

JOB DESCRIPTION



NORTH
NORFOLK
DISTRICT
COUNCIL

Coastal Engineer (Post 2628)

Service Area

Sustainable Growth

Manager/Team Leader

Coastal Manager

Direct reports

2

Total Managed

2

Purpose of the Role

As part of a team, you will play a leading role in the management of the coast of North Norfolk District in accordance with approved Shoreline Management Plans and relevant policies and legislation.

The principle role will be to manage the coastal risk management assets of the authority to minimise the risk to life and property by ensuring that existing structures are maintained or renewed in a timely and effective manner, making effective use of available budgets and accessing and securing external resources where appropriate.

You will provide professional engineering advice to the Council in developing and delivering coastal management schemes, projects and initiatives to ensure coastal communities are prepared for the impacts of coastal processes.

Key Result Areas

1. Working as part of the Coastal Team, support the effective development and delivery of coastal works to meet the strategic needs and requirements of the Council.
2. To manage the Council's coastal risk management assets in line with plans and policies in order to minimise risk to life and property by ensuring existing structures are maintained, repaired, refurbished, renewed or even removed, in a timely and effective manner.
3. To develop and implement an ongoing inspection programme of coastal risk management and associated assets in order to deliver planned repair, maintenance, refurbishment and decommissioning works.
4. To procure and manage contracts for works and services as necessary in accordance with legislation and professional standards including health and safety and

Construction Design Management requirements to deliver effective and efficient asset management.

5. To ensure compliance with all necessary legislation, licencing and consenting in relation to the management of coastal risk management assets.
6. To provide the engineering input and advice on the formulation and implementation of polices and plans relating to the management of the coast, including Shoreline Management Plans, other relevant plans, strategies, schemes and projects.
7. To play an active part in the Coastal Team and directly manage and support the Assistant Coastal Engineer, working with consultants and other partner organisations as appropriate.
8. To support and where required, prepare, submit and oversee grant applications such as to the Environment Agency and other potential funding partners as required.
9. To oversee local coastal monitoring in conjunction with the Environment Agency and other organisations.
10. Working with the Coastal Manager, plan, monitor and utilise funds efficiently and effectively to prepare and deliver the coastal risk management asset maintenance and capital programmes to time and to budget.
11. To support Council members at external meetings as required and respond to enquiries from members of the public and local organisations/groups.
12. To maintain continued professional development, commensurate with the grade of the post; keeping up to date with technical, legislative, procedural and other relevant developments
13. To prepare reports as required and to respond to consultations on matters affecting the coast
14. To contribute to the formulation, monitoring and implementation of emergency plans relevant to the coast, representing the Council on emergency planning groups if necessary.
15. To participate and represent the Council in relevant national or regional initiatives relating to coastal management.
16. To promote and adhere to the workplace values of our organisation.
17. Prioritise health and safety in the workplace, ensuring personal adherence and the safety of others affected by workplace actions.
18. Any other work required and as directed within the confines of the existing grade of the post.

PERSON SPECIFICATION



**NORTH
NORFOLK
DISTRICT
COUNCIL**

Coastal Engineer (Post 2628)				
		Essential	Desirable	How Identified
Knowledge and Experience	Experience and track record of delivering engineering projects in public places from inception to completion	✓		Application form/ interview
	Experience of coastal engineering		✓	Application form/ interview
	Practical experience in the use of asset management systems	✓		Application form
	A good understanding of coastal processes and complexities of working in a coastal environment	✓		Application form/ interview
	Knowledge of legislation, regulations, consenting and guidance relating to coastal management issues and projects	✓		Application form/ interview
	Experience and understanding of financial management and administration	✓		Application form/ interview
	Experience of engineering contracts and procurement within a local government context	✓		Application form/ interview
Qualifications	Qualified to degree level in Civil Engineering	✓		Application form
	Member of the Institute of Civil Engineering (MICE)		✓	Application form
	Project Management qualification		✓	Application form
	Construction related Health and Safety qualification (e.g. NEBOSH/CSCS/CDM)	✓		Application form
	Qualified to drive.	✓		Application form

		Essential	Desirable	How Identified
Skills	Excellent communication skills (written and oral) and able to communicate with a variety of stakeholders using a range of media to gain positive outcomes.	✓		Application form/ Interview

*In order to assess this from the application form we require you to provide an example

	Highly organised, able to plan programmes and workloads, develop and deliver projects and manage conflicting and competing priorities	✓		Application form/ Interview
	Skilled in managing and developing relationships with internal stakeholders, democratic representatives, key organisations/partners and communities	✓		Application form/ Interview
	Highly numerate and able to understand budgets, financial and accountancy practices.	✓		Application form
	Ability to demonstrate innovation and initiative and be a self-starter	✓		Interview
	Effective use of appropriate IT applications	✓		Application form
Aptitude and Disposition				
	Enthusiastic approach to work and confident and approachable with internal, external colleagues or members of the public.	✓		Application form/ Interview
	Supportive in team members professional development.	✓		Application form/ Interview
	Self-motivated and active initiative	✓		Interview
	Tact and diplomacy in working with people.	✓		Application form/ Interview
Personal Circumstances				
	Able to work outside normal working hours	✓		Application form
	Able to work in all weather conditions and coastal locations	✓		Application form
	Sufficient personal mobility to undertake site visits	✓		Application form

Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the Council:

Fairness - We respect people and treat everyone fairly

Ambition - We welcome new challenges and embrace change

Integrity - We are open and honest and listen

Resourcefulness - We strive to be efficient with our resources

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