

Northumberland County Council

JOB DESCRIPTION

Post Title: Senior FCERM Engineer		Director/Service/Sector: Place & Regeneration – Highways & Transport		Office Use JE ref: 2965 HRMS ref:
Band: 9		Workplace: County Hall, Morpeth		
Responsible to: FCERM Manager		Date: 29-06-26	Manager Level:	
Job Purpose: Primarily taking a lead professional practitioner role in ensuring the Council fulfils its statutory duties as the Lead Local Flood Authority. Leading on the development, monitoring, review and reporting on flood and coastal erosion risk management policies and programmes including Northumberland’s Local Flood Risk Strategy, Northumberland’s Flood Risk Assessments and the Northumberland and North Tyneside Shoreline Management Plan. Leading on the technical and project management aspects of delivery of capital flood alleviation and coastal erosion management projects. Developing the programme of flood alleviation works and securing external funding to enable delivery. Implementation of programmes and action plans and associated progress reports internally and externally and provide support and guidance to colleagues in the FCERM team.				
Resources	Staff	Management of experienced members of staff and graduates along with consultants, agency staff and contractors for specific project delivery. Taking a lead role in mentorship and development of the wider team, particularly in technical and project management skills.		
	Finance	Responsible for financial monitoring of flood protection and coast defence schemes and claiming grants from the Environment Agency and other funding organisations, with values between £100k and £5000k Responsible for preparing bids to secure Flood Defence Grant in Aid and additional funding to contribute to the costs of flood protection and coast protection schemes. Responsible for managing projects to assist with achieving revenue income targets.		
	Physical	Lead on maintenance of Northumberland’s Local Flood Risk Strategy, Northumberland’s Flood Risk Assessments and lead on the delivery of Northumberland and North Tyneside Shoreline Management Plan. Develop, manage and maintain data systems for flood and coast erosion risk management records, analyse data from a wide range of sources and ensure public availability through the internet and GIS		
	Clients	Responsible for the development and implementation of corporate policies, strategies and schemes that impact on the well being of people at risk of flooding and coastal erosion across Northumberland. Daily interaction with public and private sector organisations including council Members, members of the public, government departments and other council departments. Regular liaison with the Environment Agency as key funder of the programme.		
Duties and key result areas: Responsible for ensuring the Council fulfils its statutory duties as the LLFA – including maintaining the Local Flood Risk Management Strategy, maintaining a register of assets, leading on S19 investigations, leading on the provision of technical advice as a statutory consultee to the LPA. Provision of Technical Delivery, Project Management, Financial and Programme management, monitoring and reporting to Capital Board and Head of Service for all projects and programmes within the remit of FCERM including those promoted by other departments and external clients. Assist with the coordination and management of the FCERM programme, including major Civil Engineering and Infrastructure Projects.				

STATUTORY DUTIES

- Deliver the Council's duties as Lead Local Flood Authority under the Flood and Water Management Act 2010 (F&WMA) including developing and delivering the Council's Local Flood Risk Strategy.
- Lead in the development of the Local Flood Risk Management Strategy for Northumberland and lead on subsequent reviews, under Section 9 of the Flood and Water Management Act 2010
- Investigate, prepare and supervise others in the preparation of reports on significant flooding incidents for submission to the Secretary of State under Section 19 of the Flood and Water management Act 2010
- Investigate and supervise others in the investigation and assessment of coastal erosion issues in accordance with Shoreline Management Plan policies
- Gather, prepare and assess evidence to designate features and structures for the statutory Asset Register under section 21 of the Flood and Water Management Act 2010 and liaise with other teams to ensure that relevant information is added to the Register
- Responsible for provision of responses to local and national consultations relevant to the service area.
- Lead in the provision of responses to planning applications and Marine licenses affected by flood and coast erosion risk management policies and strategies, developing and implementing a system to ensure that timely responses are provided.

PROGRAMME

- Manage and coordinate preparation of the Medium Term Plan capital bidding process for submission to Defra/EA, for grant in aid funding for coast protection and flood alleviation schemes
- Development of the revenue and capital works programme by carrying out inspections, identifying defects and prioritising appropriate solutions

PROJECTS

- Determine solutions for identified flood and coast erosion issues, working with other officers from across Infrastructure, Highways Delivery and Neighbourhood Services, where necessary carrying out feasibility, options appraisal and technical design
- To undertake the role of Project Manager for significant individual Capital Schemes, either Internal or External, up to a value of £5M per scheme and an overall capital programme of up to £8m. To be accountable to the FCERM Manager for Financial and Programme performance.
- Lead on the development of flood alleviation and coastal defence projects to achieve the overall aims and objectives of the Local Flood Risk Strategy
- Carry out annual bidding for Flood Defence Grant In Aid (FDGIA) funds from Defra through the Environment Agency and secure additional local funding to support schemes which do not meet the 100% grant funding criteria (potentially up to 50% of the total value of the capital project).
- Manage, develop, monitor and report on capital budgets with regular reporting to the Environment Agency to ensure that funds are drawn down at the appropriate time.
- Analyse and interpret technical engineering drawings, designs and calculations, as required
- Develop and assess flood models for local issues and procure expert support for more significant issues
- Prepare business cases, including assessment of options against technical, environmental and economic criteria, for coast protection and flood alleviation schemes, to be presented to the EA for approval
- Manage the development of business cases by external consultants, for coast protection and flood alleviation schemes
- Complete all relevant documentation to ensure compliance with EA requirements for grant in aid funding
- Supervise others in preparing scheme briefs and tender documents; appraisal and assessment of submitted tenders; appointment of consultants and contractors, as appropriate. Procurement and management of consultants and contractors to undertake flood protection and coast defence schemes, in accordance with corporate procurement regulations.
- Prepare evidence and documentation relating to applications for Marine Licences, Planning permission and other environmental consents as required

ENGAGEMENT

- Provide professional technical and financial advice to Elected Council Members, Area Committees, Senior Managers and Residents on all matters of strategy, policy and practice relating to service issues ensuring the Council complies with good practice, prevailing regulations and legislation.
- Promote good relations with all other Directorates of the Council with a view to achieving the most effective performance of its functions to achieve a coordinated approach to the development and provision of services.

- Contribute to effective joint working and planning with all relevant external agencies (such as Environment Agency, Northumbrian Water, National Highways, Natural England, Marine Management Organisation) to maximise the Council's role, function and influence in relation to all aspects of flooding and coastal erosion risk management
- Organise and lead at seminars, public exhibitions and meetings to inform, guide and negotiate the development of sometimes complex and contentious flood and coast erosion strategies, policies, programmes and projects.
- Negotiate with stakeholders and scheme beneficiaries to attract and agree external contributions to support coast protection and flood alleviation schemes
- Actively promote, represent and advocate on behalf of the service and Council at local, regional and national level, influencing national policy and strategy development as appropriate.
- Work with colleagues and external partners in the development of a broad range of flood and coastal erosion risk management policies and projects related to climate change adaptation, engineering solutions, environmental enhancements and economic sustainability.
- Represent the Flood and Coastal Erosion Risk Management Team on the North East Coastal Group
- Represent the Flood and Coastal Erosion Risk Management Team on the Strategic Flood Risk Management Group, promoting and ensuring positive relationships with internal and external stakeholders, in particular the EA and Northumbrian Water
- Develop effective and constructive relationships with colleagues and external contacts in order to promote effective partnership working arrangements for the delivery of high quality services.
- Represent the Directorate at Area Committees, meetings with other authorities, external organisations and the public, contributing to negotiations relating to complex and contentious flooding and coastal issues
- Undertake regular communications with the public, Parish Councils, Local Flood Groups and other interested parties to gather evidence and assess solutions for flood and coast erosion issues
- Undertake wide stakeholder engagement involving members, council departments, other authorities, interest groups and the public in the development of flood and coast erosion risk management strategies, policies, programmes and projects

TEAM MANAGEMENT

- Assist in the effective approach to performance management that ensures the team, group and service objectives are met by determining and applying the most effective utilisation and deployment of resources (human, physical and financial).
- Appoint, train, motivate and supervise staff – including experienced members of the team, allocate and check work, and carry out staff appraisals.

OTHER

- Develop, implement, operate and modify complex information systems for recording, reporting and monitoring data related to flood and coastal erosion historic incidents, risk and asset registers including accessing national databases of information from the Government's Geo-Store.
- Promote and embrace the principles of equality and diversity within the team.
- Demonstrate a high degree of empathy and understanding in determining customers' concerns, responding appropriately
- Deputise for the Flood and Coastal Erosion Risk Manager, as necessary
- The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements: Working patterns: Working conditions:	Generally office based at County Hall, with frequent travel to flood risk and coastal sites including construction sites across the county. Normal office hours with extended hours occasionally required for attendance at public meetings and training events. Some contact with irate and distressed members of the public particularly those who has previously been flooded or whose homes are at risk from erosion. Lone working near deep water and at the coast, including cliff top locations, requires concentration and awareness to ensure own safety and that of others. Working in a busy large open plan office with disruptions and conflicting demands from others.
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Northumberland County Council
PERSON SPECIFICATION

Post Title:	Director/Service/Sector:	Ref:
Essential	Desirable	Assess by
Qualifications and Knowledge A Chartered professional (C.Eng, CEnv etc) with a Relevant Professional Membership (e.g. MICE, MCIWEM etc) and a degree in a relevant subject or an equivalent demonstrable level of practical experience and ability. In depth knowledge of relevant legislation, policies and procedures in relation to the specialist areas of flood risk and coast erosion risk management. In depth knowledge of associated policies on marine and land use, environment, planning, sustainable development and adaptation to climate change. Good knowledge of Microsoft Office applications including Word, Excel, Powerpoint and Access along with GIS systems and specialist software. Working knowledge of Construction Design and Management Regulations 2015.		
Experience Extensive experience of co-ordinating the development and delivery of long term planning strategies such as Shoreline Management Plans. Extensive experience in making presentations at public meetings, committee meetings and working groups. Extensive experience of multi-disciplinary project management, tendering procedures, contract management, engineering design, maintenance, and health & safety. Extensive experience of influencing internal and external partners to adopt policies and courses of action. Experience of undertaking complex / contentious negotiations, and securing income for capital works and revenue activities. Considerable experience of effective working with senior officers, County Councillors, support staff and the public. A detailed working knowledge of the technical, professional, legal and commercial issues that face the highways, transportation, engineering and planning service functions. Experience of managing others.		
Postgraduate qualification (eg MEng, MSc) Working knowledge of construction contracts (eg NEC4 PM Accreditation). Evidence of recent management training or experience. In depth knowledge of flood modelling. In depth knowledge of the planning process and the role of the LLFA and CPA as a statutory consultee. Knowledge of AutoCAD Civil 3D, MicroDrainage, InfoDrainage, and ICM		(a) (i)
Experience of dealing with internal and external agencies, in particular the Environment Agency and Northumbrian Water. Effective working with senior officers and support staff. Recent experience and proven ability with regard to the effective management of Project resources and finances (both internal and external) up to a value of £5m.		(a) (i)

Experience of budgetary control. The ability to prepare clear and objective reports. Experience of designing flood alleviation schemes. Experience of producing scopes and contracts for engineering works. Experience of investigating the causes flooding. Experience of producing Business Cases to secure Flood Defence Grant in Aid.		
Skills and competencies		
Excellent written, verbal communication and presentation skills. Highly developed interpersonal skills with the ability to lead working groups, guide non-specialists and negotiate with partners and external funding organisations. Strong analytical skills with an excellent aptitude for identifying issues and developing innovative solutions to complex problems. Sound financial and budget management ability. A high level of negotiating skill in dealing with other Risk Management Authorities, in particular the Environment Agency and Northumbrian Water. Ability to work to own initiative and make decisions independently and on a daily basis when dealing with service matters. Ability to plan own workload and work of others within the team and across the broader FCERM working groups. Ability to develop and motivate others to ensure a high standard in team outputs.	Advanced IT skills and awareness with regard to hydraulic modelling software, engineering design software, Microsoft Office and Microsoft Project. Financial and commercial awareness, within a technical organisation of comparable scope and complexity. Competence in the use of financial monitoring systems.	(a) (i)
Physical, mental, emotional and environmental demands		
Dexterity, co-ordination and sensory skills to achieve keyboard accuracy. Normally works from a seated position with some need to walk, bend or carry items. Some site visits with the need to walk distances over rough ground e.g. fields, beaches, cliff tops. Some contact with irate and distressed members of the public.		(a) (i)

Need to maintain general awareness, with prolonged periods of concentrated mental attention.		
Ability to work under pressure and balance competing demands.		
Motivation		
Proactive and achievement orientated. Conscientious and flexible attitude to work.		(a) (i)
Other		
Must hold a full British or EC driving licence		(a)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits