

# KENT GRADUATE PROGRAMME

## YOUR APPLICATION PACK

TO AN  
EXCITING  
FUTURE

### RECRUITING LOCAL GOVERNMENT PROFESSIONALS OF THE FUTURE

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Closing date: **31 January 2022**

**Your Drainage Stream  
application pack includes:**

Introduction to  
Kent County Council

Job description

Recruitment selection criteria

Vacancy timetable

Working for Kent County Council



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January 2022



## APPLICANT INFORMATION PACK

Dear Candidate

### Application for the post of Graduate Drainage Development Control Engineer

Thank you for your interest in this challenging but rewarding role. The successful candidate will be offered a position, ensuring the right skills, experience and knowledge mix exist in the team.

**IMPORTANT NOTE** to candidates **BEFORE** making an application:

- You must provide all relevant information in the online application itself; a CV is not required for this position and will not be reviewed as part of the selection process.
- You must list a full employment history and explain all gaps in employment.
- Please list your qualifications, listing the highest first: provide the level of qualification; name of subject; the grade and year of achievement. For example, BSc (Hons) Forensic Science (2:1); HND Bio-medical Science (distinction) (2017); GCSE (O-level) English Literature (C) (2017)
- Refer to the person specification and use the 'reason for application' to demonstrate how your past experience, knowledge or skills and achievements will transfer to the position you are applying for, please provide examples.

## First Sift Recruitment Exercise/Shortlisting

Following the closing date, applicants will be invited to participate in a first sift activity. Please make a note of the dates of the first sift recruitment activity in your diary.

Application forms and the first sift exercise will be reviewed by the graduate team and a scoring matrix will be used to identify those candidates that demonstrate through the online application form and first sift exercise how they meet the selection criteria for the role.

## The Interview

Candidates that are successful following the first sift recruitment exercise will be informed as soon as possible and invited for interview by telephone and in writing. Please make a diary note of the interview date(s).

The successful candidates will be advised in writing as soon as possible after the last interview. You may ask for feedback **after** the decision has been made.

# Introduction to Kent County Council

Visit our website at [www.kent.gov.uk](http://www.kent.gov.uk)

We are the UK's largest local authority, with a workforce in excess of 30,000 people, including maintained schools, serving a population of 1.58 million. We have various offices in central locations and a large number of service establishments throughout Kent; our corporate office is based in Maidstone. More than two thirds of our workforce provide services directly to the public – such as domiciliary Care Workers, Classroom Assistants, Social Workers, Teachers, Occupational Therapists, Celebratory Officers and Customer Service Assistants in Libraries. Our annual budget covers a huge range of services. This translates into a host of interesting roles and career paths awaiting those who want to work in a leading- edge public sector organisation.

## Aims and Objectives

Our focus is to work as one council to design and deliver a cohesive, modern public service offer for all Kent's residents, businesses and communities. This will bring together change projects consistently across the council and create organisational design opportunities to transform the way we work, including our people, assets, technology, structures and service delivery.

Success in delivering this aspiration will be determined using the following criteria:

- Working beyond the limit of organisational and service boundaries
- Thinking beyond the limit of our statutory powers
- Building capacity to provide sector and system leadership.
- Delivering at both strategic and local scale
- Supporting economic security
- Delivering a cohesive service offer
- Flexibly uses its assets as part of public service design and delivery.

[The Strategic Delivery Plan](#) is our business plan for 2020-2023. In light of COVID-19, this has been revised to focus on those critical activities for 2020-21.

Before the pandemic the Council was consulting on its new, draft 5-year plan. However, this was paused and the County Council have now produced an [Interim Strategic Plan](#).

# Political Arrangements

The County Council has 81 councillors and elections take place every four years.

The political composition of the County Council is as follows:

Conservative	61 members
Labour	7 members
Liberal Democrats	6 members
Green Party	4 members
Independent Groups	2 members
Vacant	1 member

The Leader of Kent County Council is Roger Gough.

There is a Cabinet of Executive Members which meets regularly to debate policy issues and make key decisions. The cabinet comprises of:

Roger Gough	Leader of Kent County Council
Peter Oakford	Deputy Leader and Cabinet Member for Finance, Corporate and Traded Services
Clair Bell	Cabinet Member for Adult Social Care and Public Health
Susan Carey	Cabinet Member for Environment
Sue Chandler	Cabinet Member for Integrated Children's Services
Mike Hill OBE	Cabinet Member for Community and Regulatory Services
Shellina Prendergast	Cabinet Member for Education and Skills
David Brazier	Cabinet Member for Highways and Transportation
Bryan Sweetland	Cabinet Member for Communications, Engagement, People and Partnerships
Derek Murphy	Cabinet Member for Economic Development

# Structure of KCC

The structure of the organisation is as shown [here](#)

The Senior Officer team consists of [six Corporate Directors](#)

Our four directorates are as follows:

## **Growth, Environment and Transport**

The Directorate comprises a range of key frontline, strategic, policy and commercial functions, and plays a major role in making Kent a better place to live, work and visit. The services provided, and the future the directorate helps to shape, affects every household in Kent. This includes strategic responsibility for the future of the county in terms of planning, economic development, transport policy, and major transport improvement schemes, waste disposal and recycling services. In addition, GET manages country parks; libraries; and delivers enforcement services including trading standards, community safety and emergency planning.

### **Responsible for services that include:**

Highways, Transportation and Waste, Regulatory Services, Economic Development, Community Safety and Emergency Planning, Libraries, Registration and Archives, Sport and Country Parks, Arts including Kent Film Office, Development Planning, Planning Applications, North Downs Areas of Outstanding Natural Beauty, Flood Risk and Environment, Sustainability and Climate Change and Heritage Conservation

## **Adult Social Care and Health**

The Directorate commissions and provides a range of services to improve outcomes for older and vulnerable adults, including those with mental health issues or disabilities, and their families. The Directorate supports vulnerable adults to live independently by promoting their wellbeing and supporting their independence. Services for adult mental health and learning disability already work in integrated teams with NHS colleagues and as a key partner in the Kent and Medway STP we are developing multi-disciplinary teams within communities to support local care.

### **Responsible for services that include:**

Adults Central Referral Unit, Adult Community Teams, Safeguarding and quality, Kent Enablement at Home, Sensory and Autistic Spectrum Conditions Service, Integrated/Registered Care Centres, Day Centres, Community Learning Disability Teams, In-House Provision and Mental Health Services.

## **Children, Young People and Education Directorate**

This Directorate combines and integrates the statutory responsibilities of Specialist Children's Services together with Education services and the targeted and universal services for children and young people within Early Help and Preventative Services. There is a strong focus on alignment of resources to help ensure achievement of one of the key County Council strategic outcomes: 'Every child and young person in Kent gets the best start in life'. To improve outcomes for children and young people, services within the Directorate are working together with relevant partners to deliver the vision set out in the Children and Young People's Services Integration Programme.

### **Responsible for services that include:**

Children's Social Care, Adoption and Fostering, Standards and School Improvement, Skills and Employability, Early Years and Childcare, Provision Planning, Fair Access, Educational Psychology, SEN Assessment and Placement, Youth Justice, Outdoor Education Centres, Children's Centres and Youth Hubs, Inclusion and Attendance, Early Intervention and Community Learning and Skills and Disabled Children and Young People Teams.

## **Strategic and Corporate Services**

The Directorate supports the delivery of our front-line services. The Directorate leads and coordinates major change, organisational design, development and provides a critical client and contracting role with our trading companies including property, legal and customer contact. It provides organisational wide governance, financial management and a major contribution to our political and external relationships.

### **Responsible for services that include:**

Engagement, Communications, Organisation Design & Development, Finance, Governance and Law, Infrastructure, Policy and Strategic Commissioning including Procurement and Business Intelligence and Public Health



# Job Description

<b>Job Title:</b>	Graduate Drainage Development Control Engineer
<b>Directorate:</b>	Growth, Environment & Transport
<b>Unit/Section:</b>	Highways, Transportation & Waste
<b>Location:</b>	Ashford (Currently working from home)
<b>Grade:</b>	KR8
<b>Responsible to:</b>	Drainage Planned Works Team Leader


## **Job Purpose**

Support the technical approvals process of drainage designs for developer funded schemes and internal schemes including, Major Projects, Traffic Safety Schemes, Combined Members Grant Funded schemes and with our partners Highways England. Providing advice and technical assistance at the initial planning stage to development planners through to delivery and construction of new and amended highway infrastructure on site and post construction phases. This includes the technical review and acceptance of ensuring compliance to Kent Design Guide, SUD's guidance and DMRB standards. Including any proposals from land owners in the relocation of existing highway drainage assets.

## **Main duties and responsibilities**

1. The post holder is required to work in the County of Kent in the scrutiny of projects involving amendments to the highway which could affect the highway drainage, within predetermined time scales and full consideration of the Authorities asset management requirements. The post holder will have regard for the County Councils future maintenance requirements of the drainage assets. The post holder may also be required to provide drainage design support to other team members.

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2. The post holder will represent the County Council when attending site visit/meetings (including District/Parish Councils/public meetings) on drainage designs and where necessary refer complex decisions on the proposed highway drainage network to manager. The post holder will have regard for design which may have a wider impact on other HT&W asset managers or other GET services provided within Kent County Council.
  3. The post holder will prepare site history reports, and site drainage risk assessments. The post holder will scrutinize, review, and make recommendations to team leaders, internal and external partners on proposed drainage designs from conceptual design stage through to the technical design and construction stages under the guidance and supervision of the team leaders.
  4. The post holder will co-ordinate and negotiate with developers/ residents in relation to the legal agreements required for drainage assets through the stopping up processes or relocation of existing assets. This will include liaison with legal and finance departments under the guidance and supervision of the team leaders.
  5. The post holder will be expected to support team leader in negotiating with developers in securing external funding or highway improvements to the existing highway infrastructure, especially in relation to damage to the existing assets which form part of a Section 278/ request for connections or relocation of existing drainage assets. The post holder will encouraged to maintain a consistent approach and compliance with current standards.
  6. The post holder will assist with the resolution of complex problems which occur throughout the design and construction of project involving or affecting the highway drainage system and where necessary investigate alternative and innovative approaches to highway drainage design/ construction.
  7. The post holder will ensure compliance with Health and Safety Legislations and completion of appropriate training where necessary. The post holder will keep up to date with legal and EA requirements and apply them accordingly.
  8. The post holder will manage the income in respect of applications from information requests, connection requests, relocation of assets by developers or 3<sup>rd</sup> parties and liaise with Finance support team to ensure prompt payment of fees by developers.

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9. The post holder will ensure complaints are responded to sympathetically and in line with KCC procedures and that complaints management is used to maintain and develop customer service and standards.
  10. The post holder is responsible for ensuring the drainage asset inventory is kept up to date, to enable accurate reports to be provided for asset management and sharing of our drainage asset information.
  11. The post holder will be required to establish and maintain close co-operation with HT&W teams and other County Council officers to ensure that proposed new drainage assets have no future implications to the County Council. The post holder will provide advice and assistance to other teams within the GET 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.
  12. The post holder will strive to achieve targets in accordance with the departmental business plan, council objectives and formal appraisal review meetings. Monitor and contribute to the review of drainage design guides. Provide information for performance measures and ensure contract and commercial compliance in all aspects of the role to ensure projects are delivered. The post holder will identify any initiatives which will assist in the future maintenance of drainage assets.
  13. The post holder will liaise with members of the public, elected Members, Parish Councils, District Councils, contractors, consultants and emergency services as required with the support of team leaders and in accordance with KCC customer care policies and establish and maintain a close co-operation with our partners as appropriate. The post holder will ensure prompt investigation and response to enquiries, complaints and queries raised by staff and customer and any other tasks/ project work dictated by the Head of Service via the Line Manager.

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.

# Person Specification: Graduate Drainage Development Control Engineer

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.

**As part of this Graduate Programme there is a requirement to undertake a Civil Engineer Degree (Level 6) Apprenticeship Standard therefore we are unable to accept applications from those with an equivalent/higher level Civil Engineering qualification e.g. an Undergraduate or Masters Level qualification in Civil Engineering.**

	Criteria
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>▪ Degree 2:1 or equivalent in related disciplines e.g. Geology, Geography, Environmental, Sustainability, etc. Other degrees will be considered according to their relevance.</li><li>▪ GCSE Grade A-C or above in English Language or equivalent (Level 2 qualification)</li><li>▪ GCSE Grade A-C or above in Mathematics or equivalent (Level 2 qualification)</li></ul>
<b>KNOWLEDGE AND EXPERIENCE</b>	<ul style="list-style-type: none"><li>▪ An appreciation of how local authority services are linked in the pursuit of holistic outcomes for residents and businesses.</li><li>▪ Good knowledge of drainage design in highway settings and the use of relevant computer applications.</li><li>▪ Good knowledge of relevant standards, national and local guidelines. An understanding of the role of responsibilities</li></ul>

	<p>of the Highway Authority and of national &amp; local design standards, planning guidance and technical procedures.</p> <ul style="list-style-type: none"> <li>▪ Good knowledge of the principles of project management</li> <li>▪ An appreciation of budget management and asset management techniques.</li> <li>▪ Working knowledge of Construction, Design and Management regulations, risk assessments and contract management.</li> <li>▪ Good standard of computer literacy - IT qualification or evidence of IT literacy</li> </ul>
<b>SKILLS / ABILITIES</b>	<ul style="list-style-type: none"> <li>▪ A high level of interpersonal skill; a competent influencer and negotiator and the ability to negotiate confidently on behalf of the County Council and District Council partners.</li> <li>▪ Professional courage to challenge and break down barriers</li> <li>▪ Confidence to apply innovative thinking.</li> <li>• IT literate and willingness to learn and develop, detailed understanding of the use of various computer systems with the ability to manage complex workloads.</li> <li>• Ability to pull together a range of often conflicting concepts in a coordinated way.</li> <li>• Good communication and presentation skills including letter writing.</li> <li>• A good team player with a 'can do' / common sense approach and a good track record of partnership working.</li> <li>• Creative thinking and able to investigate and research innovative means of highway engineering.</li> </ul>
<b>KENT VALUES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>▪ We are <b>brave</b>. We do the right thing; we accept and offer challenge.</li> <li>▪ We are <b>curious</b> to innovate and improve.</li> <li>▪ We are <b>compassionate</b>, understanding and respectful to all</li> </ul>

- We are **strong together** by sharing knowledge.
- We are all **responsible** for the difference we make.

Our values enable us to build a culture that is:

**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.

If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)

# The Drainage Graduate Programme – An Overview

## What's Involved

The Drainage stream offers an excellent opportunity for a graduate working in the public sector, who is up for the challenge to start a civil engineering career in the highway drainage team through the challenging times of climate change.

As a 5-year development Programme, the H&T stream provides access to training and career development opportunities you won't find elsewhere in local government.

You will have an active role in assessing the impacts and mitigation of flooding to the highway through the technical reviews of small to large-scale developments, highway improvements and working with developers/residents in the relocation of highway drainage assets. You will take on early responsibility and make a real contribution towards improving and future proofing highway drainage systems in Kent.

On the Programme you will work with the team leaders in the technical reviews of internal and external schemes, and work with team members in the design and implementation of drainage schemes. You will undertake shadowing placements in key areas of the GET directorate, which may include projects and day-to-day work in the Lead Local Flood Authority team. You will also be provided with additional training in relation to the use of relevant software to assist in the design and review of alterations /proposed highway drainage schemes.

## Length of Stream

5 Years


## Salary

Candidates will receive a starting salary of £26,205 which will increase with progress.

## Location

Our main offices are in Ashford and Aylesford, but travel may be required to other offices and locations around Kent.

KCC are currently operating hybrid working giving the flexibility for individuals to work from home. There are also a number of reconfigured office buildings that offer focused work desks for



individuals and teams, less formal touchdown spaces for group working or short-period working with your laptop as well as meeting rooms of varying sizes. These are bookable in advance. You will be fully supported to work in a hybrid way, with the necessary induction, management, and equipment.

## **Training and development**

This opportunity will provide you with invaluable on-the-job experience of working within the public sector and offers extensive training and development opportunities you will not find elsewhere.

As a trainee on the Drainage Stream, we will commit to your development of Civil Engineering skills and project management skills and will support you to achieve a Level 6 Civil Engineer Degree apprenticeship.

There are also graduate workshops to develop personal skills, organisational knowledge, and networking links within the council.

We will commit to your continuing professional development and will support you in your training as you develop your skills and knowledge.

## **Entry Requirements**

- a 2:1 degree or equivalent in related disciplines e.g., Geology, Geography, Environmental, Sustainability, etc. Other degrees will be considered according to their relevance.
- a GCSE in Mathematics grade A to C or equivalent (new grades 4-9)
- a GCSE in English Language - grade A to C or equivalent (new grades 4-9)
- All overseas applicants must have the UK equivalent. See our [equivalency table](#) to check if you meet our academic requirements Our main offices are in Ashford and Aylesford, but travel may be required to other offices and locations around Kent.



# Working for Kent County Council

## **Salary and Status**

This post is offered as a permanent contract.

The appointment will be subject to 1 months' notice.

KCC pays salaries to bank accounts on the 25th of the month unless this falls on a weekend or public holiday.

## **Terms and Conditions**

The appointment is subject to the terms and conditions contained within the Kent Scheme of Conditions of Service.

27 days annual leave is provided excluding Bank Holidays. You will also receive paid time off for public holidays plus a concessionary day at Christmas.

## **Pensions**

The post holder will have the choice of contributing to the Local Government Pension Scheme (LGPS). Further details will be available for the successful applicant.

## **Whole Time Employment**

The person appointed will be required to devote their whole time service to the work of Kent County Council and should not engage in any other business without the express consent of the County Council.

## **Health and Safety Policy**

The County Council recognises and accepts its responsibility as an employer, and will take positive action to ensure the health, safety and welfare of all employees and other persons who may be affected by its operations, by providing safe working conditions and a healthy and safe working environment.

## **Sickness Provision**

Our sickness benefit scheme exceeds statutory requirements. Actual paid absence depends on how long you have worked for KCC and the circumstances of your absence. For example, after 6 years' service your benefit would be 6 months full pay and 6 months half pay.

## **Training and Development**

KCC is committed to supporting staff to reach their full potential through annual appraisal and personal development plans, enhanced by a range of career development opportunities.

Managers from KR9 to KR20 will be required to undertake our Kent Manager standard programme within the first year of employment.

## **Green Travel**

Our Green Travel Plan is exploring alternative modes of transport to improve travel choice and reduce congestion and pollution. This includes:

- Car sharing and emergency taxi home.
- Discounted fares, free tickets, trip planning and improved travel information.
- Pool car and bikes

## **Other benefits**

KCC offers a range of family friendly policies including:

- A generous maternity scheme
- Emergency leave
- Parental leave
- Special leave
- Help Fund – all employees have the opportunity both to pay into the fund and to apply for help from it when experiencing financial hardship
- An in-house confidential counseling service and Occupational Health Service
- Kent Rewards - discounts at over 1,200 retailers ranging from reduced rates at Health Clubs to house and car insurance to holidays

## **Living in Kent**

With great schools, vibrant cities, golden beaches and stunning countryside Kent has lots to offer you. Find out more about [locations in Kent](#).

# Vacancy Timetable

**Closing Date for Receipt of Applications:** This post will close at midnight on Monday 31<sup>st</sup> January 2022

**Candidates will be invited to complete a first sift activity:** Tuesday 1<sup>st</sup> – Monday 14<sup>th</sup> February 2022

**Final Stage Interviews:** Shortlisted candidates will be invited to attend interview on Tuesday 8<sup>th</sup> March 2022

**Start Date:** Successful applicants will join KCC on Monday 4<sup>th</sup> April 2022.

## How to Respond

To apply please visit [www.kent.gov.uk](http://www.kent.gov.uk) to complete an online application form.