

Kent County Council

Job Description: *Drainage Planned Works Team Leader*

Directorate: Growth, Environment and Transport
Unit/Section: Highways and Transportation
Location: Ashford
Grade: KSI
Responsible to: Drainage Asset Manager

Purpose of the Job:

This position of one of two planned works team leaders within the council's Highway Drainage Team. The post holder will lead and manage a team of drainage engineers responsible for the delivery of planned drainage repairs, renewals and improvements across the County including all associated financial and administrative tasks to ensure planned work is delivered effectively to improve the asset and highway safety. The post holder will also be responsible for overseeing the delivery of the council's Drainage Forward Works Programme, including leading on scheme identification and assessment, overseeing the design process and delivery as well as representing the council within collaborative drainage improvement and sustainable drainage schemes with other risk management authorities.

Main duties and responsibilities:

1. Line manage, develop, appraise and performance manage a team of Drainage Engineers. Deputise for the Drainage Manager.
2. Manage the design, procurement and delivery of drainage repair, renewals and improvements ensuring a cost effective and timely service.
3. Lead on the development, monitoring and prioritisation of the delivery of the council's Drainage Forward Works Programme for larger scale asset renewals and improvements, including overseeing the design process and auditing designs produced internal or from external partners.
4. Manage the vetting of submissions by developers and other parties including S278 and S38 proposals to ensure standards are met.
5. Budget management including forecasting and reporting financial status and updating financial management tools to ensure delivery within allocated budget.
6. Liaison with internal and external stakeholders to ensure that works are carried out in a coordinated, integrated and cost effective manner.
7. Lead on collaborative working with other risk management authorities (including partners such as the water authorities, Environment Agency, Internal Drainage Boards and Lead Local Flood Authority), including providing technical advice on adoption requirements for drainage improvement schemes and sustainable drainage schemes.
8. Fulfil the requirements of Health and Safety legislation, Kent Permit Scheme and Kent Lane Rental Scheme.

9. Contribute to policy development and implementation.
10. Ensure timely response to enquiries from Members, the Public, Parish, Town, District and Borough Councils, contractors, utility providers, third parties and emergency services.
11. You will be required to provide assistance to other teams within the directorate, or any other part of KCC, from time to time as and when your skills and knowledge are required for particular projects and initiatives.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Drainage Planned Works Team Leader*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

CRITERIA	
QUALIFICATIONS	<ul style="list-style-type: none">• Level 5 Diploma (or equivalent) in a relevant discipline.• Level 5 Diploma (or equivalent) in management.• New Roads and Streetworks Act Streetworks Supervisor Accreditation• A Full UK driving licence
EXPERIENCE	<ul style="list-style-type: none">• Proven experience of line management/ leadership, preferably in a customer facing environment.• Proven experience in an operational/ highway engineering environment.• Proven experience of successful budget and programme management.• Good knowledge of national and local design standards, and technical procedures.• Working knowledge of CDM regulations, risk assessments and contract management (NEC3/4).
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Ability to develop, motivate and hold people accountable to standards of performance.• Computer literate. Able to use MS Office and other typical general office packages, and specialist software packages (such as Micro-drainage, Causeway Flow or similar).• Ability to use and interpret spatial data (maps and drawings)• Ability to travel to different locations for work including visits to live sites.• Good communication and verbal / written interpersonal skills, with the ability to manage difficult conversations.• Ability to manage and prioritise complex workloads, including Project, budget and Programme Management experience.• Self-motivated and able to influence others to achieve best results with the minimum of supervision.

<p>KNOWLEDGE</p>	<ul style="list-style-type: none"> • Good knowledge of leadership skills and the principles of line management. • Good knowledge of national and local standards, and techniques and technical procedures. • Good knowledge of key legislation (such as Highways Act 1980, Land Drainage Act 1991, Flood and Water Management Act 2010, Construction (Design & Management) Regulations 2015 and other relevant legislation) and guidance (DMRB, Kent Design, The SuDs Manual and similar) • Understanding of the role and responsibilities of the Highway Authority, and their application and relationship to other public bodies. • A detailed understanding of the use of various computer systems including drainage design software, AutoCAD and similar. • Knowledge of ground investigation techniques and ability to interpret results of data to assist in design and construction and vetting of technical submissions.
<p>Kent Values and Cultural Attributes</p>	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing; we accept and offer challenge. • We are curious to innovate and improve. • We are compassionate, understanding and respectful to all. • We are strong together by sharing knowledge. • We are all responsible for the difference we make. <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile. Curious - constantly learning and evolving. Compassionate and Inclusive - compassionate, understanding and respectful to all Working Together - building and delivering for the best interests of Kent Empowering - Our people take accountability for their decisions and actions. Externally Focused - Residents, families and communities at the heart of decision making.</p>