

Job Description

Job Role: Principal Highway
Drainage Engineer

Service: Highways

Role Structure	Role Details
Directorate:	Economy & Environment
Grade:	HC10
Location:	Plough Lane
Responsible to:	Group Manager – Highway Maintenance

Main purpose of the role

To play a crucial role in managing the highway drainage system across Herefordshire. You will be responsible for developing and implementing strategies to mitigate flooding, ensuring compliance with relevant legislation, and collaborating with various stakeholders to protect our community and infrastructure.

Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> To play a strategic role in coordinating the management of flood risk from surface water, groundwater, and ordinary watercourses. This includes the investigation and recording of flood incidents, and cooperation with relevant parties to provide and require information. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To provide strategic advice to elected Members, officers, communities and others as appropriate on the causes, sources and potential solutions to local flooding. Provide advice to other internal teams, and work on corporate projects as required. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To work with strategic partners involved in highway drainage, including other internal teams, the Environment Agency, Internal Drainage Boards, and neighbouring local councils regarding highway drainage and planning policy. 	<ul style="list-style-type: none"> Weekly
<ul style="list-style-type: none"> To represent the council at meetings with the public, elected Members and external organisations on issues related to the day-to-day management of highway drainage and the maintenance of highway drainage networks. 	<ul style="list-style-type: none"> Weekly



Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> To represent the council at strategic external meetings such as ADEPT and the Future Highways Research Group and associated working groups. 	<ul style="list-style-type: none"> Quarterly
<ul style="list-style-type: none"> To manage the council's highway drainage consenting and enforcement powers. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To manage works on the highway network to ensure that specifications are met. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To propose solutions, prepare designs and agree modifications to highway drainage improvement schemes. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To provide strategic advice in respect of the highway team's role as a statutory consultee to the planning department; developing long term policy and procedures for the assessment and adoption of highway drainage features; and ensuring the provision of technical advice in a timely and accurate fashion. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To provide professional and technical advice to the team, other Council officers and external stakeholders on matters relating to highway drainage in Herefordshire. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To assist with the role of the Sustainable Drainage Systems (SuDS) Approving Body (SAB) as and when Schedule 3 of the Flood and Water management Act 2010 is implemented. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To be responsible for applying for funds and the preparation of relevant business cases. 	<ul style="list-style-type: none"> Weekly
<ul style="list-style-type: none"> To manage external contractors to ensure projects are completed on time and on budget and meet required specifications. 	<ul style="list-style-type: none"> Monthly
<ul style="list-style-type: none"> To analyse and present performance targets and ensure agreed quality control measures are in place. 	<ul style="list-style-type: none"> Monthly
<ul style="list-style-type: none"> To contribute to service development and improvement. 	<ul style="list-style-type: none"> Monthly
<ul style="list-style-type: none"> To respond professionally to enquiries from the public, professional and private bodies and elected Members by phone, letter and email in line with corporate procedures. Ensure that internal and external enquiries are effectively dealt with. 	<ul style="list-style-type: none"> Daily



Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> To develop and maintain effective processes for flood reporting, recording and investigation. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To collect data and information of feature / structures / drainage assets likely to have a significant effect on flood risk and contribute to the process of getting them included on the flood risk asset register. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To lead on instigating and coordinating highway drainage investigations, including management of external consultants, where required. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To monitor and report progress of actions prescribed by highway drainage investigations in conjunction with the other team members. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To develop and deliver a process and programme of Drainage Grants to Town and Parish Councils in Herefordshire. 	<ul style="list-style-type: none"> Monthly
<ul style="list-style-type: none"> To carry out on call duties in the event of severe weather conditions. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To work with teams across the council in recovery after a flood event. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To produce written reports, presentations and demonstrations as required. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To manage complaints effectively and ensure that they are resolved as quickly as possible, and of good quality and reflect understanding of the customer issues and are in line with council procedures. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To keep up to date with changes in legislation, technical developments and relevant practice. 	<ul style="list-style-type: none"> Weekly
<ul style="list-style-type: none"> To manage and monitor Project Budgets up to a value of £5m. 	<ul style="list-style-type: none"> Monthly
<ul style="list-style-type: none"> To have line management responsibilities for other team members. 	<ul style="list-style-type: none"> Daily



Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none">To be responsible for the delivery of action plans resulting from service improvement plans.	<ul style="list-style-type: none">Monthly



Person Specification

Requirements	Essential or Desirable	Identified by A – Application I – Interview
Qualifications and Training		
<ul style="list-style-type: none"> Educated to degree level or equivalent in Engineering, Geography or a related field and/or substantial work experience 	Essential	A, I
<ul style="list-style-type: none"> Membership of CIWEM, ICE or other relevant professional body and accredited with either Chartered or Incorporated Status 	Desirable	A, I
Experience & Knowledge		
<ul style="list-style-type: none"> Knowledge / experience of the highway drainage planning system, including s38 and s278 processes. 	Essential	A, I
<ul style="list-style-type: none"> Comprehensive knowledge of key highway legislation including the Highways Act 1980 and flood risk management legislation including the Flood and Water Management Act 2010, Flood Risk Regulations 2009, Land Drainage Act 1991, etc. 	Essential	A, I
<ul style="list-style-type: none"> Knowledge / experience of investigating and resolving highway drainage system problems. 	Essential	A, I
<ul style="list-style-type: none"> Proven track record in developing and delivering innovative and effective projects and strategic working. 	Desirable	A, I
<ul style="list-style-type: none"> Experience of taking a lead role and representing highway drainage externally, including working with strategic partners. 	Desirable	A, I
<ul style="list-style-type: none"> Experience of contributing towards tender responses and bids. 	Essential	A, I
<ul style="list-style-type: none"> Experience of working positively with key stakeholders and communities. 	Essential	A, I
<ul style="list-style-type: none"> Experience in reviewing highway drainage plans as part of the development management process, and willing to get involved in developing highway drainage schemes and progressing new projects. 	Desirable	A, I
<ul style="list-style-type: none"> Experience of highway drainage design and designing and implementing SuDS. 	Desirable	A, I



Skills and Abilities		
<ul style="list-style-type: none"> • Good relationship skills to work collaboratively with staff at all levels within the directorate 		A, I, S
<ul style="list-style-type: none"> • Ability to collaborate, influence and challenge, with excellent verbal and written skills 		A, I, S
<ul style="list-style-type: none"> • Ability to analyse complex information and use this to support improvement in practice 		A, I, S
<ul style="list-style-type: none"> • Ability to produce high quality, accurate work to tight deadlines 		A, I, S
<ul style="list-style-type: none"> • Excellent customer service and interpersonal skills 		A, I, S
<ul style="list-style-type: none"> • Ability to organise own workload and to also help organise the work of the team 		A, I, S
<ul style="list-style-type: none"> • Self-motivated and ability to use own initiative 		A, I, S
<ul style="list-style-type: none"> • Personal drive and delivery focused whilst maintaining high quality 		A, I, S
Other Factors		
<ul style="list-style-type: none"> • Flexible approach to work and hours to satisfy the needs of the business. 		A, I
<ul style="list-style-type: none"> • Ability and willingness to undertake travel to and within Herefordshire, and throughout the UK, where required for meetings and other work-related circumstances. 		A, I

All council staff have a duty to promote the welfare of children, young people, and adults with care and support needs at risk of abuse and neglect who cannot take steps to protect themselves. Ensuring you attend mandated safeguarding children and safeguarding adults training to enable you to recognise the concerning behavior, know how to talk about it, and consent/duty to share information effectively. You will also learn about the legalities and procedures the social care staff can take.



Our Values and Behaviours

The council's THRIVE core values are our guiding principles and beliefs that shape our culture and behaviour within the council. They help us to achieve our Council Plan vision "do our best for Herefordshire" acting as our DNA and the "way that we do things around here". We expect all colleagues to act as a role model by living our values and setting an example for others. Our values strive to promote a thriving workforce by fostering a culture of trust, being honest and responsible, inclusive, valuing people and resources and leading with empathy.

Trust - Developing and maintaining relationships based on a culture of transparency and open communication. Supported by integrity and the confidence that you are reliable and fulfil commitments.

Honesty - Demonstrating truthfulness, integrity, and transparency in all communications, decisions, and relationships. Being trustworthy, reliable, and accountable for your actions. Acting with sincerity and fairness, even in challenging situations.

Responsibility - Taking ownership of individual and collective actions, decisions, and delivering on commitments. Being reliable, fulfilling obligations and being accountable for outcomes and results. Proactively contributing to the achievement of your own, the team and council goals.

Inclusivity - Embracing diversity, equity and inclusion by recognising and valuing the unique perspectives, backgrounds and experiences of our staff, customers and residents. Creating an environment where every individual is valued, respected and can belong.

Value - Upholding high standards, ethics and integrity to guide our actions and decisions. Demonstrating commitment to creating and delivering value in our work by recognising and appreciating each other, our resources, processes, customers, community and environment.

Empathy - Demonstrating a genuine and caring understanding of others' feelings, perspectives, and experiences. Listening attentively, acting with compassion, supporting with respect and kindness and considering the impact of our actions on others.

