

# JOB DESCRIPTION



NORTH  
NORFOLK  
DISTRICT  
COUNCIL

## **Assistant Coastal Engineer (Post 2025)**

### **Service Area**

Sustainable Growth

### **Manager/Team Leader**

Coastal Engineer

### **Direct reports**

0

### **Total Managed**

0

### **Purpose of the Role**

As part of a team, you will input into the management of the coast of North Norfolk District Council in accordance with approved Shoreline Management Plan and relevant policies and legislation.

To support the Coastal Engineer and Coastal Manager in the effective and efficient management of the council's assets and the delivery of its coastal management objectives, including the construction, maintenance, repair and inspection of coastal risk management assets.

To play a key role in the inspection of assets and to arrange and oversee contractors in the maintenance of coastal erosion risk management assets in North Norfolk.

To be an identifiable and responsive person to our communities and as part the team, support them to be better prepared for the challenges of the coast.

### **Key Result Areas**

1. Working as part of the Coastal Management Team, support the effective development and delivery of coastal management to meet the strategic needs and requirements of the Council.
2. To play an active role in the coastal risk management asset inspection programme in order to deliver an efficient, effective and planned repair, maintenance, refurbishment and decommissioning programme.
3. To play a key role in the administration, recommendation and supervision of ongoing reactive repairs and maintenance to risk management structures through maintenance and specialist contracts.

4. To support the preparation and delivery of programmed works.
5. To support the procurement of works and services required to deliver effective and efficient asset management.
6. To support the Coastal Engineer in the compliance with all necessary legislation, licencing and consenting in relation to the management of coastal risk management assets.
7. To complete updates to the Flood and Coastal Erosion Risk Management (FCERM) capital programme and wider reporting as required.
8. To input into local coastal monitoring in conjunction with the Environment Agency and other organisations
9. In accordance with identified procedures, respond as appropriate in the event of storms or other coastal emergency situations
10. To support and where appropriate play a role in external meetings as required and respond to enquiries from members of the public and local organisations/groups.
11. To maintain continued professional development, commensurate with the grade of the post; keeping up to date with technical, legislative, procedural and other relevant developments
12. To contribute to the implementation of emergency plans relevant to the coast.
13. To work as an integral part of the team to deliver a cost-effective approach to coastal management.
14. To promote and adhere to the workplace values of our organisation.
15. Prioritise health and safety in the workplace, ensuring personal adherence and the safety of others affected by workplace actions.
16. Any other work required and as directed within the confines of the existing grade of the post.

# PERSON SPECIFICATION



**NORTH  
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<b>Assistant Coastal Engineer (Post 2025)</b>				
		<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
<b>Knowledge and Experience</b>	Experience working in a civil engineering environment	✓		Application form/Interview
	Experience of supervising engineering contractors in safe and effective ways	✓		Application form/Interview
	Understanding of the use of asset management systems	✓		Application form/Interview
	Experience of identifying practical engineering solutions to challenging problems.	✓		Application form/ Interview
	A good understanding of coastal processes and complexities of working in a coastal environment	✓		Application form/Interview
	Knowledge of legislation and regulations relating to engineering and works supervision that are transferable to coastal management projects		✓	Application form/Interview
	Experience of coastal engineering		✓	Application form/ Interview
<b>Qualifications</b>	HNC in Civil Engineering, Construction in the Built Environment, or other appropriate qualification with relevant experience.	✓		Application form
	Relevant membership of a relevant institute (e.g. ICE)		✓	Application form
	Project Management qualification		✓	Application form
	Construction related Health and Safety qualifications (e.g. NEBOSH/CSCS/CDM)		✓	Application form
	Qualified to drive.	✓		Application form

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

		Essential	Desirable	How Identified
<b>Skills</b>	Excellent communication skills (written and oral)	✓		Application form/ Interview
	Good organisation skills, managing and planning own workload, priorities and maintaining quality	✓		Application form/ Interview
	Ability to demonstrate innovation and initiative and be a self-starter	✓		Application form/ Interview
	Able to read maps, plans and interpret information.	✓		Application form/ Interview
	Good numeracy skills	✓		Application form/ Interview
	Effective use of appropriate IT applications	✓		Application form
	Project management skills		✓	Application form/ Interview
<b>Aptitude and Disposition</b>	Enthusiastic approach to work and has a 'can-do' outlook	✓		Interview
	Able to work as a team member and as an individual showing appropriate initiative	✓		Application form/ Interview
	Confident and approachable with internal colleagues, external stakeholders or members of the public.	✓		Interview
	Self-motivated and able to work unsupervised	✓		Interview
	Tact and diplomacy in dealing with people	✓		Interview
<b>Personal Circumstances</b>	Has use of personal transport	✓		Application form
	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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