



Sheffield City Council Job Description

Flood Risk Engineer

Portfolio:	Place
Service Area:	Flood and Water Management
Grade:	G7
Responsible To:	Service Manager (Flood and Water)
Responsible For:	-
Holidays and Sickness Relief:	Other team members

Job Purpose

The Flood Risk Engineer post is responsible for providing technical advice, guidance and support to colleagues, customers and external stakeholders on policy/principles and application in the flood and water management area.

Maximising the effectiveness and efficiency of service delivery and responding to changing requirements

Delivering on allocated tasks on behalf of the Council as directed, respecting other organisations cultures & standards

Assessing compliance with Council policies/regulatory framework and applying relevant rules

Being flexible and adapting to respond to range of situations and evaluate possible alternatives for action

Working collaboratively with colleagues and services to provide management information which supports service planning and decision making processes.

Dimensions	Key Relationships
<p>Location: The job will be based within the Place portfolio and prepared to travel both inside and outside the city boundary as required</p> <p>Scope: The post holder will be responsible for supporting defined projects or areas</p> <p>Working pattern: To work flexibly to meet the demands of the job. There may be a requirement for occasional attendance at meetings outside of usual office hours.</p>	<ul style="list-style-type: none"> • Developing contacts and relationships, as required in a professional, commercial, technical and political environment. • Service Manager (Flood and Water) • Senior management within the Place Portfolio for strategic direction, agreeing targets and escalated decisions. • Other colleagues, both within and outside the specific service area of work • Internal and External customers to deliver service specification, build relationships, improve service and manage issues. • Trade Union colleagues for effective employee relations

Duties and Responsibilities

General Duties and Responsibilities

Strategic and Corporate Responsibilities:

- To meet individual objectives which contribute to achieving Portfolio and Corporate outcomes in a way which is responsive and flexible to changing needs
- To provide advice and guidance to colleagues, customers and external stakeholders to enable them to maximise the effectiveness and efficiency of service delivery.
- Assist in providing inputs to service/section planning to align with service priorities and desired business outcomes
- Contribute to operational strategies and policies that will ensure the city achieves value for money whilst delivering high quality services
- Support change by sharing and learning from best practice.
- Manage and control access to data and information in line with ICT and information policies and procedures, GDPR and other legislation, guidance and good practice.

Reputational Management:

Political Awareness

- Demonstrates political awareness in line with Sheffield City Council policies and procedures.
- Contribute towards operational strategy and priorities, aligning with political direction and decision making as identified by Senior Managers.

Partnership Working

- Identify and build strong positive relationships which support collaborative and partnership working within the Council, Portfolio and with other Stakeholders and external partners to ensure an integrated and cohesive approach to deliver objectives and improve services.
- Establishes, maintains and utilises relationships with relevant partner agencies

Resource Management – Financial, Human, Physical

Financial

- Understand costs and income, and comply with governance frameworks, policies, procedures and processes which support the effective delivery of the service
- Demonstrate an understanding of financial management of the service ensuring accurate budget records and highlighting any financial anomalies.

People

- Assist in the ongoing development of the service's performance management framework.
- Contribute to workforce planning, priorities and change programmes
- Take responsibility for own continuous professional development and maintain a good understanding of appropriate service policies, procedures and guidelines

Performance Management:

Commercial Focus

- Be aware of the political, financial, procurement environments in which the Council operates, and make decisions with value for money in mind.
- Ensure awareness of up-to-date legislation and best practice in service delivery in order to ensure that Council services are at the forefront of innovation and change

- Demonstrates an understanding of costs to and income from the service as appropriate by running the business responsibly and assuring quality of service delivery

Customer Focus

- Contribute towards a customer ethos in the service by providing professional advice to customers/ partners on application of principles and policies
- Identify areas for improvement by monitoring, evaluating and using feedback on processes, procedures and outcomes
- Be a strong customer advocate by challenging procedures and practices and where appropriate recommend new and innovative responses to the way the service responds to its customers.
- Develop and maintain professional knowledge and intelligence on best practice through research, peer service networking in order to support service improvements and improved strategic outcomes

To undertake all duties and responsibilities in line with current Council Policies and Procedures, including those relating to health and safety; equalities, diversity and inclusion; safeguarding procedures; financial instructions; procurement and commissioning.

To undertake any other duties in agreement with the post holder and manager. Significant changes that may affect the role and responsibilities of the post of the job or the post description would be managed through an agreed process in consultation with the Trade Unions.

Issue date: January 2020

Person Specification

Post Title: Flood Risk Engineer

Minimum Essential Requirements	Assessment Method
Specific Knowledge, Experience and Skills	
<ul style="list-style-type: none"> Proven excellence in Service Area (See specific Duties and Responsibilities) 	Application Form/Interview
General Knowledge, Experience and Skills	
<ul style="list-style-type: none"> Proven achievements in a related field delivering operational services Up to date knowledge of legislation affecting own area of work, and good knowledge of Council services and operations. Knowledge and awareness of best practice, industry standards and competencies in specialist /functional area and understanding of local, national developments and other influences Experience of positive relationship management with internal colleagues, managers and other stakeholders where appropriate Experience of contributing towards the developing, proposing and implementing effective strategic and operational plans Knowledge and understanding of performance and risk supported by the ability to analyse, interpret and respond to performance and risk trends Experience of resolving problems with the best possible outcomes Considerable technical experience working in the area of flood and water management with a Lead Local Flood Authority. Good knowledge of organisations engaged in flood and water management work in the Sheffield area including risk management authorities.. 	
Skills and Abilities	
<ul style="list-style-type: none"> Excellent communication skills, including the ability to promote understanding to a variety of audiences using a variety of communication channels and media. 	AF/AC/I
<ul style="list-style-type: none"> Proven interpersonal skills and experience using these to 	

influence others to improve and deliver successful outcomes	
<ul style="list-style-type: none"> Ability to maintain and develop effective working relationships with customers, delivery partners and colleagues 	
<ul style="list-style-type: none"> Ability to challenge and support others. 	
<ul style="list-style-type: none"> Ability to interpret policy and apply that appropriately in the delivery of a service/s 	
<ul style="list-style-type: none"> Ability to utilise information and communications technology to access, manipulate and communicate information in the form of statistical information and reports 	
Qualifications	
A suitable engineering qualification	AF/AC/I
Behaviours – our ways of working	
<p>Collaborate – Working with colleagues and relevant external parties to achieve the best outcomes for our city and the people who live here</p> <p>Communicate – Clearly and accurately sharing information with colleagues and customers</p> <p>Innovate – Being open to change and actively seeking improvements to make our services better, easier to access, quicker and more affordable</p> <p>Pace & Judgement – Taking responsibility for delivering a timely service whilst exercising effective decision making</p> <p>Solutions Focused – Proactively utilising skills and knowledge to suggest and implement solutions to service delivery challenges</p> <p>Courage & Conviction – Maintain an understanding of the Council’s values and priorities to ensure actions are taken in the best interests of others and for better service outcomes</p>	

Key: AF- Application Form, AC - Assessment Centre Activities, I – Interview

Health Risks Specification

Duties/Risks involved

ICT/Computer user	<input checked="" type="checkbox"/>
Moving and handling of clients	<input type="checkbox"/>
Regular manual handling objects/ furniture/equipment	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>
Noise/Vibration exposure	<input type="checkbox"/>
Confined Spaces	<input type="checkbox"/>
LGV/PCV driving	<input type="checkbox"/>
Minibus driving	<input type="checkbox"/>
Fork Lift Truck driving	<input type="checkbox"/>
School Crossing Warden Work	<input type="checkbox"/>
Night Work	<input type="checkbox"/>
Substances covered by COSHH	<input type="checkbox"/>
Respiratory and Skin Sensitisers	<input type="checkbox"/>



Addendum

Specific Duties and Responsibilities Relevant to the Post

1. Support the Service Manager in undertaking duties relevant to implementing the Council's role as Lead Local Flood Authority (LLFA) and Land Drainage Authority (LDA).
2. Ensure legislative compliance with statutory duties and powers particularly in relation to - undertaking and reporting on statutory flooding investigations; consenting works on ordinary watercourses.
3. Provide technical engineering support to the Council's Flood and Water Management Capital Programme of Schemes.
4. Provide technical input into the service's work as statutory consultee to the planning process.
5. Assist the Service Manager in interpreting and applying current and future legislation; current best practice; developing future policy.
6. Liaise and promote good relations with key partners and the public..
7. Deal with enquires, complaints and provide advice to the public, council members and officers.
8. Represent the Service at all meetings and events relevant to LLFA and LDA duties and of a nature commensurate with the post of Flood Risk Engineer.
9. To develop and maintain flood and drainage records, registers, databases and GIS systems.