

Capital Works Engineer

Job Description and Person Specification

Directorate:	Environment	Service:	Engineering
Responsible to:	Assistant Director of Engineering	Responsible for:	Internal Officers x 2 Delivery and reporting to funder (DEFRA)
Grade:	11		
Location:	Civic Centre, Poulton-le-Fylde		

Job Purpose:

Responsibility for development, delivery and site project management of a complex DEFRA funded Capital Works Coastal Defence Scheme valued at over £50m. Working with internal and external partners including the Environment Agency, Natural England, Marine Management Organisation, Wyre Planning, specialist consultants and our Framework Contractor Balfour Beatty.

- Obtain funding through external organisations including DEFRA by completing Business Cases to support the development of the coast protection scheme.
- Manage consultants and provide design input to allow the development of the scheme.
- Oversee consultants and prepare the necessary technical input and evidence to satisfy terrestrial and marine planning authorities.
- Represent the client in developing cost plans, programs and methods of working for construction of the capital scheme.
- Monitor and provide site based project management of the capital scheme, ensuring the highest standards of safety, quality and cost control.
- Provide community liaison and be the client point of contact for community issues and concerns relating to the construction of the scheme.
- Provide reports to the project board and information for submissions to the Environment Agency.

Key Tasks & Responsibilities:

- Produce Business Case information to:
 - Demonstrate the economic case for the scheme through the management of technical specialists.
 - Demonstrate the environmental case for the scheme through liaison with Natural England and local environmental stakeholders
 - Demonstrate the technical implementation of the scheme by producing outline design options which are technically sound.
 - Produce sound cost estimates for the scheme options by working with contractors through Early Contractor Involvement.
- Play a key role in the selection and appointment of a contractor delivery partner.
- Produce Detailed Design Information including input to specifications and producing technical information to allow the scheme to be priced and constructed.
- Ensure within budget, on time, complying with the terms of the funder and meeting the expectations of stakeholders and customers.
- Lead, manage and co-ordinate the activities of community and stakeholder working groups to support the delivery of the project.
- Challenge accepted practice to improve and enhance outcomes, monitor and champion efficiency savings throughout the development and delivery of the scheme.
- Set the framework for liaison with local communities. Manage the teams and partners delivering this engagement.
- Respond to and resolve community complaints in a professional and diligent manner.
- Play a key role in the preparation and implementation of a communication plan to ensure high quality engagement with customers and communities throughout the life of the project.
- Provide key information to the project Board to ensure effective governance and reporting mechanisms.
- Identify and manage the critical risks to delivery and financial control of the scheme ensuring the Assistant Director of Engineering is informed at the earliest stage and provided with the technical information to inform the Project Board allowing effective decision making.
- Constructively respond to and manage change, monitor risk, programmes and budget implications.
- Establish systems and procedures in relation to finance, data, project planning, monitoring and evaluation to ensure delivery of individual work streams and the programme as a whole.

- Take the lead on daily issues affecting the project delivery including financial implications relating to the programme, to regularly review the expenditure and funding profiles and prepare funding projections.
- Ensure all legislative and planning requirements are met in a timely manner.
- Prepare reports for the Programme Board, Environment Agency and DEFRA for project assurance and governance including all financial and progress monitoring of the project.
- Ensure compliance with any relevant legislation, policy and procedure including corporate procurement, HR, Diversity and H&S and seek to promote a positive internal culture of health and safety, diversity awareness and well-being throughout the activities of the Programme.
- To deputise for the Project Manager/Assistant Director of Engineering when required.

Corporate Responsibilities:

The postholder will be expected:-

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.
- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Council's policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.
- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for Data Quality.
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.

QUALIFICATIONS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Relevant degree e.g. Civil engineering, hydrology, geoscience, geography, ecology or significant relevant professional experience	Essential	Application/Interview

Member of a professional body such as the Institution of Civil Engineers, CIWEM, CiEEM or similar	Desirable	Application/Interview
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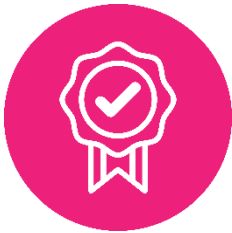



SKILLS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Must be able to manage large complex engineering projects	Essential	Application/Interview
Experience of co-ordinating external partnership delivery and stakeholder engagement	Essential	Application/Interview
Good influencing and negotiating skills	Essential	Application/Interview
Ability to build strong collaborative networks and working relationships externally and internally	Essential	Application/Interview
Practical understanding of the roles of government agencies and Risk Management Authorities and their priorities	Desirable	Application/Interview
Ability to prepare strategies and business cases	Essential	Application/Interview
Practical understanding of relevant legislation and practices applicable to the design and commissioning of flood risk management schemes	Desirable	Application/Interview
Able to work independently and to lead and inspire others.	Essential	Application/Interview
Able to prepare concise, accurate, professional reports and other written communication	Essential	Application/Interview
Confident and engaging presentation skills, both verbal and written	Essential	Application/Interview
Fully competent in normal office IT e.g. email, Word, Excel, and video meetings	Essential	Application/Interview
Resilience and persistence	Essential	Application/Interview
Strong track record of successful project delivery	Essential	Application/Interview

Commitment to the highest professional standards and best practice	Essential	Application/Interview
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EXPERIENCE	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Experience of managing major projects and of managing, motivating and developing internal staff and external service providers	Essential	Application/Interview
Proven leadership skills with the ability to remain flexible through periods of change	Essential	Application/Interview
Experience acting as the Project Manager under PRINCE2 or equivalent project management principles	Desirable	Application/Interview
Experience of developing and delivering strategies and business cases for external funding	Desirable	Application/Interview
Experience of local government procurement and procedures	Desirable	Application/Interview
Experience of Planning, Environment Agency, Marine Management Organisation and Natural England compliance processes and practices	Desirable	Application/Interview

ADDITIONAL REQUIREMENTS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
You must be able to conduct site visits in person along the NW Coast. You should provide your own transport	Essential	Application/Interview
Valid driving licence	Essential	Application/Interview
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues	Essential	Application/Interview
Regular and Reliable Service	Essential	Application/Interview
Demonstrate behaviours that support our values	Essential	Application/Interview

**Our Values are key to delivering our vision, plans and strategies.
All Behaviours listed are essential to the post.**

			
Professional	Innovative	Collaborative	Customer focused
In being professional we...	In being innovative we...	In being collaborative we...	In being customer focused we...
<ul style="list-style-type: none"> • Have pride in how we represent the council • Treat people with respect and consideration • Are conscientious and carry out our work to a high standard • Carry out our work activities in an honest and ethical manner 	<ul style="list-style-type: none"> • Proactively embrace change and learn from our mistakes • Challenge and constructively question existing processes • Make best use of our resources to provide excellent services • Encourage creative thinking with colleagues and peers 	<ul style="list-style-type: none"> • Communicate effectively with colleagues and stakeholders • Develop productive relationships and achieve the best results • Recognise and embrace the knowledge and skills of others. • Embrace the concept of one team one council and all work together 	<ul style="list-style-type: none"> • Strive to provide excellent services • Understand our customers' needs and consider things from their perspective • Effectively communicate and manage expectations • Actively seek ways to maximise customer satisfaction

Special Conditions:

(e.g. Weekend work, shift allowance, car/mileage allowance)

- The council operates a strict non-smoking policy.
- Casual car user allowance. Casual Car User's will be paid at the middle band. You will be required to provide your own means of transport.
- Occasional evening or weekend work may be required to attend community meetings or other events.
- The post holder will be required to have regular access to their own vehicle that can be used for work purposes.

Prepared by: Carl Green

Date: June 2024

Post Holder Signature:

Date: