



City of
BRADFORD
METROPOLITAN DISTRICT COUNCIL

City of Bradford Metropolitan District Council Job Profile

Reference Number	01282
Role Title	Senior Drainage Officer/Assistant Engineer (Reservoirs)
Grade	PO1
Directorate	Growth
Service Area	Planning, Transportation and Highways
Reports to	Flood Risk Manager/Senior Engineer (Reservoirs)/Senior Engineer

Role Purpose (maximum of 3 points, with no sub bullet points)

1. To support the Senior Engineer (Reservoirs) / Flood Risk Manager in managing the Council owned reservoirs and land drainage networks across the Bradford District. Sharing information and co-ordinating actions with other units. Working with other parties having to inspect land drainage matters and to enforce where necessary.
2. To provide effective advice and expertise within the Land Drainage team of Development Services to ensure that it makes the maximum contribution to the regeneration and sustainability of the district through effective delivery of the statutory responsibilities of the Lead Local Flood Authority with particular regard to the effective and proactive implementation of land drainage matters.
3. Ensure the consenting and enforcement for works on ordinary watercourses within Bradford District.

Duties and Responsibilities (maximum of 15 points, with no sub bullet points)

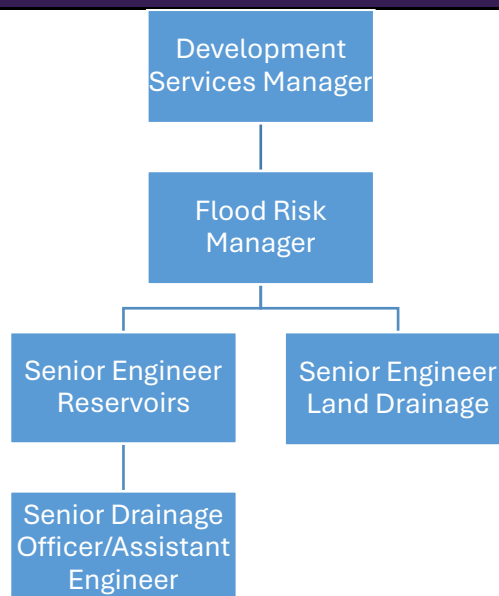
1. Support the team to ensure that Bradford Council fulfils its obligations as a reservoir owner and Lead Local Flood Authority.
2. Ensure riparian owners within the district maintain their responsibilities under the terms of the Land Drainage Act 1991.
3. Ensure the consenting and enforcement for works on ordinary watercourses and undertake works to manage flood risk from surface runoff and groundwater.
4. Undertake compliance inspections of Council owned reservoirs and assist Senior Engineer (Reservoirs) in managing contractors working on assets. Liaison with the Councils appointed Reservoir Supervising Engineer in matters relating to the management and maintenance of the reservoirs.
5. Undertake inspections of Council owned watercourses to advise land managers, including undertaking checks for compliance with drawings, specifications & other safety/materials/workmanship requirements.
6. To assist in maintaining a register of structures and features which are likely to have a significant effect on flood risk in their area under the terms of section 21 of the Flood and Water Management Act 2010.
7. Comply with the Service's Health & Safety Policy and with the requirements of the Construction (Design & Management) Regulations (CDM) and other safety legislation.
8. Maintain an up-to-date knowledge of land drainage techniques, modern construction methods, health and safety legislation and practices and the application of new technology. Understand the requirements of Codes of Practice technical and advice notes and ensure that such requirements are applied. Be similarly conversant with legal requirements and procedures.
9. To ensure appropriate maintenance programmes based on condition surveys are developed and implemented for land drainage and drainage infrastructure assets within the district and ensure appropriate maintenance programmes are developed and implemented for equipment and plant used within the service.
10. To use technical knowledge and experience of flood risk assessment development work to design Sustainable Drainage Systems and other drainage schemes.
11. Support with the delivery of capital and revenue projects and initiatives.
12. To work within multi-agency partnerships and with local stakeholders to primarily assist in the delivery of flood risk management across the district.
13. To assist in providing 24 hour call out for Reservoirs and drainage emergencies and incidents of flooding.
14. Ensure compliance with all Council Policies and Codes of Practice including Equal Rights, Health and Safety at Work, Discipline and Grievance, and Recruitment and Selection.
15. Communicate effectively and integrate service delivery within the Planning, Transportation & Highways Service, keeping customers and providers clearly informed of priorities, targets and progress. Be aware of the political dimension of a local authority and be responsive to the legitimate interests of local Ward Members. Exercise considerable negotiation skills in

ensuring compliance with Council requirements where deficiencies in service provision are identified.

Dimensions of role (direct or indirect as applicable) e.g. total number of staff managed, total budget, total scope of role

N/A

Structure Chart (showing direct reports)



Person Specification

Knowledge / Skills / Experience required
Knowledge and understanding of the Land Drainage Act 1991, Reservoirs Act 1975 and the role of the Lead Local Flood Authority under the Flood and Water Management Act 2010.
Comprehensive experience in Flood Risk Management and Land Drainage matters
The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the advanced threshold level.
Able to draft basic/routine letters, emails and reports in a logical and accurate manner and demonstrate adequate verbal skills in discussion, negotiation and when giving advice.
Ability to carry out and ensure appropriate maintenance programmes based on condition surveys are developed and implemented for land drainage and drainage infrastructure assets.
Able to involve partner organisations in the problem solving activity by developing strong working relationships, consulting representatives of partner organisations and gaining their input into decision making processes; ensuring close collaboration between stakeholders.
Knows the costs for products and services within own area of responsibility
Ability to apply knowledge and understanding of relevant legislation, guidance, key issues, working practices relevant to the planning function.

Key benchmarked competencies, traits and motives required to successfully deliver the role These will support recruitment, succession planning, development and performance management		Essential
Health and Safety	Uses knowledge, safety and environmental policies, procedures and regulations within land drainage and/or other areas of work within the development industry.	X
IT Packages	Uses a wide range of basic computer applications including Microsoft Office applications and mapping applications.	X
Service Improvement	Carries out the working practices, procedures and basic operations across a land drainage matters. Ability to adopt a process of continual improvement and suggest ways of working more efficient and effectively to improve service delivery.	X
Continued professional Improvement	Carries out a variety of working practices, applies complex regulations, rules, procedures and processes across a technical /specialist area	X
Communication	Covers a range of spoken and written communication skills required as a regular feature of the job. Knows and understands how to use, interpret, handle and communicate, often complex and detailed information, and relay it to service users/stakeholders in writing and/or over the telephone / face to face. Giving advice and guidance, negotiating and persuading and handling private, confidential and sensitive information. Ability to apply knowledge and understanding of relevant legislation, guidance, key issues, working practices relevant to the planning function.	X
Numeracy & Literacy	Demonstrates a high level of numeracy, literacy and accuracy across a range of activities.	X
Relevant Professional Qualification	Level 4 qualification (eg HNC, NVQ Level 4, BTEC Higher) in Construction, Civil Engineering, Flood Risk or other appropriate discipline.	X

Carries out performance management	Covers the employees' capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.	X
Communicates Effectively	Covers a range of spoken and written communication skills required as a regular feature of the job. This includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.	X
Carries Out Effective Decision Making	Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. This includes planning and organising, self-effectiveness and any requirements to quality check work.	X
Undertakes Structured Problem-Solving Activity	Covers a full range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. This includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.	X
Operates with Dignity and Respect	Covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.	X
Working Conditions	Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions. Must hold a full UK driving licence. Must be able to work outside normal working hours to assist in Flooding Emergencies. Must be physically able to work in challenging locations.	X
Practices Appropriate Leadership	Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self-interest for the sake of the team or service. They consider serving the District in all that they do.	
Operates with Strategic Awareness	Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.	
Delivering Successful Performance	Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve Council's values & agreed outcomes.	
Applying Project and Programme Management	Our manager's work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning	
Developing High Performing People and Teams	Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals.	

Applicants with disabilities are only required to meet the essential special knowledge requirements (clearly marked)

Due to the Government's Fluency in English for posts where employees speak directly to members of the public the postholder is required to meet the Advanced threshold level which will be applied where the postholder requires a greater level of sensitive interaction with the public.

You must be able to demonstrate that you can express yourself fluently and spontaneously (this will also be tested during the interview).

Completed by:	Kirsty Breaks-Holdsworth	Date:	03/06/2026
Quality checked:	Pay & Reward	Date:	04/08/2026