



## ROLE PROFILE

**Role Title:** Principal Drainage Engineer  
**Service:** Technical Services  
Housing and Environment Directorate  
**Accountable to:** Technical Services Manager  
**Grade:** P02  
**Car Category:** Essential  
**Work style:** Mobile Office based worker

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### Purpose of role

- To provide support and advice relating to drainage services including culverts and watercourses. Support the Council's response to extreme weather events as well as provide routine maintenance solutions.
- Deliver an Engineering Service and supporting the technical delivery of Environmental Services.
- Assist Technical Services in delivering of engineering and technical advice to, and for, the Council.
- Provide technical advice and support on:
  - o Development management
  - o Planning Policy for flood risk matters
  - o Enforcement of legislative requirements
  - o Flooding and coastal engineering management
  - o Other engineering functions.

### Key Objectives

1	To provide timely and accurate technical advice on drainage and flood risk aspects of planning applications within 21 days of receipt to ensure compliance with local and national policies.
2	To provide general advice and assistance to other services, councilor's, members of public and agencies including Lancashire County Council and the Environment Agency in relation to West Lancashire's drainage and watercourses.



3	To provide advice and support in relation to flooding and coastal engineering, and all other engineering functions.
4	Providing day-to-day liaison with outside bodies, and local authorities, on technical engineering matters which affect Council interests. Including day to day management of the Councils drainage assets across the Borough.
5	To provide general advice and assistance to other sections, members, outside individuals and agencies in relation to flooding, drainage design, construction, and maintenance, as well as the enforcement of legislative requirements.
6	To represent the Council in forums and meetings involving the general public and Parish Councils which can include out-of-office hours attendance.
7	Deliver the requirement of appropriate legislation in terms of the technical engineering aspects of control, operational practices and health and safety. Requirements.
8	To work alongside partners, in particular Lancashire County Council as the Local Lead Flood Authority and Parish Council's in ensuring the Borough's approach to Technical Engineering is aligned and complements the approach taken by partners.
9	To be the Council's Technical Advisor on issues included in the remit of this role, advising senior officers and Councillor's on technical matters pertaining to Technical Engineering.
10	Ensuring that the service delivers value for money, suitable use of resources and contributes to the Council agenda and the delivery of key outcomes.
11	Deliver agreed performance improvement targets through a programme of continuous service improvement and effective performance, project, asset management systems and services
12	To work with a range of internal and external partners to seek improvements within the local environmental quality of the Borough; e.g. Housing Service, Lancashire County Council, Parish Councils etc.



## Scope

The post holder will perform a supporting role in delivering an effective and efficient technical service for the Borough by providing support and advice on engineering matters. They will proactively manage the Council's drainage assets.

The post holder will work in partnership with external organisations in their area(s), to deliver a coordinated, integrated place-based approach to services. In doing so, they will work collaboratively across the organisation and beyond and with all levels of staff.

## Work Profile

### 1. Strategy

The post holder will plan for future requirements of legislation, regulations, codes etc. relevant to the service area, supporting the development of relevant strategies to ensure compliance and that the Council's best interests are met.

### 2. Performance

The post holder will ensure that the role and responsibilities of the service are carried out and developed satisfactorily. This includes ensuring that the Council policies and decisions are implemented correctly, having due regard to the financial regulations, procurement procedures and standing orders of the Council, and ensuring that statutory requirements are met.

They will ensure the most efficient methods of design are employed, including the use of IT to support the effectiveness of technical services.

They will regularly monitor the relevant services' work programmes, performance indicators and take necessary action to ensure the Service meets agreed outcomes. They will ensure the effective development and use of service business plans, performance appraisal and team briefings.

### 3. Service Quality

The post holder will make recommendations for policy and procedural changes etc. and ensure that decisions are implemented correctly, that all necessary approvals are obtained, and that projects are carried out satisfactorily having regard to the need to engage, involve value for money.



They will comply with the operating procedural requirements, maintaining, reviewing, developing and improving the service procedures, and monitoring performance output against indicators.

They will promote and maintain professional standards in the work of staff within the Service.

They will be aware of and keep up to date with all relevant developments in relation to the work of the Service.

#### **4. Resource Management**

They will have budget management responsibility.

The post holder will ensure the appropriate use of equipment and personal protective equipment provided in order to undertake their own role.

#### **5. Supervision and Management**

The post holder has no direct or indirect line management responsibility. The need for administrative or technical support will be reviewed periodically based on workload and service demands.

#### **6. Culture**

The post holder will support the development of a positive organisational culture in line with the Council competency framework, that is outward looking, performance and customer focused, applying effective leadership skills to individual situations and colleagues.

#### **7. Communications**

The post holder will closely liaise with other services and partners as appropriate, to ensure that the Council is able to respond effectively and efficiently to customers.

They will promote the service through demonstrable commitment to a high quality, excellent standards.

They will provide progress reports at agreed intervals, to the Assistant Director of Environmental Services and the Technical Services Manager, detailing progress, risks and next steps to success.



## **8. Main Contacts Associated with Principal Duties**

The post holder will be in regular contact with local businesses, members of the public, Directors/Assistant Directors, Service Managers, Planning Officers, and Councilors in order to develop and agree improvements

Less regularly, they will be in contact with partner agencies, Chief Executive, Elected Members and Human Resources.

## **9. Commitment**

The Council's normal working week for the purposes of calculation of premium rates and enhancements is Monday to Friday 7 am to 7 pm. The Councils operates a standard working week of 36 hours.

The post holder may attend meetings internal and external to the Council with key stakeholders, which may involve working outside of normal working hours.

They will undertake any other duties consistent with the basic objectives of the post and of the Service.

## **10. Risk Management**

The post holder will be responsible for clearly identifying risks relating to standards within Technical Services and where possible or reasonable, to provide recommendations for mitigating action. They may be asked to lead on implementing the actions required to manage the risk effectively.

## **11. Working conditions**

The post holder may be in contact with members of the public or cases that are difficult and require sensitivity, confidentiality, and discretion. They may also be in receipt of sensitive data and information in the course of carrying out their duties and will be expected to fully comply with legal requirements and Council policy, in the handling of this.

## **12. Equal Opportunities**

The Council is committed to achieving equality of opportunity both in the delivery of services to the community and its employment arrangements. We expect all employees to understand and promote our policies in their work.



### **13. Customer Focus**

To meet the Council's Standards of Customer Care at all times. They must champion high professional standards and service improvements that are needed to enhance service delivery.

### **14. Core Tasks**

To undertake any other duties which may be required within the needs of the service that are commensurate with the grade.

### **15. Health & Safety**

All employees have a responsibility for their own health & safety and that of others while undertaking their duties. Employees have a general duty to assist the Council in implementing its general statement on health & safety policy.

### **16. Legislation**

To comply with Data Protection legislation and all other relevant and applicable statutory legislation together with Council policies and procedures.

### **17. Training & Development:**

To comply with the Council's policies and practices relating to training and development, including a regular development appraisal.

### **18. I.T.**

The post holder is expected to comply with the Council's policies and practices relating to use of I.T. and equipment.

### **19. Creativity**

To draft and design services and delivery plans that bring innovation to the management of drainage assets and improves the customer experience.



## **20. Decisions and Consequences**

The post holder will proactively identify opportunities for improvement within Technical Services, developing well-reasoned proposals for consideration by the Technical Service Manager. They will be accountable for effectively and efficiently discharging any delegated authority, ensuring that intended outcomes and benefits are realised and documented.

Furthermore, they will play a key role in supporting organisational change initiatives within Technical Services, exercising diplomacy, sensitivity, and discretion to protect the Council's reputation and maintain confidentiality.

## **21. Work Context**

The above duties and responsibilities do not include or define all tasks, which may be required to be undertaken by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the post.

## **22. Physical Demands**

It is not anticipated that there would be any physical demands of the job over and above those expected for off site visits and office-based work.







	<p>Extensive knowledge of drainage construction methods and materials, including experience with drainage systems, eg. Pipe networks, culverts, infiltration, basins, permeable pavements.</p> <p>Comprehensive understanding of the planning process in relation to flood risk management, including knowledge of the National Planning Policy Framework (NPPF), Floor Risk Assessments (FRA's) and SuDS design guidance. Experience in reviewing FRA's and providing technical advice to Planning Officers.</p> <p>Familiarity with coastal protection measures and their role in mitigating floor risk, including knowledge of relevant legislation and guidance eg. The Coast Protection Act 1949, Shoreline Management Plan. Experience in assessing the impact of coastal development on flood risk.</p>	<p>X</p>		<p>A, I</p> <p>X A, I, T</p> <p>X A, I</p>
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	<p>Knowledge of the information and data systems and applications used in a technical environment, including AutoCAD and Drainage design software</p> <p>Proven experience in the management of drainage assets, including; inspection, maintenance, repair and upgrade of drainage infrastructure.</p> <p>Knowledge of relevant legislation and best practices related to drainage asset management.</p>		<p>X</p> <p>X</p> <p>X</p>	<p>A, I</p> <p>A, I</p> <p>A, I</p>
<b>Planning and organising work</b>	<p>Ability to work to tight deadlines on a wide variety of tasks</p> <p>Methodical and well organised, with a commitment to providing a quality service and attention to detail.</p> <p>Highly developed ability to identify, prioritise and manage tasks</p> <p>Delivery of results under pressure</p> <p>Planning for long-term projects &amp; deliverables</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>A, I, T</p> <p>A, I</p> <p>A, I, T</p> <p>A, I</p> <p>A, I</p>	



<b>Planning capacity and resources</b>	Able to successfully demonstrate strong interpersonal and supervisory skills	X		A, I
	Able to engage with colleagues and elected members effectively to ensure that issues are prioritised and resolved, and queries answered with high customer satisfaction rates	X		A, I
	Able to engage with a range of internal and external stakeholders in the production of reports, information, and communications.	X		A, I
	Capable of dealing with the public and representatives of private sector organisations with tact, and with firmness when required	X		A, I
<b>Influencing and interpersonal skills</b>	Able to work across the service's operations, to identify a range or appropriate solutions to issues and problems.	X		A, I
	Able to identify and implement solutions to issues and be a champion of change.	X		A, I



<b>PROBLEM-SOLVING</b>  <b>Using initiative to overcome problems</b>	Ability to consider and assess risks associated with improving services and raising customer standards.	X		A, I
	Ability to identify mitigating measures that may be implemented to minimise risk.	X		A, I
<b>Managing risk</b>	Ability and willingness to continuously improve through implementation of changes on a regular basis.	X		A, I
	Ability to promote change in a positive manner to others	X		A, I
<b>Managing change</b>	Ability to work independently and take ownership of key responsibilities of the post	X		A, I
<b>ACCOUNTABILITY and RESPONSIBILITY</b>  <b>Undertakes tasks without supervision</b>	Commitment to Equality	X		A, I
	Commitment to Health & Safety	X		A, I
	Satisfactory Baselines Personnel Security Standard Check	X		<b>Document checks (includes DBS)</b>
	The ability to fulfil all spoken aspects of the role with confidence through the medium of English language. This includes the ability to converse with ease with customers and colleagues and provide advice in accurate spoken English.	X		I



**COMPETENCIES REQUIRED - All post holders must be able to comply with the Council's Expected Behavioural Standards which include:**

- **Putting customers first;**
- **Being positive and adaptable;**
- **Taking responsibility and achieving results;**
- **Working together;**
- **We do what we say we will do when we say we will do it**

**In addition, for those posts with management responsibilities the Expected Behavioural Standards will include:**

- **Service delivery and change management;**
- **Financial and resource management;**
- **Leading, motivating and developing.**

**Other information**

- able to travel to meet service delivery requirements
- available to undertake work outside of normal working hours

Signed Line Manager	Signed Assistant Director of Environmental Services	Date
Print Line Manager	Print Assistant Director of Environmental Services	Date