

**Manchester City Council
Role Profile**

**Assistant Engineer Level 3 – Flood Risk Management, Grade 7
Highways Service, Neighbourhoods Directorate
Reports to: Flood Risk Management Team Manager
Job Family: Technical**

Key Role Descriptors:

The roleholder will undertake a lead role in a professional, customer focused, specialist technical service which enables the delivery of organisational objectives and provides a high quality service to customers in line with internal guidelines, policies and procedures and statutory requirements.

The roleholder will lead the delivery of a range of technical projects, initiatives or work packages that comply with relevant legislation and help achieve the Council's corporate aims and objectives

The roleholder will provide specialist technical consultancy across the assigned service area to develop, design and implement customer-focused solutions for the assigned service area. They will act as a key member of the team and will ensure high standards of customer service and service delivery.

Key Role Accountabilities:

Provide an effective technical consultancy function for the assigned service area, ensuring that high quality technical solutions are delivered in line with customer or legislative requirements. Dependent on the service area, this may include software / information technology support, engineering, surveying, curating or other specialist functions.

Lead on the delivery of work packages (using project management methodology where appropriate) so that objectives are achieved, ensuring consistency in approach and compliance with appropriate internal and legislative guidelines.

Develop successful relationships and secure stakeholder commitment through negotiation and communications, both oral and written, to ensure work packages are delivered effectively and to customer requirements and agreed objectives. This will include the communication of complex technical matters.

Ensure all work carried out fits within the parameters of service level agreements, using appropriate specialist equipment / software or tools where required, in line with safe working practices and health and safety regulations.

Represent the City Council as an expert witness at enquiries, tribunals and hearings or similar proceedings where appropriate.

Roles at this level may be required to manage a range of assigned resources, which may be human, financial or other, to ensure continuous improvement in service delivery. Staff management duties may be either through direct line management of a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers. The roleholder will be expected to effectively co-ordinate resources to support the principals of 'joined up' communication and to ensure efficiencies are achieved.

Dependent on the service area, the roleholder may be required to work on a rota basis including out of hours as required to meet customer demand.

Demonstrate a personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

Where the role holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

Role Portfolio:

The Highways Service is responsible for the leadership, management and delivery of all Highway related activities and functions that are involved in both management and improvement of the highway network across Manchester. The scale and ambition of the work planned in the city over the next few years, to deliver both the Greater Manchester Transport Strategy 2040 and national transport strategies, is huge. It will provide excellent opportunities for career development to the full range of professionals who support our schemes, across the full range of professional disciplines.

The service is under the leadership of the Director of Highways who is supported by three senior managers and thematic business areas as below:

Highway Development is responsible for working with internal and external partners to identify and develop the strategic pipeline of projects over the next 5 to 10 years in alignment with the City's plans and aspirations for growth. This includes the Development Control and Flood Risk Management team, allowing for strategic alignment of infrastructure changes across the capital and development programmes.

Network Management - responsible for Asset Management, acts as the Highway Authority, keeping the city moving and maintenance of the highway and contract management via the following functions - Client Officer and Policy Development, Development Control, Traffic and Road Safety Inspections, Maintenance and Contract Management and Maintenance.

Design, Commissioning & Programme Management Office (PMO) is responsible for the design and delivery of major projects (circa £150m over 5 years) and the planned maintenance programme, including direct delivery and contract management of the supply chain. The PMO is responsible for the production, management and maintenance of project reporting (and documentation) to provide assurance around programme and project delivery.

Role Specifics:

The Assistant Engineer (Level 3 – Flood Risk Management) will require an understanding of the Flood Risk Management role and, in particular, the duties of a Lead Local Flood Authority in this subject area. The role holder will support the team's delivery of the Council's statutory functions as a Lead Local Flood Authority.

The role holder will be required to perform the role of Assistant Engineer/Planning Application Assessor within the Flood Risk Management team, supporting the team in providing comments and recommendations to the planners within a set timescale. The role holder will assist with maintaining a close working relationship with the Planning Team and wider Highways Service.

With support and guidance from senior officers, the role holder will manage their own caseload of diverse development planning applications, providing high-quality

technical responses on flood risk and drainage matters and maintaining communication with the Planning Authority. This will include assisting other team members in the engagement of developers for pre-application discussions, and supporting the team in revising and implementing planning policies and procedures for Technical Guidance.

Knowledge of National Planning Policy, MCC Strategic Flood Risk Assessment, MCC Core Strategy, Flood and Water Management Act and National Standards for SuDS are important for successfully delivering this role. Knowledge of the types and design of SuDS, their feasibility of implementation and adoption is required.

The role holder is expected to support the team with updating the team GIS flood risk management asset register with new survey information and other flood risk data, and the delivery of our GIS Data Screening application service including engaging with the customer and working to delivery within the formal timeframe.

The successful candidate will be required to provide support to the wider team to review and resolve flood risk and drainage enquiries. They will also support the team's undertaking of stakeholder support and influence / negotiation with partners in other risk management authorities (such as Environment Agency, United Utilities, GMCA). The Assistant Engineer will also carry out a supportive role in the winning and delivery of funded projects.

Key Behaviours, Skills and Technical Requirements

Our Manchester Behaviours

- We are proud and passionate about Manchester
- We take time to listen and understand
- We 'own it' and we're not afraid to try new things
- We work together and trust each other
- We show that we value our differences and treat people fairly

Generic Skills

Communication Skills: Is able to effectively transfer key and complex information to all levels of staff, adapting the style of communication as necessary and ensuring that this information is understood.

Analytical Skills: Ability to absorb, understand and quickly assimilate complex information and concepts and compare information from a number of different sources.

Planning & Organising: Excellent time management skills, creating own work schedules, prioritising, preparing in advance and setting realistic timescales for own self and others. Has the ability to visualise a sequence of actions needed to achieve a specific goal and how to estimate the resources required.

Problem Solving & Decision Making: Continually performs at high levels of achievement, demonstrating tenacity, energy and commitment to achieve desired results.

Financial Management: Ability to work confidently with financial data when making decisions: interpret trends, issues and risks in routine financial appraisals.

Creative Skills: Ability to find creative solutions where there are no existing parameters or procedural framework.

Commercial Skills: Demonstrates sound business intelligence and ability to identify commercially viable opportunities and secure value for money in service delivery.

Technical Requirements (Role Specific)

- Must hold or be willing to work towards ONC / OND in Civil Engineering, Geography or other relevant discipline, **or**,
- Be able to demonstrate relevant experience of working in a related field such as the highway, planning/construction or environmental sectors. It would be highly advantageous to have a background in Flood Risk Management and a good understanding of the technical assessment process for planning applications.