

LINDSEY MARSH DRAINAGE BOARD

JOB DESCRIPTION

Job Title:	Civils Project Design Lead
Qualifications/Experience:	Approved technical qualification in civil engineering or similar discipline.
Responsible to:	Senior Engineer
Responsible for:	Five members of staff (see team structure).

Role Objective

To lead, motivate and manage a small design team in the delivery of diverse multidisciplinary projects across the Consortium, progressing the Board's capital works programme from design through to award of tender.

Summary of Duties

1. Project engineering leadership and delivery including design, specification, procurement, budget control and monitoring of civil engineering and asset refurbishment projects across the Consortium Boards' areas including asset repairs, replacements and new build.
2. Actively manage risk across the capital programme.
3. Scoping of projects; preparation of whole of life cost estimates; programmes; feasibility studies; multidisciplinary design; design risk assessments; preparation of outline business cases for grant funding; tender preparation and adjudication.
4. Collaborate with the Delivery and Operations teams to ensure effective project solutions.
5. Actively share knowledge and experience promoting high quality, high standards and cost effective maintainable and operable solutions.
6. Undertake consultations, liaisons and notifications for civil engineering works projects.
7. Ensure the currency of CDM data (Health and Safety file) from inception to completion.
8. Manage external contractors in the site delivery of smaller projects and all electrical works at pumping stations in accordance with Health and Safety legislation.
9. Ensure that all record drawings and asset data are current and reflect any changes made during inspections, and report on required works or amendments to strategic investment plans.
10. Contribute to work programming for the efficient delivery of planned projects in a rolling five-year plan.
11. Prepare and monitor budgets for pumping station refurbishment and capital replacements, advising the Senior Engineer on any recommended changes to the programme.
12. Ensure asset management system and pump status log are up to date and collaborate with

the Operations Teams regarding the effective working of pumping stations, identifying and prioritising any issues. Ensure all electrical inspections are up to date.

13. Support in the design of reactive emergency projects arising from flood events.
14. Liaise with the Senior Engineer and Civils Project Engineer to agree priority order for project delivery and in securing grant aid and partnership funding.
15. Provide technical support to the Operations and Project Delivery Teams in relation to planning of the winter reforming programme.
16. Provide drainage and flood risk related technical advice and support as required on behalf of the Consortium, including assisting with local authority and other investigations.
17. Overseeing preparation of engineering drawings, designs and documentation for multidisciplinary engineering projects across the Boards' areas from survey work and design sketches.
18. Oversee in-house hydrological and hydraulic computer calculated modelling to ascertain benefits from different options for managing drainage and flood protection systems.
19. Monitor and provide advice on operational and project compliance with environmental legislation and Boards' policy, arranging pre and post inspections as required. Monitor and advise on environmental legislation and best practice.
20. Liaise with members of the public and external partners as required, demonstrating a positive attitude and a professional and considerate manner.
21. Undertake standby duty as part of the emergency duty rota if required.
22. Such other duties as may from time to time be requested by the Chief Executive or Senior Engineer.

Personal Skills and Professional Standards

- Role model, determined 'can do' approach, able to inspire confidence and respect, and exemplify high standards of conduct.
- To lead, engage and motivate a small developing team to influence high performance and ongoing development of the team.
- To be effectively responsive to events and changing demands and needs in a risk management environment.
- Excellent communicator with the ability to quickly build trust in relationships.
- Strong accountability and commitment to achieving deadlines, targets and performance improvement with a strong focus on proactive risk management.
- Highly organised with sound project management skills.
- Commercially savvy with the ability to apply technical experience to contract preparations and reviews in order to achieve efficiency in cost and solutions and to minimise risk to the Boards.

- Knowledge and experience of procurement, project delivery, drainage, hydraulics, geotechnics, pumping and structures in support of the effective execution of the role.

