Partnership Manager, move to the appropriate post level.

Learning and Development
The post holder is expected to actively participate in the performance management scheme and continually develop in the role.

Equal Opportunities
Havant Borough Council is an equal opportunities employer offering appropriate training and development opportunities to all employees. Therefore all staff are expected to help create a work environment in which everyone is treated with dignity, respect, courtesy and fairness.

Health and Safety
The post holder is expected to fully comply with the Health and Safety Policy and procedures in force to help maintain and develop a safe working environment.

Signed: ....   **Signed:** ....
        (Job Holder)   **(Manager)**

Date: ....   **Date:** ....